

**Memorial University of Newfoundland
Faculty of Engineering and Applied Science
Undergraduate Student Society Constitution**



Date	Amendment
Oct 2017	Constitution created by Society B Executives
May 2020	<p>Amendment ratified by Society A and Society B Executives.</p> <ul style="list-style-type: none"> ● Make this document the official Constitution of Society ‘A’. ● Remove Director of Competitions and Director of High School Outreach. ● Add Director of Communications, Director of Outreach, Director of International Representation, and Director of Sustainability. ● Add managing and chairing meetings for Executive Sub-Teams to the responsibilities of Senior Vice-Presidents. ● Make minor changes to other responsibilities of roles. ● Add information on Executive Sub-Teams and Meetings of the Executive Sub-Teams. ● Clarify wording in several places. ● Replace the Executive organizational chart with one that represents the new Executive roles and Executive Sub-Teams.
February 2021	New election process for Junior Vice President Winter elections added
May 2021	<p>Amendment ratified by Society A and Society B Executives.</p> <ul style="list-style-type: none"> - New election process for senior executive and director positions - Remove Director of Sustainability role

ARTICLE 1: CONSTITUTION

1. This document is the Constitution of Memorial University Engineering Undergraduate Student Society ‘A’ and Memorial University Engineering Undergraduate Student Society ‘B’.
2. This constitution will be made available to the represented members via the Society’s website.

ARTICLE 2: NAME

1. The names of the two Societies are Memorial University Engineering Undergraduate Student Society ‘A’ and Memorial University Engineering Undergraduate Student Society ‘B’, herein referred to as “Society ‘A’” and “Society ‘B’”, respectively.

ARTICLE 3: LOGO

1. The societies will be represented by the corresponding logos as they appear on the cover of this document.

ARTICLE 4: PURPOSE

1. The purposes of both Societies are:
 - i. To be the voice of Memorial University Faculty of Engineering and Applied Science (FEAS) undergraduate students and provide support to any student registered in an engineering course.
 - ii. To serve as the official undergraduate student organizations of the FEAS of Memorial University of Newfoundland.
 - iii. To represent the interests of its members in relations with the FEAS Administration (the Faculty), the Engineering Faculty Council, the Engineering Committee on Undergraduate Studies (CUGS), the Canadian Federation of Engineering Students (CFES), the Atlantic Council of Engineering Students (ACES), the Memorial University of Newfoundland Students’ Union (MUNSU), and the student organizations of other faculties and other universities.
 - iv. To cultivate a spirit of mutual assistance and cooperation among its members, and among both Societies whenever possible.
 - v. To promote and coordinate activities for the benefit of the members of the Societies as it applies to engineering education.

- vi. To provide extra services as desired by the members of the Societies.
- vii. To organize and host conferences, meetings, assemblies, competitions, and exhibitions.
- viii. To affiliate itself with any organization pursuing the same goals as the Societies.
- ix. To possess and operate the assets necessary to accomplish the goals of the Societies.
- x. To present relevant information to appropriate government and other agencies.
- xi. To cooperate with all associations recognized by the Societies in matters of common interest, in particular the Faculty and MUNSU.
- xii. To promote the public image of engineering students.

ARTICLE 5: DISSOLUTION OF THE SOCIETY

1. Upon the winding up or dissolution of either of the Societies, any assets remaining after the satisfaction of its debts and liabilities shall be given or transferred to the Janeway Children's Hospital Foundation.

BYLAW 1: INTERPRETATION

1. All references to the plural shall include the singular, and all references to the singular shall include the plural.
2. "Academic Term" shall be defined according to the Memorial University Calendar.
3. In recognition that the undergraduate student body is split into two groups, Society 'A' shall represent those students having their expected graduation date in even-numbered years and Society 'B' shall represent those students having their expected graduation date in odd-numbered years.
4. All references to an Executive office shall refer to the Executive Officer, any of the Officer's delegates, or any ad hoc committee created by the Executive Officer, unless otherwise stated.
5. All references to an Executive Sub-team shall refer to the group of Executive Officers included in the group led by an Executive Officer in a Vice-President position, unless otherwise stated.
6. "Work Term" shall be defined according to the Memorial University of Newfoundland Calendar.
7. "General resolution" shall refer to an ordinary resolution.
8. "Executive resolution" shall refer to an ordinary resolution made by the Executive.

9. "Marks Meeting" shall refer to the promotions meeting of the Faculty Council.
10. "The Membership" shall refer to all members of the Society.

BYLAW 2: MEMBERSHIP

1. A member of the Society is:
 - i. currently registered with the FEAS at Memorial University in the Engineering Undergraduate Degree Program, and
 - ii. in good standing with the Society.
2. The normal membership period for members will be from the beginning of Engineering One until the end of Academic Term 8 (providing the member is still registered with the FEAS during this period).
3. A member is deemed to not be in good standing with the Society if ruled under an Executive Resolution (reasons include funds fraud, inappropriate/aggressive behavior, etc).
4. If a member is deemed in poor standing with the Society, the member shall be entitled to only one (1) appeal at one (1) General Meeting.
5. A person shall cease to be a member of the Society:
 - i. By delivering their resignation in writing to the Vice-President Internal of the Society.
 - ii. On their death.
 - iii. On having not been in good standing with the Society for twelve (12) consecutive months.
 - iv. On withdrawal, suspension, or expulsion from the FEAS.
6. The Vice-President Internal shall maintain a list of people currently registered with the FEAS who are not members of the Society (if applicable) and evaluate any ambiguity of membership.
7. Members shall be entitled to:
 - i. Vote in Executive elections, subject to any restrictive clauses stated within this Constitution.
 - ii. Nominate oneself as a candidate in Executive elections.
 - iii. Second a candidate in Executive elections.
 - iv. Hold any office within the Society, subject to restrictive clauses stated within this Constitution.
 - v. Propose or second amendments to this document.

