
University of Manitoba Engineering Society

Bylaw Manual



Run by students, for students
MMXVII



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Article 1 - General

1. Refer to the Constitution for the definitions used in all of the Society's Governing Documents; and
2. Refer to the Constitution for procedure on amending the Bylaw Manual as well as for the policy for enactment.

Article 2 – Executive Council Responsibilities

1. Executive members are expected to volunteer for all of their Directorship Events to the best of their abilities; and
2. Executive members are expected to read and understand all implications of UMES' Governing Documents.
3. Executive members are responsible to assume the duties of the Senior Stick in the event that all other executive members listed above them in section 5.2 of the constitution are unable to do so
4. Assume responsibility for ensuring all Directorships and Supporting Members under their purview are adequately transitioned;

Section 2.1 – Senior Stick

The Senior Stick shall be responsible to:

1. Assume responsibility for adherence to the Governing Documents;
2. Have a good understanding of Robert's Rules of Order;
3. Work closely with the VSF to ensure the adherence to the Budget by Council;
4. Represent the Society in negotiations with UMSU and the UMSU Board of Directors in conjunction with the Society's Advocacy Representatives;
 - a. Attend SEA meetings or send a proxy;
5. Submit a "Letter from the Senior Stick" to each representative of Council as requested;
6. Chair the following committees:
 - a. The Executive Committee; and
 - b. The Selections Committee.

7. Work together with the Chair to keep a permanent, continuous, official copy of the all the Governing Documents, with all amendments properly documented;
8. Act as a leader for UMES Council;
9. Be the official representative of UMES to external groups, which include, but are not limited to:
 - a. The Office of the Dean;
 - b. The University of Manitoba;
 - c. Engineers Geoscientists Manitoba;
 - d. Friends of Engineering;
 - e. External media; and
 - f. The Board of Senior Sticks.
10. Attend the annual Engineers Geoscientists Manitoba Annual General Business Meeting.
11. Work together with the VSC and the Office of the Dean to review and approve 'The Red Lion' prior to the printing of each issue;
12. Assume responsibility for a Vice Stick's duties in the event of their resignation or to delegate the tasks accordingly;
13. Ensure all Vice-Sticks are adequately transitioned during the changeover period; and
14. Review the University of Manitoba Price Faculty of Engineering Policies and Procedure Manual prior to the beginning of regular session; and

Section 2.2 – Vice Stick Internal

The VSI shall be responsible to:

1. Assume the duty of overseeing student space, which includes:
 - a. Distribution and registration of keys for Council space;
 - b. Working with the Office of the Dean on renovations and improvements within the EITC; and
 - c. Overseeing the maintenance of all student spaces within the EITC.

2. Act as team leader for the Directorships and Supporting Members under their purview;
3. Execute the duties of all Directorships and Supporting Members under their purview in the event that the positions are unoccupied;
4. Act as the primary point of contact between the UMES Council and its recognized, Suspended, and de-recognized Technical Societies;
5. Organize graduation photo sessions for Fall and Winter Session graduates;
6. Assist Camp 8 with the Iron Ring information session and sizing event; and
7. Chair BOTS meetings.

Section 2.3 – Vice Stick External

The VSE shall be responsible to:

1. Facilitate student involvement in conferences and competitions;
2. Assume the responsibility for contact with any regional or national engineering undergraduate student organizations;
3. Act as team leader for the Directorships under their purview;
4. Execute the duties of all Directorships under their purview in the event that the positions are unoccupied;
5. Chair the Conference Delegation Selection Committee;
6. Works alongside the VSF and the Senior Stick to apply for conference funding:
 - a. Prepare an Engineering Endowment Fund completion report.
7. Review and be well versed in all of the governing documents of both the CFES, WESST, and Robert's Rules of Order prior to their respective conferences.

Section 2.4 – Vice Stick Academic

The VSA shall be responsible to:

1. Act as the Engineering students' academic advocate;
2. Act as a team leader for the Directorships under their purview;

3. Execute the duties of all Directorships in their purview in the event that the positions are unoccupied;
4. Maintain and promote academic support services of UMES, which include but are not limited to:
 - a. UMES' tutoring service.
5. Assist the Office of the Dean with events which include, but are not limited to:
 - a. Info Days;
 - b. Evening of Excellence; and
 - c. The Rotary Career Symposium.
6. Apply to the Engineering Endowment Fund for Outreach Event funding:
 - a. Prepare an Engineering Endowment Fund completion report.

