

TITLE II: BYLAWS
of the
Engineering Science Student
Society
of
Simon Fraser University



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Article 1 Interpretation and Definition

Section 1 According to the Constitution

- 1.1. Further definitions and guidelines are provided in the Engineering Science Student Society Policy Manual. In these Bylaws, unless otherwise specified:
- a) "SFU" shall hereafter refer to "Simon Fraser University";
 - b) "the ESSS" shall hereafter refer to "Engineering Science Student Society";
 - c) "ESSS" shall be the equivalent of "the ESSS";
 - d) "Members" shall hereafter refer to "ESSS Members";
 - e) "Regular Members" shall be the equivalent of "Members";
 - f) "Executive" shall hereafter refer to "Elected Executive Officer of the ESSS";
 - g) "Executive Council" shall hereafter refer to "The elected body of officials, consisting of the President and their Vice-Presidents, that manages all business of the ESSS";
 - h) "SFSS" shall hereafter refer to "Simon Fraser Student Society";
 - i) "Affiliates" shall hereafter refer to "the ESSS Affiliate Council";
 - j) "Constitution" shall hereafter refer to "the Constitution of the ESSS";
 - k) "Bylaws" shall hereafter refer to "the Bylaws of the ESSS";
 - l) "Policy Manual" or "Policies" shall hereafter refer to "the Policy Manual of the ESSS";
 - m) "Director" shall hereafter refer "an ESSS member appointed by the Executive Council to perform delegated duties";
 - n) "ESSS Director" shall be the equivalent of "Director"
 - o) "Officer Team" shall hereafter refer to the Executive Council, Directors, and Representatives.
 - p) "Affiliated Groups" shall hereafter refer to "the conglomerate entity comprised of any and all groups, clubs, charities, committees, or teams that represent a portion of members and officially recognized by the ESSS";
- 1.2. The Bylaws of the ESSS are to define provisions respecting the internal affairs of the ESSS. No part of the Bylaws of the ESSS may be interpreted in a sense contradictory to the Constitution.

Article 2 Membership

Section 1 Categories of Membership

1.1. Regular Members

- a) Regular members shall be any and all undergraduate students within the School of Engineering Science at SFU.
- b) Further details surrounding ESSS Membership shall be set out in the Policy Manual.

1.2. Honorary Members:

- a) Honorary Members shall be current Simon Fraser University Undergraduate students at the time of membership status ratification.
- b) Details surrounding appointment, selection, duties, benefits, and conditions of honorary membership shall be set out in the Policy Manual.

Section 2 Termination

2.1. Membership is immediately terminated upon:

- a) Expulsion,
- b) Internal transfer to another program,
- c) External transfer to another university,
- d) Convocation, or
- e) Required to Withdraw (RTW) from studies.

Section 3 Rights of a Member

3.1. Regular Members have the right to attend and participate in all activities of the ESSS.

- a) Honorary Members have the right to attend and participate in all activities of the ESSS with the exception of Elections, and shall be barred from holding a position in the ESSS, elected or otherwise.
- b) Honorary Members shall have no voting rights in any meetings, committees, or referenda.

Article 3 Officials of the ESSS

Section 1 Executive Council

- 1.1. There shall be an Executive Council that will manage regular business of the ESSS as directed by its membership.
- 1.2. Executive Council members shall be registered as a Declared Major, or Honours student in the School of Engineering Science of SFU.
- 1.3. Each position of the Executive Council may only be held by one person.
- 1.4. The President shall have completed no less than sixty (60) academic credits towards a Major or Honours degree in the School of Engineering Science at SFU.
- 1.5. The President shall have completed at least one term in a Vice-President position or received signed approvals from no less than two (2) members of the outgoing Executive Council.
- 1.6. The Executive Council members shall be elected by secret-ballot vote as defined in the Policy Manual. Additional specific duties, powers, and responsibilities of each Executive member shall be set out in the Policy Manual.
- 1.7. The Executive Council of the ESSS shall consist of the:
 - a) President,
 - b) Vice-President External,
 - c) Vice-President Internal,
 - d) Vice-President Social,
 - e) Vice-President Academic,
 - f) Vice-President Administration,
 - g) Vice-President Finance, and
 - h) Vice-President Development.
- 1.8. Terms of office for the Executive Council shall be one (1) year, beginning May 1st through April 30th of the following year.
- 1.9. No member of the Executive Council shall receive monetary compensation from the ESSS for their service to the ESSS.