BYLAW 3: AMENDMENTS

1. Amendments to the Constitution and its respective Bylaws shall require an Executive Resolution in a Joint Meeting of both Society 'A' and Society 'B'.

2. Proposed amendments to the Constitution shall be postponed indefinitely if a Resolution is made in one Society, but is not made in the other Society.
3. A date of ratification by Society 'A' and Society 'B' shall be included in the Constitution for the current revision.

BYLAW 4: MEETINGS

1. Meetings of the Executive shall be:
 - i. Held at least four (4) times (generally on a bi-weekly basis on alternating weeks with Meetings of the Executive Sub-teams) during the Academic Term whereby:
 - a. A previously distributed agenda is followed.
 - b. The Executive Officers take the floor.
 - c. A minimum of five (5) Executive Officers are in attendance.
 - d. The President, or in the President's absence, the Vice-President External, holds the Chair, and shall have the casting vote in the event of a tie vote.
 - e. Every Executive Officer and every committee chair shall present an oral report.
 - f. Minutes are recorded during the meeting by the Vice-President Internal (Junior Vice-President Internal in their absence) and posted on the Society website within three (3) days of the date the meeting was held.
 - ii. Held at least one (1) time during the Work Term whereby:
 - a. The medium of communication is available electronically to those who require it.
 - b. A previously distributed agenda is followed.
 - c. A minimum of five (5) Executive Officers are in attendance.
 - d. The President, or in the President's absence, the Vice-President External holds the Chair, and shall have the casting vote in the event of a tie vote.
 - e. Minutes are recorded during the meeting by the Vice-President Internal (Junior Vice-President Internal in their absence) and posted on the Society website within one (1) week of the date the meeting was held.
2. Executive Meetings may pass Executive Resolutions with the majority of votes in the affirmative.
3. An Executive Resolution shall be required for:

- i. Disciplinary action towards a member, including cancellation of membership or transgressions against the Constitution.
 - ii. Ongoing negotiations that are sensitive in nature.
4. Meetings of each of the Executive Sub-teams shall be:
 - i. Held at least four (4) times (generally on a bi-weekly basis an alternating weeks with Meetings of the Executive) during the Academic Term whereby:
 - a. A previously distributed agenda is followed.
 - b. The members of the Executive Sub-team take the floor. The President will preside over meetings of each of the Executive Sub-teams on a rotating basis.
 - c. A minimum of two (2) members of the Executive Sub-team are in attendance.
 - d. The Vice-President who leads the Executive Sub-team in question, or in their absence, a member of their choosing of the Executive Sub-team in question, holds the Chair, and shall have the casting vote in the event of a tie vote.
 - e. Every member of the Executive Sub-team and every committee chair shall present an oral report.
 - f. Minutes are recorded during the meeting by a designated member of the Executive Sub-team and posted on the Society website within three (3) days of the date the meeting was held.
 - ii. Held at least one (1) time during the Work Term whereby:
 - a. The medium of communication is available electronically to those who require it.
 - b. A previously distributed agenda is followed.
 - c. A minimum of two (2) members of the Executive Sub-team are in attendance.
 - d. The Vice-President who leads the Executive Sub-team in question, or in their absence, a member of their choosing of the Executive Sub-team in question, holds the Chair, and shall have the casting vote in the event of a tie vote.
 - e. Minutes are recorded during the meeting by a designated member of the Executive Sub-team and posted on the Society website within one (1) week of the date the meeting was held.
5. Joint Meetings of the Executives of both Societies shall be:
 - i. Held at least one (1) time per term (generally in between terms as there is a transition regarding which Society is the on-term Society) whereby:
 - a. The medium of communication is available electronically to those who require it.

- b. A previously distributed agenda is followed.
 - c. The Executive Officers of both Societies take the floor.
 - d. A minimum of ten (10) Executive Officers in the position of President, Vice-President or Junior Vice-President are in attendance.
 - e. The Presidents of both Societies, with the Vice-President External of either Society replacing their President in the absence of a President from either Society, hold the Chair.
 - f. Minutes are recorded during the meeting by an Officer or Officers of either or both Societies and posted on the Society websites within three (3) days of the date the meeting was held.
6. Community Meetings shall:
- i. Be called:
 - a. At least once per Academic Term as announced by an Executive Resolution.
 - b. By a requisition of fifteen percent (15%) of the membership, and to be called no later than one month after reception of the request by the Executive.
 - ii. Be facilitated by the Executive.
 - iii. Be open to the membership.
 - iv. Have a quorum of fifteen percent (15%) of the regular membership in order to resolve a General Resolution. No quorum is required to present items for information at the Community Meeting.
 - v. Require a seventy-five percent (75%) majority to resolve the following matters, known as General Resolutions:
 - a. Impeachment of an Executive Member.
 - b. Appeal an Executive Resolution of a membership suspension.
 - vi. Include an oral report made by Officers of the Executive.
 - vii. Be chaired by the President, or in the President's absence, the Vice-President External who shall have the casting vote in the event of a tie.
 - viii. To better coordinate Community Meetings, an online posting board will be available to the Engineering student body. On this board, students will be able to post and vote on topics to be discussed during Community Meetings. Items will be addressed in order of monthly vote popularity. Students may also prepare questions to discuss during Community Meetings, however, these questions will only be addressed after the completion of all topics posted online.
7. A member in good standing present at a Community Meeting is entitled to one vote. Voting shall abide by the following rules:
- i. Voting is by show of hands whereby:

- a. When a vote is tallied, the Chair must ask the floor if anyone wishes to challenge the vote before announcing the results.
 - b. Support of two members is required for a vote to be considered challenged.
 - c. A challenged vote requires the Chair to re-conduct the vote with paper ballots. Each meeting attendee receives one ballot upon which to write their choice. Ballots are returned to the Chair. The Chair counts the ballots once every attendee has the opportunity to vote, with the results announced after the counting is complete.
 - d. A vote may not be challenged twice.
 - ii. Voting by proxy is not permitted.
8. In the event that an Officer or chair expects to be absent from a meeting at which they are expected to give a report, they shall submit a written report prior to the meeting. If the absence is unexpected, the written report shall be submitted within two (2) days after the meeting has taken place.
9. General Meetings shall:
- i. Be called as needed, as coordinated with the Societies and Faculty
 - ii. Be attended by:
 - a. All Vice-President and Junior Vice-President Executives of Society ‘A’ and Society ‘B’ and any other Executive Officers of either Society as needed.
 - b. The Dean of the Faculty of Engineering.
 - c. The Associate Dean of the Faculty of Engineering and Applied Science.
 - d. The Faculty of Engineering Student Liaison Officer.
 - e. At least one (1) representative from the Faculty of Engineering and Applied Science Co-operative Education Office.
 - f. Any additional members approved by both Societies.
 - iii. The minutes from General Meetings shall be taken by either a Faculty Representative or the Vice-President Internal of either Society ‘A’ or Society ‘B’.

BYLAW 5: THE EXECUTIVE

- 1. There shall be two Executives, one for each Society.
- 2. The Executive shall be composed of the following officers, each held by one individual:
 - i. President

- ii. Vice-President External
 - iii. Vice-President Academic
 - iv. Vice-President Finance
 - v. Vice-President Internal
 - vi. Director of Sports
 - vii. Director of Social Events
 - viii. Director of Co-op
 - ix. Director of Outreach
 - x. Director of International Representation
 - xi. Director of Communications
 - xii. MUNSU Representative
 - xiii. Junior Vice-President Academic
 - xiv. Junior Vice-President Internal
 - xv. Junior Vice-President External
 - xvi. Junior Vice-President Finance
 - xvii. Chief Returning Officer (CRO) (the outgoing President of the Society)
3. All officer positions shall be open to Society Members.
 4. The term of office of an Executive Officer, with the exception of the Junior Executive Officers, the MUNSU Representative and CRO, shall be a period of twenty-four months from Academic Term 4 to Academic Term 7.
 5. The term of office of the MUNSU Representative shall be the period of time between consecutive MUNSU General Elections, as early as Work Term 2 and no later than Academic Term 7.
 6. The term of office of a Junior Executive Officer shall be a period of sixteen months from Academic Term 2 to Academic Term 4.
 7. The term of the office of the CRO is from Academic Term 7 to Academic Term 8. The CRO will attend meetings as required by request of the current Executive and will be available as resources as required.
 8. The transition between an Executive and Executive-elect (consisting solely of Officers in Academic Term 4) of the same Society shall occur on the week following the completed elections. The transition can be extended, if necessary, by a resolution of both the Executive and Executive-elect.
 9. Upon vacancy of an Executive office, another Officer of the same Executive may undertake the responsibilities of the vacant position by an Executive resolution until an election is called with the exception of the office of the President. In this case, the Vice-President External will assume the position of President and an election will take place for the Vice-President External.
 10. An Officer elected in a by-election shall have his/her term of office equal to the remaining length of term of office of the previous Officer.

BYLAW 6: THE EXECUTIVE OFFICERS' DUTIES

1. The President shall:
 - i. Preside over meetings of the Executive and of the Society and preside over meetings of the Executive Sub-teams on a rotating basis.
 - ii. Post internal notices to all Executive Officers regarding Executive meetings and their agendas.
 - iii. Be responsible for the administration and actions of the respective Society.
 - iv. Convene all meetings of the Executive and of the Society.
 - v. Ensure the outgoing Grad Committee organizes and holds elections for the incoming Grad Committee.
 - vi. Ensure all members comply with the Constitution of the Society.
 - vii. Be the official representative of the Society to the general public and all faculty committees, with the exceptions designated in this constitution or by appointment of an Executive Officer as such.
 - viii. Be an ex-officio member of every committee of the Executive and reserve the privilege to call meetings of any committee operating in conjunction with the Executive.
 - ix. Sign all documents requiring the President's signature and second the disbursements of funds of the Society as directed by the proper authority.
 - x. Be responsible for all general correspondence between the Executive and the members
 - xi. Execute any other mandate as resolved by the Society to be executed by the President.
 - xii. Strike any ad hoc committees to assist the Executive, or select delegates to represent the Society, deemed necessary by the Executive.
 - xiii. Prepare and deliver a handover report to the incoming President.

2. The Vice-President Academic shall:
 - i. Report to the Executive on all academic matters concerning undergraduate engineering students.
 - ii. Appoint representatives to attend the CUGS Executive Marks Meeting for each Academic Term.
 - iii. Act as the official student representative to the following administrative bodies, committees, and meetings:
 - a. CUGS Executive Marks Meeting.
 - b. Engineering Committee on Undergraduate Studies (CUGS).