Section 2.5 – Vice Stick Communications

The VSC shall be responsible to:

1. Work together with the Senior Stick and the Office of the Dean to review and approve 'The Red Lion' prior to the printing of each issue;
2. Act as a team leader for all Directorships in their purview;
3. Execute the duties of all Directorships in their purview in the event that the positions are unoccupied;
4. Manage Eng Vision;
5. Work with the Promotions Directorship to manage the UMES Google Master Calendar;
6. Moderate all of UMES' Social Media; and

Section 2.6 – Vice Stick Socials

The VSS shall be responsible to:

1. Act as a team leader for all Directorships in their purview;
2. Execute the duties of all Directorships in their purview in the event that the positions are unoccupied;
3. Facilitate the UMSAFE certification of Council Members and volunteers:
 - a. Maintain a record of UMSAFE-ed volunteers.

4. Be the main contact between UMES and social organizations, which include, but are not limited to:
 - a. Bison Sports;
 - b. The Board of Social Events; and
 - c. UMSU-recognized student groups.
5. Maintain relationships with external providers for social events;
6. Act as the volunteer coordinator through completing tasks, which include, but are not limited to:
 - a. Track all volunteer hours of council members;
 - b. Present the volunteer hours data to council at the end of every Fall and Winter term;
 - c. Maintain the volunteer database of Society Members who are not members of council; and
 - d. Encourage Society Members are not members of council to volunteer for UMES events.
7. Coordinate with University affiliates to facilitate consent culture training for at least 70% of UMES Council, including Frosh Interns.
8. In conjunction with the Secretary, coordinate with University affiliates to facilitate consent culture training for at least 70% of FYC

Section 2.7 – Vice Stick Corporate Relations

The VSCR shall be responsible to:

1. Act as a team leader for the Directorships under their purview;
2. Execute the duties of all Directorships under their purview in the event that the positions are unoccupied;
3. Work alongside the Senior Stick for contact with any professional engineering associations;
4. Oversee all sponsorship activities; and

Section 2.8 – Vice Stick Finance

The VSF shall be responsible to:

1. Along with the Senior Stick, maintain accurate records of all financial activities of Council in accordance with UMSU and University Bylaws and Regulations;
2. Keep the Executive Committee apprised of the financial status of UMES;
3. Retain signing authority until all financial tasks have been completed.;
4. Provide UMSU with request receipts and bank statements;
5. Chair the Finance Committee;
6. Compile the annual Council Budget;
7. Oversee all of the UMES Council applications for the Engineering Endowment Fund.
8. Work with Council Members to prepare cash boxes and floats upon request for UMES Events;
9. Prepare all UMES invoices;
10. Oversee the UMES FOAP account;
11. Work with the Merchandise Directorship to oversee internal invoices and matters relating to FOAP accounts; and
12. Oversee the Finance Director with day-to-day financial operations.

Section 2.9 – Secretary

The Secretary shall be responsible to:

1. Prepare notice of meetings and post upcoming agendas;
2. Record meeting minutes of all Council, Executive, and BOTS 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. This list shall be sent to the Senior Stick at the end of the year to determine transcript credit;
4. Notify the Senior Stick and appropriate Vice Stick of Council Members failing to maintain their duty of meeting attendance;
5. Maintain an inventory of office supplies for office use; and
6. Organize the December 6th École Polytechnique Memorial;
7. Act as a team leader for the First Year Committee; and
8. Assume or delegate the responsibility of the Frosh Representatives in the event of their resignation or removal.

Article 3 – Directorship and Supporting Member Responsibilities

1. All UMES Directorships and Supporting Members are responsible to advertise, promote, and abide by the budget for their own Events in order to ensure the success of the Event;
2. All Council Members are expected to read and understand all implications of UMES' Governing Documents;
3. All Directorships are to take at least one Frosh Intern unless decided otherwise by the Executive Committee:
 - a. It is the responsibility of the Head Director and the overseeing Vice Stick to ensure Frosh Interns are engaged in the Directorship Events and organization; and
4. All directorships are responsible to update and maintain their transition documents.

Section 3.1 – Academic Advocacy

The Academic Advocacy Directorship shall be responsible to:

1. As required, update each of the Department Student Handbooks;
2. Update the Frosh Handbook;
3. Organize Undergraduate Research Information Sessions for all Engineering Departments;
4. Assist in organizing the Technical Elective Information Session for all Engineering Departments; and
5. Plan and organize Fall and Winter Lunch 'N Learn sessions for all engineering departments;

Section 3.2 – Advocacy Representatives

The two (2) Advocacy Representatives shall be responsible to:

1. Attend the University of Manitoba Senate meetings:
 - a. Apply to be on at least one senate sub-committee;
 - b. Report to UMES on pertinent Senate business; and

- c. Work together to complete a report within two (2) weeks of every Senate meeting highlighting the relevant information for Engineering students. This report must be available to all Society Members.
2. Serve as UMES' UMSU representative:
 - a. Assign a proxy for UMES to the UMSU Council in the event that they are unable to attend an UMSU Board of Director meeting. A proxy representative must be a Council Member;
 - b. Report to UMES on any pertinent UMSU business;
 - c. Work together to complete a report within two (2) weeks of every UMSU meeting highlighting the relevant information for Society Members. This report must be available to all Society Members;
 - d. Apply for at least one UMSU Committee; and
 - e. Together with the Senior Stick, represent the Society in negotiations with UMSU and the UMSU Council.
3. Be a member of Engineers Geoscientists Manitoba's Government Relations Advisory Committee:
 - a. Assist the committee in implementing new legislation, regulation, policy, and code;
 - b. Partake on task groups set up by the committee; and
 - c. When required, provide assistance to the Chair of the Committee in positioning an individual on relevant task groups by recommending potential candidates.
4. Advocate for engineering students' rights and opinions regarding newly implemented laws and regulations concerning their future professional practice.
5. Provide counsel, advice, and assistance to society members impacted by changes in university/government policies, codes, laws, and regulations.

Section 3.3 – Chair

The Chair shall be responsible to:

1. Assist the Senior Stick in their governance related responsibilities;
2. Have a good understanding of Robert's Rules of Order;

3. Chair of General Council Meetings;
4. Regularly maintain and update all of the societies Governing Documents and provide suggestions to the Constitution Committee regarding implementation of said documents;
5. Chair the Constitution Committee; and

Section 3.4 – Community Involvement

The Community Involvement Directorship shall be responsible to:

1. Organize the “Great Engineering Pi-Throw”, which includes:
 - a. Coordinating the Pi-Throw volunteer team;
 - b. Interacting with University faculty student councils to raise awareness of the event;
 - c. Facilitating industry involvement; and
 - d. Seeking means of involving Engineering students in the community and promoting student involvement in related initiatives.
2. Coordinate charity initiatives that the UMES Council chooses to support;
3. Take responsibility for organizing Holiday Hamper(s);
4. Work with Canadian Blood Services to organize and promote blood drives throughout the year; and
5. Organize community volunteer trips/initiatives.

Section 3.5 – Corporate Relations

The Corporate Relations Directorship shall be responsible to:

1. Seek corporate sponsorship for UMES Events and Services;
2. Promote the Price Faculty of Engineering at UMES Events or other professional events;
3. Maintain general relations between UMES and industry;
4. Maintain records of sponsorship, which include, but are not limited to:
 - a. Income received; and
 - b. Promised recognition.

5. Work with Directorships to ensure companies are adequately recognized at their sponsored events in accordance with the Sponsorship Package and any private communication with the Corporate Relations Team;
6. Update or maintain the UMES Sponsorship Package as necessary;
7. Organize and assist in coordinating and promoting the ASE Career Fair.