- c. Engineering Executive Committee on Undergraduate Studies (CUGS Executive).
 - d. Appeals Committee.
 - e. Engineering Faculty Council (FC).
 - f. Faculty of Engineering and Applied Science (FEAS).
 - g. Any other Committees of the Faculty or CUGS.
- iv. Inform undergraduate engineering students of the current academic regulations and procedures and provide support as required.
 - v. Organize and execute the election of Class Representatives within their Society for each discipline at the beginning of their Academic Term 3 semester, and any subsequent by-elections as needed
 - vi. Liaison with elected Class Representatives within their Society for the purpose of course and professor feedback, and any other desired communication and engagement between the Executives and the Class Representatives.
 - vii. Maintain an up to date list of the Executives and the Class Representatives within their Society and distribute this list to the Faculty when there are any changes made or upon request.
 - viii. Ensure all CFES and ACES conference attendees create a slideshow to summarize key takeaways for the purpose of sharing these takeaways with the Faculty and on the Society website.
 - ix. Execute any other mandate as resolved by the Society to be executed by the Vice-President Academic.
 - x. Strike and chair any ad hoc committees to assist, or select delegates to represent, the Vice-President Academic.
 - xi. Report directly to the President and be responsible for the Academic Executive Sub-team which comprises the Director of Co-op, the Director of International Representation and the Junior Vice-President Academic.
 - xii. Preside over meetings of the Academic Executive Sub-team.
 - xiii. Post internal notices to the Academic Executive Sub-team regarding Academic Executive Sub-team meetings and their agendas.
 - xiv. Convene all meetings of the Academic Executive Sub-team.
 - xv. Be responsible for taking meeting minutes during all meetings of the Academic Executive Sub-team and keeping organized in Society Google Drive.
 - xvi. Prepare and deliver a handover report to the incoming Vice-President Academic.

3. The Vice-President External shall:

- i. Be the official representative of the Society to all organizations external to the Memorial University of Newfoundland, including:

- a. Canadian Federation of Engineering Students (CFES)
 - b. Atlantic Council of Engineering Students (ACES)
 - c. Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL)
 - ii. Provide a formal report to the Executive summarizing any relevant outcomes of any CFES or ACES event.
 - iii. If for any reason, the Vice-President External cannot attend a CFES or ACES conference, they will be responsible for choosing the delegate(s) to go in their place.
 - iv. Be responsible for any required releases of information regarding Society outside of the university.
 - v. Be solely responsible for decisions, delegate selection, and budget planning regarding sending any additional delegates to conferences. This may be done through a formal application process.
 - vi. Organize and execute the election of Executive Officer positions as outlined in Bylaw 7.
 - vii. Execute any other mandate as resolved by the Society to be executed by the Vice-President External.
 - viii. Strike and chair any ad hoc committees to assist, or select delegates to represent, the Vice-President External.
 - ix. Report directly to the President and be responsible for the External Executive Sub-team which comprises the Director of Communications, and the Junior Vice-President External.
 - x. Preside over meetings of the External Executive Sub-team.
 - xi. Post internal notices to the External Executive Sub-team regarding External Executive Sub-team meetings and their agendas.
 - xii. Convene all meetings of the External Executive Sub-team.
 - xiii. Be responsible for taking meeting minutes during all meetings of the External Executive Sub-team and keeping organized in Society Google Drive.
 - xiv. Prepare and deliver a handover report to the incoming Vice-President External.
4. The Vice-President Finance shall:
- i. Be the treasurer of the Society.
 - ii. Have the custody of the funds of the Society and shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Society in the books belonging to the Society and shall deposit all monies and other valuable effects in the name and to the credit of the Society in such chartered bank(s) as may be designated by the Executive from time to time. Society ‘A’ and Society ‘B’ will hold separate accounts.

- iii. With a second signing authority, disburse the funds of the Society as directed by proper authority taking proper vouchers for such disbursements.
 - iv. Render to the Executive at the regular meetings of the Executive, or whenever they may require it, accounting of all the transactions and a statement of the financial position of the Society.
 - v. Allow any Society Member access to such books of account within one week of a written request.
 - vi. In cooperation with Vice-President Finance of alternate Society, prepare the Annual budget of the Society, subject to approval by both Executives and the Faculty, to be presented annually.
 - vii. Explore and apply to different conference funding options to send delegates to ACES and CFES conferences and relay findings and the status of the application processes to the Vice-President External as applicable.
 - viii. Execute any other mandate as resolved by the Society to be executed by the Vice-President Finance.
 - ix. Strike and chair any ad hoc committees to assist, or select delegates to represent, the Vice-President Finance.
 - x. Report directly to the President and be responsible for the Finance Executive Sub-team which comprises the Director of Outreach and the Junior Vice-President Finance.
 - xi. Preside over meetings of the Finance Executive Sub-team.
 - xii. Post internal notices to the Finance Executive Sub-team regarding Finance Executive Sub-team meetings and their agendas.
 - xiii. Convene all meetings of the Finance Executive Sub-team.
 - xiv. Be responsible for taking meeting minutes during all meetings of the Finance Executive Sub-team and keeping organized in Society Google Drive.
 - xv. Prepare and deliver a handover report to the incoming Vice-President Finance.
5. The Vice-President Internal shall:
- i. Be responsible for planning and facilitating a town hall at the beginning of the semester (once per semester), in conjunction with VPA, open to all members of the Society and undergraduate engineering student groups.
 - ii. Be responsible for taking meeting minutes during all meetings other than Executive Sub-team meetings presided over by another Executive Officer in a Vice-President position and keeping organized in Society Google Drive.
 - iii. Maintain communication with undergraduate engineering student teams via meetings or other communications in order to prepare a semesterly newsletter for the Society website, the Faculty and other external groups or interested parties.
 - iv. Plan and execute internal competitions for the membership.