Section 3.6 – Electronic Communications

The Electronic Communications Directorship shall be responsible to:

1. Maintain the UMES website;
2. Maintain an inventory of electronic assets;
3. Work with Vice Sticks, Senior Stick and Directorships to maintain online services and email lists; and
4. Maintain the vending machine and work with Merchandise directorship to ensure it is stocked.

Section 3.7 – Equity Officer

The Equity Officer will ensure the UMES Council and associated student groups are being upheld to the highest standard EDI by:

1. Organize at least two (2) events per Academic Year for underrepresented groups in Engineering;
2. Organize one Town Hall per Academic Year to receive feedback;
3. Attend EDI Committee meetings with the Price Faculty of Engineering;
4. Maintain connection the University of Manitoba President's EDI Task Force Group;
5. Provide and/or organize training and workshops on equity and diversity for students;
6. Work with UMES associated student groups/Tech Socs to assess their current framework and provide resources to ensure best practices are in place, regarding EDI initiatives;
7. Perform an audit/review of UMES events and promotional materials and develop and maintain guidelines to improve accessibility and inclusivity; and

8. Collaborate/network with minority groups across campus and act as liaison between minorities, student body/council, and Faculty.
9. Oversee the Equity Board
10. Work with UMES associated student groups/Tech Socs to assess their current framework and provide resources to ensure best practices are in place, regarding EDI initiatives;
11. Maintain contact with UMSU's EDI working group
12. Collaborate/network with minority groups across campus and act as liaison between minorities, student body/council, and Faculty.

Section 3.8 – Finance Director

The Finance Director shall be responsible to:

1. Work with the VSF to prepare cash boxes and floats upon request for UMES events; and
2. Support the VSF with day-to-day financial operations.

Section 3.9 – Frosh Integration

The Frosh Integration Directorship shall be responsible to:

1. Organize Engineering Orientation, which includes:
 - a. Selecting and coordinating the Engineering Orientation Buddy Leaders and volunteers.
 - i. Buddy Leaders shall be chosen based on an interview and application process defined by the Frosh Integration team and the VSA.
 - b. Ensuring that Engineering Committee members and volunteers do not consume excessive amounts of alcohol, in order to maintain a safe and inclusive event for all participants, including minors.
 - i. The Frosh Integration leaders have the ability to remove any Engineering Orientation volunteers from Engineering Orientation at their discretion.
 - c. Working with Student Life orientation coordinators as necessary.

2. Apply to the Engineering Endowment Fund for Engineering Orientation funding:
 - a. Prepare an Engineering Endowment Fund completion report.
3. Encourage Buddy Leaders to maintain contact with their Frosh groups throughout the year;
4. Promote Frosh Intern positions on Council;
5. Promote involvement in First Year Committee
6. Organize the Pick Your Poison event for first-year Engineering students to attend and learn about each department, in order to assist them in choosing a department to pursue; and
7. Organize Regular Session Exam Crams.

Section 3.10 – Graduation

The Graduation Directorship shall be responsible to:

1. Ensure all plans are made and executed for the year-end formal dinner and dance;
2. Hold fundraising events for year-end formal dinner and dance; and
3. Apply to the Engineering Endowment Fund for year-end formal dinner and dance funding:
 - a. Prepare an Engineering Endowment Fund completion report.

Section 3.11 – International Student Representative

The International Representative(s) shall be responsible to:

1. Organize meetings for International Students' Group in order to ensure better communication between international students and Council;
2. Attend all meetings for International Students' Caucus;
3. Communicate concerns and issues of international students to the Senior Stick; and
4. Organize Events with regards to providing a better experience to International Students on campus.

Section 3.12 – Junior Outreach

The Junior Outreach Directorship shall be responsible to:

1. Build effective relationships with elementary, middle, and junior high schools to host Junior Outreach days;
2. Canvassing technical societies and University of Manitoba student groups to host stations at Junior Outreach Days; and
3. Continuously explore new opportunities that encourage youth involvement in the Price Faculty of Engineering, which includes, but is not limited to:
 - a. Engineers Geoscientists Manitoba 30 by 30 Initiative (“Engineering Changes Lives”).

Section 3.13 – Merchandise

The Merchandise Directorship shall be responsible to:

1. Organize sign-up for ‘The Window’, ensuring it is adequately staffed;
2. Maintain a list of staff members and their attendance to be sent to the Senior Stick at the end of the year to determine transcript credit;
3. Notify the Senior Stick and appropriate Vice Stick of Council Members failing to maintain their duty of Window attendance;
4. Maintain an inventory for purchases from ‘The Window’;
5. Oversee matters relating to lockers within the EITC, which include, but are not limited to:
 - a. Physical locker maintenance over the Summer Session;
 - b. Allocate a minimum of twenty (20) full-sized lockers to be used for and by the Computer Science Student Association (CSSA) at a unit cost determined by the Directorship:
 - i. The CSSA and VSI must be notified prior to the beginning of the Regular Session of the allocation. This notice must include:
 1. The number of lockers being allocated;
 2. The location of said lockers;
 3. The unit cost of said lockers;
 4. The total cost of said lockers; and
 5. The option to:
 - a. Request an increase or decrease of lockers;

- b. Request a new location for lockers; and
 - c. Completely opt out of locker allocation.
 - c. Distribution of lockers to registered Engineering students at the beginning of the Regular Session;
 - d. Maintaining a digital database of lockers and their respective renters, including contact information;
 - e. Provide digital and physical notices regarding locker rentals throughout the year, which include, but are not limited to:
 - i. Notices informing renters of relevant changes to prices prior to locker rentals;
 - ii. Locker locations and availability;
 - iii. Rules and responsibilities of all parties affected by locker rentals, including those of UMES; and
 - iv. Notices of imminent eviction as a result of misuse or expiration of rentals.
 - f. Remove locks from lockers that are erroneously occupied or left in place past the rental period. Contents remaining within lockers are handled at the discretion of the Directorship:
 - i. University of Manitoba Security Services must be contacted prior to removing locks following Regular Session rentals; and
 - ii. A record is to be maintained regarding lock removal, item collection, and relevant actions taken.
- 6. Facilitate sales of Engineering merchandise, which includes, but is not limited to:
 - a. Apparel;
 - b. Engineering Paper; and
 - c. Promotional Products.
 - d. Food and Beverages
- 7. Actively promote The Window, its products, services, and competitions through the UMES website and social media;
- 8. Provide the VSF with invoices relating to:
 - a. Internal UMES purchases; and

- b. Purchases completed with a FOAP account.
9. Oversee and maintain the display cabinet adjacent to The Window; and
10. Maintain relationships with local and national companies to retain good client standings.

Section 3.14 – Professional Development

The Professional Development Directorship shall be responsible to:

1. Organize student-professional networking events;
2. Promote the Price Faculty of Engineering at UMES Events or other professional events;
3. Maintain general relations between UMES and industry;
4. Organize and assist in coordinating and promoting events, which include, but are not limited to:
5. Work with the VSCR to facilitate HIRED events

Section 3.15 – Promotions

The Promotions Directorship shall be responsible to:

1. Maintain adequate communication with the Society Members by means including, but not limited to:
 - a. Social Media;
 - b. Newsletters; and
 - c. Chalkboard advertisements.
2. Update the large calendar in the basement of E2;
3. Keep the UMES website calendar up-to-date;
4. Distribute the Growl during the Regular Session as a service to Engineering students which includes, but is not limited to:
 - a. Upcoming events and workshops; and
 - b. A listing of important dates and deadlines.
 - c. Council meeting minutes
5. Distribute the Tech Soc Newsletter during the Regular Session.

Section 3.16 – Publications

The Publications Directorship shall be responsible to:

1. Create and publish at least three issues of The Red Lion
2. Ensure the Senior Stick, VSC and the Office of the Dean approve the content of each issue before publishing; and
3. Maintain an electronic archive of The Red Lion, to be passed on to the next year.