- v. Oversee the selection process for sending delegates to the Atlantic Engineering Competition with the support of the Vice-President External.
- vi. Be responsible for the updating of the Constitution of the Societies in conjunction with the Vice-President Internal of the opposite Society.
- vii. Facilitate discussion for new student initiatives with faculty in conjunction with the Vice-President External.
- viii. Advocate for new educational opportunities alongside the Vice-President Academic.
- ix. The Vice-President Internal shall stay up to date with all MUNSU orders of business, reporting any relatable initiatives back to the Society immediately.
- x. Discuss and collaborate on initiatives with the MUNSU Sustainability Representative and report to the Executive on all matters concerning undergraduate engineering students on behalf of the MUNSU Sustainability Representative.
- xi. Execute any other mandate as resolved by the Society to be executed by the Vice-President Internal.
- xii. Strike and chair any ad hoc committees to assist, or select delegates to represent, the Vice-President Internal.
- xiii. Report directly to the President and be responsible for the Internal Executive Sub-team which comprises the Director of Sports, the Director of Social Events and the Junior Vice-President Internal.
- xiv. Advocate for the most environmentally friendly decisions possible to be made during the planning and executing of events by the Executive.
- xv. Preside over meetings of the Internal Executive Sub-team.
- xvi. Post internal notices to the Internal Executive Sub-team regarding Internal Executive Sub-team meetings and their agendas.
- xvii. Convene all meetings of the Internal Executive Sub-team.
- xviii. Be responsible for taking meeting minutes during all meetings of the Internal Executive Sub-team and keeping organized in Society Google Drive.
- xix. Prepare and deliver a handover report to the incoming Vice-President Internal.

6. The Director of Social Events shall:

- i. Be the principal organizer of all social events.
- ii. Be responsible for a pre-event budget, event report and event financial report for each event that will be submitted to the Vice-President Internal and Vice-President Finance for review.
- iii. Execute any other mandate as resolved by the Society to be executed by the Director of Social Events.

- iv. Strike and chair any ad hoc committees to assist, or select a delegate to represent, the Director of Social Events.
 - v. Report to Vice-President Internal.
 - vi. Prepare and deliver a handover report to the incoming Director of Social Events.
7. The Director of Sports shall:
- i. Coordinate inter-faculty teams and all sporting activities held by the Society.
 - ii. Act as liaison between the Society and MUN's Physical Education department.
 - iii. Make all necessary arrangements for ~~Society~~ participation of Members of the Society in intramural sports including: booking facilities, acquiring equipment, and soliciting participants to ensure the success of all sporting events.
 - iv. Organize at least one sporting event per Academic Term.
 - v. Execute any other mandate as resolved by the Society to be executed by the Director of Sports.
 - vi. Strike and chair any ad hoc committees to assist, or select delegates to represent, the Director of Sports.
 - vii. Report to Vice-President Internal.
 - viii. Prepare and deliver a handover report to the incoming Director of Sports.
8. The Director of Co-op shall:
- i. Act as the official student representative to the Engineering Co-operative Education Office (ECEO) on behalf of undergraduate engineering students in the Society.
 - ii. Communicate to undergraduate engineering students in the Society the ongoing requirements of the ECEO.
 - iii. Gather the opinions, comments and concerns of the undergraduate engineering students in the Society with regards to the ECEO and the co-operative education program. Provide these findings to the ECEO and collaborate with the ECEO where possible to invoke positive changes for undergraduate engineering students.
 - iv. In conjunction with Vice-President External, liaison with PEGNL to ensure undergraduate engineering students complete requirements during final co-op terms to commence the application for Professional Status.
 - v. Execute any other mandate as resolved by the Society to be executed by the Director of Co-op.
 - vi. Strike and chair any ad hoc committees to assist, or select a delegate to represent, the Director of Co-op.
 - vii. Report to Vice-President Academic.
 - viii. Prepare and deliver a handover report to the incoming Director of Co-op.

9. The Director of Outreach shall:
 - i. Be the official liaison between the Engineering Faculty Student Liaison Officer and the Society.
 - ii. Be the official liaison between the Engineering One Student Success Centre and the Society.
 - iii. Assist the Junior Executives with the planning and executing of Engineering One Orientation, with the support of the Faculty.
 - iv. Advertise, arrange and develop content for high school visits to promote the engineering program.
 - v. Maintain a current contact list for local high schools.
 - vi. Lead fundraising efforts on behalf of the society, with the support of the Director of Social events and the rest of the Executive as appropriate.
 - vii. Execute any other mandate as resolved by the Society to be executed by the Director of High School Outreach.
 - viii. Strike and chair any ad hoc committees to assist, or select a delegate to represent, the Director of High School Outreach.
 - ix. Report to Vice-President Finance.
 - x. Prepare and deliver a handover report to the incoming Director of Outreach.

10. The Director of International Representation shall:
 - i. Advocate for the most inclusive decisions possible to be made during the planning and executing of events by the Executive.
 - ii. Research and promote Diversity and Inclusion initiatives within the FEAS with the Vice-President Academic and the Faculty.
 - iii. Discuss and collaborate on initiatives with the MUNSU International Students' Representative and report to the Executive on all matters concerning undergraduate engineering students on behalf of the MUNSU International Students' Representative.
 - iv. Represent the best interests of and bring up the unique challenges of the undergraduate engineering international student body to the Executive, the Faculty, the ECEO, and other parties as necessary.
 - v. Execute any other mandate as resolved by the Society to be executed by the Director of International Representation.
 - vi. Strike and chair any ad hoc committees to assist, or select a delegate to represent, the Director of International Representation.
 - vii. Report to Vice-President Academic.

- viii. Prepare and deliver a handover report to the incoming Director of International Representation.