Section 3.17 – Senior Outreach

The Outreach Directorship shall be responsible to:

1. Organize a minimum of three Outreach Days (minimum of one each Regular Session term) to promote Engineering as a career path to high school students;
2. Contact high schools to solicit student participation in Outreach Days;
3. Maintain a database of participants and respective liability waivers;
4. Portray a positive image of the University of Manitoba Faculty of Engineering to participants of Outreach Days;

Section 3.18 – Socials

The Socials Directorship shall be responsible to:

1. Organize, advertise and maintain record of ticket sales for large social Events for the student body, which include, but are not limited to:
 - a. A fall term social;
 - b. 'The Big One';
 - c. A winter term social event;
 - d. 'Disorientation'
2. Return empties and remaining alcohol within one (1) week following the Event;
3. Organize BEvERage Gardens throughout the year; and
4. Have at least one member of the Directorship remain sober throughout the duration of each of the Directorship Events (as per MLCC liquor permit laws); and
5. Ensure volunteers are sober and capable of properly completing their tasks.

Section 3.19 – Sports

The Sports Directorship shall be responsible to:

1. Organize sports Events for the student body, which include, but are not limited to:
 - a. A dodgeball tournament;
 - b. A curling bonspiel; and
 - c. A winter spongee tournament.
 - d. Summer Spoungee
2. Have at least one member of the Directorship remain sober throughout the duration of each of the Directorship Events (as per MLCC liquor permit laws); and
3. Coordinate and promote Engineering involvement with University of Manitoba intramurals.

Section 3.20 – Spirit

The Spirit Directorship shall be responsible to:

1. Act as a figurehead for school spirit;
2. Perpetuate Engineering tradition through sounds and music;
3. Fuel Engineering rivalries with other faculties;
4. Seek new means of spreading Engineering spirit;
5. Spread word of Engineering events throughout campus;
6. Organize Eng Week and promote it to all Society Members; and
7. Work with the Socials Directorship to organize a fall term social.

Section 3.21 – Sustainability

The Sustainability Directorship shall be responsible to:

1. Promote sustainable practices within UMES and the Faculty;
2. Host events promoting Sustainability, which may include, but are not limited to:
 - a. Invent for the Planet Competition;
 - b. Clothing Swap; and
 - c. Town Hall.

3. Introduce and optimize composting and recycling within Council office spaces and the Faculty
4. Work with Council to ensure events and operations are as environmentally-friendly as possible; and
5. Collaborate with organizations and individuals, that include, but are not limited to:
 - a. Office of Sustainability;
 - b. UMEARTH; and
 - c. VSI.

Section 3.22 – Yearbook

The Yearbook Directorship shall be responsible to:

1. Produce the current year's Engineering Yearbook and distribute the previous year's Engineering Yearbook;
2. Attend UMES Events in order to take photos;
3. Maintain an online photo album hosted on the UMES website;
4. Work with Promos to upload photos to social media; and
5. Create and publish the Engenda.

Article 4 – Committees

Quorum for all committees is 50% plus one of voting members.

Section 4.1 – Selection of Committees

1. The Incoming Senior Stick will be tasked with organizing the application of committees;
2. Applications for committees will be distributed after all Council positions have been selected;
3. The Selection Committee may choose not to open the application for Faculty committees if these committees have not met in recent years;
4. Applications must be made available for a minimum of seven days before they are due for submission;
5. Applications for committees open to UMES Society Members must be made available by means, including, but not limited to:
 - a. Student email;

- b. Social media; and
 - c. Paper copies or an online application.
- 6. Applicants can apply for one or multiple committees. Applicants will be instructed to submit a completed application form indicating why they believe they are well suited to be a member of one or multiple committees;
- 7. The Selection Committee will make the decision on the appointment of individuals to committees within two weeks of the date of submission. The Selection Committee is not required to conduct interviews:
 - a. It is the Senior Stick's responsibility to appoint the required number of Vice Sticks to all the committees; and
 - b. In the circumstance that a member of the Selection Committee is applying for another committee, the member in question must step out of the room while the rest of the Selection Committee chooses who to appoint to the committee in question.
- 8. If there is a lack of applications for committees, or if the Selection Committee deems some applicants unqualified for the committees, then any remaining open positions on the committees will be filled at the Senior Stick's discretion; and
- 9. In the event that an individual resigns their position from a committee, the course of action will depend on the following circumstances:
 - a. If there are no more meetings or tasks to be completed by the committee then the position may remain unfilled; and
 - b. If the committee must still meet then the position must be open to applications as per points one through six of this section. If there are no applicants, the Senior Stick may appoint an individual at their discretion.

Section 4.2 – Executive Committee

- 1. The Executive Committee shall consist of all the members of the Executive Council;
- 2. The Senior Stick shall be the Chair of Executive Committee meetings;
- 3. The Secretary shall record the minutes of the meetings;

4. The Executive Committee must meet at least one (1) time per term during the Regular Session and as needed; and
5. The Executive Committee must meet at least two (2) times during the Summer Session.

Section 4.3 – Constitution Committee

1. The Constitution Committee shall consist of the following members:
 - a. The Senior Stick;
 - b. Chair (non-voting);
 - c. Two Vice Sticks;
 - d. One non-Executive Members of the Council;
 - e. One UMES member that is not a member of council; and
 - f. The Secretary (non-voting).
2. The Chair shall be the chair of the Constitution Committee.
3. The Secretary shall record the minutes of the meetings;
4. If necessary, the Constitution Committee shall make recommendations to Council on proposed Governing Document amendments; and
5. The Constitution Committee must meet at least once during their term in Office.

Section 4.4 – Finance Committee

1. The Finance Committee shall consist of the following members:
 - a. The Senior Stick;
 - b. The VSF;
 - c. One other Vice Stick;
 - d. Two non-Executive Members of the Council;
 - e. One UMES member that is not a member of council; and
 - f. The Secretary (non-voting).
2. The VSF shall be the Chair of the Finance Committee meetings;
3. The Secretary shall record the minutes of the meetings;
4. The Finance Committee shall report to Council regarding the progress of the Committee; and
5. The Finance Committee must meet at least once during the Summer Session and once during the Regular session.

Section 4.5 – Conference Delegation Selection Committee

1. The Conference Delegation Selection Committee shall consist of the following members:
 - a. The VSE;
 - b. The Senior Stick;
 - c. The Faculty Advisor; and
 - d. Two (2) Society Members that are not Council Members selected by the VSE.
2. The VSE shall be the Chair of the Conference Delegation Selection Committee meetings.
3. The VSE shall have a vote and all other privileges of any other Committee Member;
4. The Conference Delegation Selection Committee must meet at any time in which a Conference Delegation must be chosen; and
5. If a member of the Committee is applying for a conference, they cannot be part of the discussion of their application.

Section 4.6 – Selections Committee

1. During the changeover period, the Selections Committee shall consist of the following members:
 - a. The Incoming Senior Stick;
 - b. The Incoming VSI;
 - c. The Incoming VSE;
 - d. The Incoming VSA;
 - e. The Incoming VSC;
 - f. The Incoming VSS;
 - g. The Incoming VSCR;
 - h. The Incoming VSF;
 - i. The Incoming Secretary (non-voting);
 - j. The Outgoing Senior Stick; and
 - k. 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 their consent to be a member of the Selections Committee; and
 - iii. In the event that the outgoing Senior Stick is unable to find a person who fits the above criteria, the outgoing Senior Stick will be obligated to choose a Council Member who is considering reapplying for the Council.
- 2. During any time other than the Changeover Period, the Selections Committee shall be the Executive Committee;
- 3. The Incoming Senior Stick shall be the Chair of the Selections Committee meetings; and
- 4. Incoming Appointed Executive do not sit on the Selections Committee until all Appointed Executive positions have been selected.

Section 4.7 – Exploratory Committees

- 1. The enactment of an Exploratory Committee shall include
 - a. The purpose of the Exploratory Committee;
 - b. The name of the Exploratory Committee;
 - c. The date the Exploratory Committee shall be enacted;
 - d. The date the continuance of the Exploratory Committee shall be evaluated;
 - e. The Chair of the Exploratory Committee; and
 - f. The members of the Exploratory Committee.
- 2. The Exploratory Committee shall report to Council regarding the progress of the Exploratory Committee.

Section 4.8 – Ad Hoc Committees

- 1. The 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; and
 - f. The members of the Ad Hoc Committee.

2. The Ad Hoc Committee shall report to Council regarding the progress of the Ad Hoc Committee.