11. The Director of Communications shall:

- i. Ensure all members of the Executive have access to an email account dedicated to their position on the Executive.
- ii. Create content for and manage the social media accounts of the Society, in conjunction with the Director of Communications on the opposite Society, where applicable.
- iii. Maintain the Society website with up to date information.
- iv. Create posters or other promotional content for events and fundraisers hosted by the Executive.
- v. Organize sustainability week to promote environmentally friendly activities to engineering students and the Faculty. Implement the sustainability week at such a time that there is one sustainability week per academic year, such that in adjacent years, the sustainability weeks will fall on the Academic Term of opposite Societies.
- vi. Create and distribute applications for ACES and CFES conferences as directed by the Vice-President External.
- vii. Aid in the Election Process with the President and Vice President External. Reference Bylaw 7.
- viii. Execute any other mandate as resolved by the Society to be executed by the Director of Communications.
- ix. Strike and chair any ad hoc committees to assist, or select a delegate to represent, the Director of Communications.
- x. Report to Vice-President External.
- xi. Prepare and deliver a handover report to the incoming Director of Communications.

12. The MUNSU Representative shall:

- i. Be the official liaison with the Memorial University of Newfoundland Student's Union (MUNSU).
- ii. Represent the Society on the MUNSU Council.
- iii. Execute any other mandate as resolved by the Society to be executed by the MUNSU Representative.
- iv. Strike and chair any ad hoc committees to assist, or select delegates to represent, the MUNSU Representative.

- v. Report to Vice-President Internal.
- vi. Prepare and deliver a handover report to the incoming MUNSU Representative.

13. The Junior Vice-President Academic shall:

- i. Assist the Vice-President Academic in his/her day-to-day responsibilities.
- ii. Plan and execute Engineering One Orientation with the help of the other Junior Executives and the Director of Outreach, and the support of the Faculty.
- iii. Execute any other mandate that may be conferred to the Junior Vice-President Academic by the Executive.

14. The Junior Vice-President External shall:

- i. Assist the Vice-President External in his/her day-to-day responsibilities.
- ii. Plan and execute Engineering One Orientation with the help of the other Junior Executives and the Director of Outreach, and the support of the Faculty.
- iii. Execute any other mandate that may be conferred to the Junior Vice-President External by the Executive.

15. The Junior Vice-President Finance shall:

- i. Assist the Vice-President Finance in his/her day-to-day responsibilities.
- ii. Plan and execute Engineering One Orientation with the help of the other Junior Executives and the Director of Outreach, and the support of the Faculty.
- iii. Execute any other mandate that may be conferred to the Junior Vice-President Finance by the Executive.

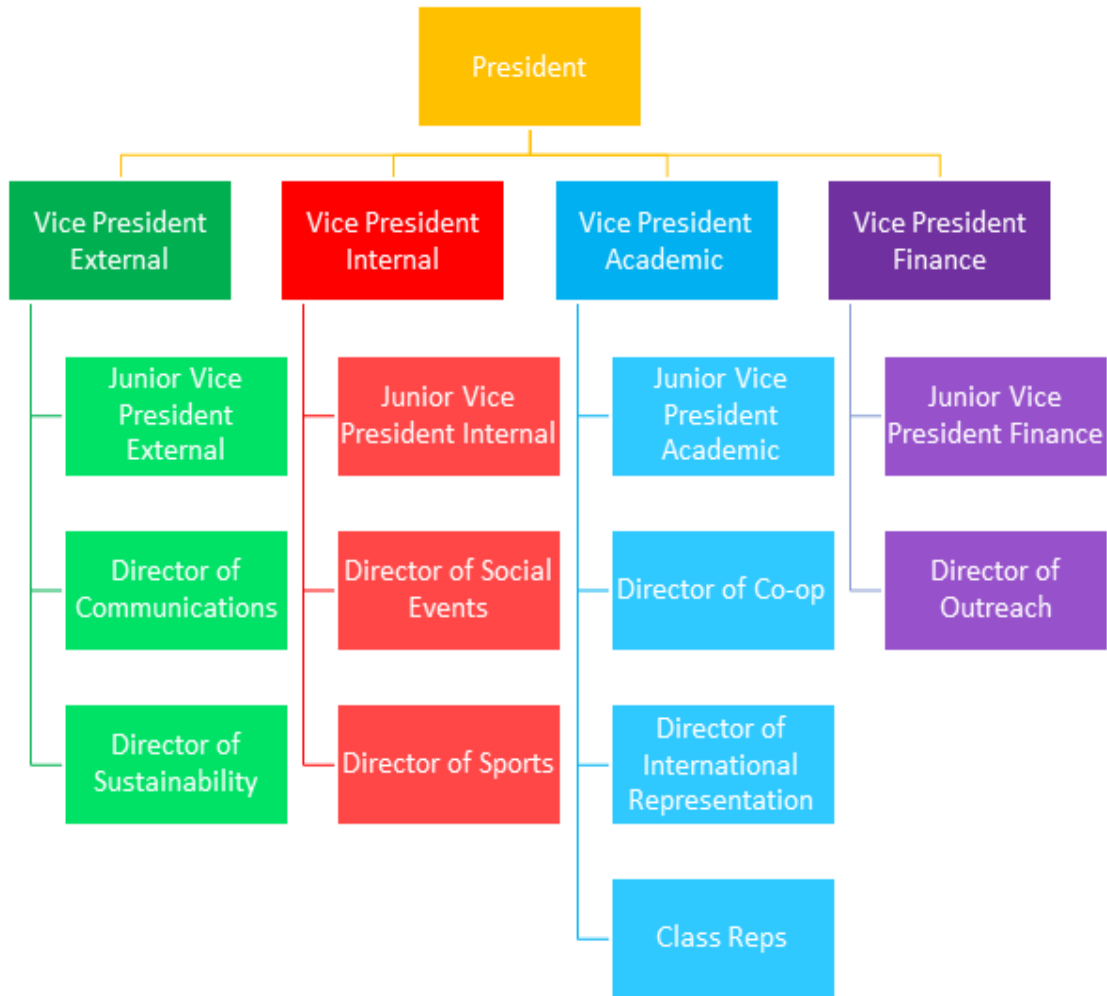
16. The Junior Vice-President Internal shall:

- i. Assist the Vice-President Internal in his/her day-to-day responsibilities.
- ii. Plan and execute Engineering One Orientation with the help of the other Junior Executives and the Director of Outreach, and the support of the Faculty.
- iii. Execute any other mandate that may be conferred to the Junior Vice-President Internal by the Executive.

17. The Chief Returning Officer shall:

- i. Be the outgoing President.
- ii. Act as a consultant to the Executive upon request.
- iii. Retain no voting powers at Executive Meetings.
- iv. Not be directly involved in the implementation of any event.
- v. Provide advisory assistance to the executive as required.

18. The Executive organizational chart is as follows:



BYLAW 7: ELECTIONS

1. None of the Sections of this Bylaw shall apply to the election of the MUNSU Representative. The election of this office shall follow the guidelines of the MUNSU Constitution. Only if there are no candidates for the MUNSU election, the Executive may recommend an individual to MUNSU who was selected using the process of election described in this Bylaw.
2. Elections shall be held by each Society:
 - i. Within the first three (3) weeks of every Spring semester Academic Term for all Executive Officer positions stated in Bylaw 5, Section 2, with the

- exception of Junior Executive positions, the CRO (who is the outgoing President), and the MUNSU Representative.
- ii. Within the first three (3) weeks of every Winter semester Academic Term for all Junior Executive positions stated in Bylaw 5, Section 2.
3. By-elections shall be held by each Society:
 - i. Within three weeks of a current Executive Officer(s) declaring their resignation in writing to the rest of the Executive, or within three weeks of the beginning of the next Academic Term if the resignation(s) took place during a Work Term, at the discretion of the rest of the Executive.
 - ii. For the position(s) of the Officer(s) resigning, with the exception of the President, which must be filled by the Vice-President External. In that case, the by-election shall be for the position of Vice-President External.
 4. The election of persons to fill the Executive Officer positions shall be conducted whereby:
 - i. The Vice-President **External** is responsible for organizing and executing the elections for the incoming President and Senior Vice-Presidents. The **President** and **Director of Communications** are responsible for organizing and executing the elections of persons to fill the Senior Director positions and Junior Vice-President positions.
 - ii. The outgoing Executive except for the Junior Vice-Presidents shall:
 - a. See that matters pertaining to elections in this Constitution are carried out.
 - b. Publish the deadline for nominating oneself and ensuring the names of the members who are seconding oneself are submitted, and the dates during which voting will take place, to the members of the on-term Society.
 - c. The **Director of Communications** is responsible for sharing the election information with the student body, including the important dates and election procedure, addressing questions, and distributing the application forms to the students and sharing the applications with the President who will make the forms anonymous for voting purposes.
 - d. Be responsible for the counting and the destruction of the ballots (if ballots are to be used instead of a secure, electronic method of voting) as per Subsection viii for the President and Senior Vice-President elections.
 - e. Be responsible for the deletion of all information and applications submitted by candidates for the Directors positions and Junior Vice-President positions.

- f. Publish the results of the election no later than two (2) days from the day of voting, except where Subsection vii is involved. In this case, publication shall occur no later than two (2) days from the day after the request(s) for recount(s) are made. No results are required to be published by the outgoing Executive other than the names and positions of the incoming Executive.
 - g. Not vote in the elections except under the provisions of Subsection vi.
 - h. Not publicly support the campaigns of any nominees who are not declared elected by acclamation as described in Subsection vi.
 - iii. Nominations for any position shall be:
 - a. Made by the deadline set by the outgoing Executive.
 - b. Subject to the provisions of eligibility as deemed by Section 5.
 - c. Seconded by no less than twenty (20) members of the on-term Society, in writing.
 - iv. Should there be insufficient nominations to fill the vacant positions, the outgoing Executive shall immediately give notice of a second period of nominations and a second deadline.
 - v. The election of persons to fill the President and Senior Executive VP's positions shall be conducted whereby:
 - a. Election campaigns may begin at the time of closing of nominations subject to the rules set down by the outgoing Executive. The rules will supplement those set out in MUNSU Constitution.
 - b. In cases of only one nomination for a vacancy, the nominee shall be declared elected by acclamation by the outgoing Executive. Where there is more than one nominee, each vacancy shall be deemed filled by the candidate who receives the highest number of votes for the vacancy. In cases of a tie for the highest number of votes for the vacancy, the ballots shall be recounted, and if still no majority is achieved, the outgoing Executive shall cast the deciding ballot.
 - c. Any candidate may demand a recount if the candidate does so in writing. A second recount may only be demanded if the candidate requesting it has only ten (10) votes less than a majority after the first recount. Recounts must be requested within two (2) days of the publication of results of the vote or first recount.
 - d. The ballots (if ballots are to be used instead of a secure, electronic method of voting) are to be kept safe at least five (5) working days from the date the results are published.
 - vi. The election of persons to fill the Senior Executive Director positions shall be conducted whereby:

- a. In cases of only one nomination for a vacancy, the nominee shall be declared elected by acclamation by the outgoing Executive. Where there is more than one nominee, each vacancy shall be deemed filled by the candidate who receives the highest number of votes from the Vice Presidents and Director of International Representation. In cases of a tie for the highest number of votes for the vacancy, the Vice President or the Director of International Representation who did not vote for the tied candidates shall cast the deciding vote between the two candidates.
 - b. Upon receiving the seconded notion from twenty members of the on-term Society, the eligible candidates will receive a link to an anonymous online form tailored to the Director Position and will be required to answer all questions. They may need to submit an updated resume or other supporting documents as requested by the executive. Outgoing Vice Presidents and Directors may be required to provide questions relevant to the role for the form, there must be a minimum of two situational based questions for the form.
 - c. The President of the relevant Society will be required to make sure that the candidates application is completely anonymous (ie. make sure there are no names, addresses, school information, etc. that can be used to identify the candidate before the end of the election). Each candidate will be given a number and all relevant information will be distributed to all Vice Presidents and to the Director of International Representation for deliberation.
 - d. The outgoing President will chair a meeting of the four Vice-Presidents and Director of International Representation to vote on the most qualified candidate for the role. If for any reason one of the voting members cannot attend the meeting, another member of society will be chosen to vote in their place.
 - e. A meeting will be held no more than three (3) days after forms close to decide and vote for the best candidate for the relevant Director Positions.
 - f. The winning candidates will be notified immediately following the results of the meeting and will attend the next Society meeting.
- vii. The election of persons to fill the Junior Executive Officer positions shall be conducted whereby:
- a. In cases of only one nomination for a vacancy, the nominee shall be declared elected by acclamation by the outgoing Executive. Where there is more than one nominee, each vacancy shall be deemed filled

by the candidate who receives the highest number of votes from the Vice Presidents and Director of International Representation. In cases of a tie for the highest number of votes for the vacancy, the outlying voter shall cast the deciding vote between the two candidates.

- b. Upon receiving the seconded notion from twenty members of the on-term Society, the eligible candidates will receive a link to an anonymous online form tailored to the junior vice president position and will be required to answer all questions and may need to submit an updated resume or other supporting documents. Vice Presidents may be required to provide questions relevant to the role for the form.
 - c. The President of the relevant Society will be required to make sure that the candidates application is completely anonymous (ie. make sure there are no names, addresses, school information, etc. that can be used to identify the candidate before the end of the election). Each candidate will be given a number and all relevant information will be distributed to all Vice Presidents and to the Director of International Representation for deliberation.
 - d. The outgoing President will chair a meeting of the four Vice-Presidents and Director of International Representation to vote on the most qualified candidate for the role. If for any reason one of the voting members cannot attend the meeting, another member of society will be chosen to vote in their place.
 - e. A meeting will be held no more than three (3) days after forms close to decide and vote for the best candidate for the relevant Junior Vice President position.
 - f. The winning candidates will be notified immediately following the results of the meeting and will attend the next Society meeting.
5. The persons eligible for nomination in elections shall be:
- i. Currently enrolled in Academic Term 4 for senior Executive Officer positions as specified in Section 2 of Bylaw 5.
 - ii. Currently enrolled in Academic Term 2 for junior Executive Officer positions as specified in Section 2 of Bylaw 5.

BYLAW 8: FUNDS

1. The fiscal year shall be from September 1st to August 31st.

2. The signing authority shall be the signatures of the two of three¹ of the following Officers of the Executive:
 - i. President
 - ii. Vice-President Finance
 - iii. Vice-President External
3. Funds of the two Societies shall be held and administered separately.
4. Transfer of funds between each Society shall only be performed by a joint resolution between the two Executives.
5. The Vice-President Finance shall submit an updated financial statement to the Executive at the end of each Academic Term, detailing the transactions of the previous eight (8) months.
6. A comprehensive budget shall be prepared in joint by the Vice-President Finance of each Executive for submission to the Faculty each year, detailing expected expenditures and revenues for the following year. This budget shall be presented to each Society at their next respective Executive Meetings for adoption. Actual expenditures and revenues from the previous fiscal year shall also be presented at this time.
7. **Society funds will be distributed taking into consideration the wishes of the student body.**
 - i. **The Society Executive has final say on the distribution of funds.**
8. If there is a loss of Society funds due to a member consciously misusing them, the member must compensate the Society for the financial loss from their personal funds within sixty (60) days or the Society will take whatever legal course of action they have available to them and the member shall no longer hold the status of a member in good standing with the Society until the funds are repaid.

BYLAW 9: FEES

1. There shall be no mandatory membership fees for Society members.
2. Voluntary membership fees may be collected by the Executive at the beginning of an Academic Term under the administration of the Vice-President Finance in order to help achieve the purposes of the Society. A list of members who have paid the voluntary membership fees at the beginning of the current Academic Term will be maintained by the Vice-President Finance, and these members shall receive any benefits for the duration of the current Academic Term as outlined by the Executive upon collection of the voluntary membership fees. There shall be no repercussions against those who choose to not contribute, other than not receiving the benefits for

¹ With signing preference being the positions named in i & ii.

the duration of the current Academic Term as outlined by the Executive upon collection of the voluntary membership fees.

BYLAW 10: REFERENDA

1. Referenda may be initiated by:
 - i. An Executive resolution.
 - ii. A petition received by the Executive of 15% of the regular membership.
2. The Society shall hold referenda for the following purposes:
 - i. To initiate membership suspension.
 - ii. For any other purpose deemed necessary by the initiators.
3. The referendum question must be stated in format consistent with Roberts' Rules of Order.
4. Unless the referendum question includes both Societies, it shall only be applicable to the Society that initiates it.
5. The referendum must be called after two weeks and not more than one month after the Executive resolution or reception of a petition of notification.
6. Any referendum shall be administered by the President on the day of referendum using either:
 - i. a YES/NO petition that is held during either:
 - a. Undergraduate engineering lectures such that each Society member shall have an opportunity to vote once and only once.
 - b. A General Meeting.
 - ii. Electronic balloting using any controllable method, subject to the President's authorization.
7. Referendum results shall be published by the President no later than two (2) days from the day of its administration.