Section 2 Class Representatives

- 2.1. There shall be a body of Class Representatives that will communicate between members and the Executive Council.
- 2.2. The body of Class Representatives shall be elected by secret-ballot vote as defined within the Policy Manual. The specific duties, powers, and responsibilities of the Class Representatives shall be outlined in the Policy Manual.
 - a) If a vacancy remains, the Executive Council shall present a Member for appointment for the remainder of the annual term.
- 2.3. The Class Representatives shall consist of not more than:
 - a) 4 First-Year Representatives,
 - b) 2 Second-Year Representatives,
 - c) 1 Engineering Physics Representative,
 - d) 1 Biomedical Engineering Representative,
 - e) 1 Computer Engineering Representative,
 - f) 1 Electronics Engineering Representative,
 - g) 1 Systems Engineering Representative, and
 - h) 1 International Student Representative.
- 2.4. Terms of office for the members of the Class Representatives shall be one (1) year, beginning October 1st through September 30th of the following year.
- 2.5. No Class Representative shall receive monetary compensation from the ESSS for their service to the ESSS.

Section 3 ESSS Directors

- 3.1. There shall be ESSS Directors that will assist the Executive Council with their duties.
- 3.2. The ESSS Directors shall be appointed to their positions by the Executive Council.
- 3.3. No ESSS Director shall receive monetary compensation from the ESSS for their service to the ESSS.
- 3.4. Terms of office for the members of the Directors shall be one (1) year, beginning May 1st through April 30th of the following year. Applications shall be detailed in Article 11.
 - a) April shall be used as a transitionary period between outgoing and incoming directors.
- 3.5. The roles, duties, responsibilities, powers, and appointment procedures for the ESSS Directors shall be defined in the Policy Manual

Article 4 Meetings

Section 1 Regular Meetings

- 1.1. There shall be at least one properly constituted Regular Meeting every 3 weeks from the beginning of an academic semester.
- 1.2. There shall be a minimum of five constituted Regular Meetings every academic semester.
- 1.3. Regular Meetings may be called at the request of any member by a petition containing the names and signatures of at least six members.
- 1.4. The petition defined in 4.1.3 shall be submitted to the VP Administration no less than three (3) days prior to the proposed meeting time.
- 1.5. Notice of a Regular Meeting must be given to the majority of members no less than three (3) days prior to the proposed meeting time and upon release of the ESSS Biweekly Newsletter or in a department-wide email.
- 1.6. Further details surrounding procedures for Regular Meetings shall be set out in the Policy Manual.

Section 2 Executive Council Meetings

- 2.1. Executive Council Meetings shall be called at the request of any executive with the approval of no less than four (4) Executive Council Members.
- 2.2. Directors and Delegations shall be appointed at an Executive Council Meeting.
- 2.3. Notice of an Executive Meeting must be given to the Executive Council no less than three (3) days prior to the proposed meeting time.
- 2.4. Further details surrounding procedures for Executive Meetings shall be set out in the Policy Manual.

Section 3 General Meetings

- 3.1. There shall be at least one properly constituted General Meeting every fiscal year.
- 3.2. A General Meeting may be called at the request of any member by petition containing the names and signatures of no less than twenty (20) members.
- 3.3. The petition shall be submitted to the VP Administration no less than fourteen (14) days prior to the proposed meeting time.
- 3.4. Notice of a General Meeting must be given to the majority of members no less than fourteen (14) days prior to the proposed meeting time.
- 3.5. Further details surrounding the procedures for General Meetings shall be set out in the Policy Manual.

Section 4 Emergency Meetings

- 4.1. An Emergency Meeting may be called by any Executive Council Member with the approval of no less than four (4) members of the Executive Council.
- 4.2. The Emergency Meeting shall be equivalent to a Regular or Executive Meeting as determined by the caller, excluding the notice period requirement.
- 4.3. Further details surrounding the procedures for Emergency Meetings shall be set out in the Policy Manual by its equivalent counterpart.

Section 5 Location and Accessibility

- 5.1. The meeting location must be accessible to any member.
- 5.2. The meeting location must have the capacity to hold at least the minimum number of members defined in Article 7.
- 5.3. All meetings must be held on the SFU Burnaby campus or streamed online by request via an online streaming service to comply with 4.5.2.

Section 6 Regrets and Absences

- 6.1. Meeting attendance, including regrets, shall be approved by majority vote.
- 6.2. Executive Council Members, Directors, and Class Representatives must submit regrets to the VP Administration no less than two (2) hours prior to the call to order.
- 6.3. An Executive Council member that misses two (2) consecutive meetings without due report to the Executive Council shall be automatically recalled.
- 6.4. A Director or Class Representative that misses two (2) consecutive meetings without due report to the Executive Council shall have their position automatically vacated and replaced by the Executive Council.
- 6.5. A member of the Officer Team that is unable to attend for one or more academic terms during their time in office must send their extended regrets to the President and VP Administration in the prior academic term at a Regular Meeting.

Article 5 Referendum

Section 1 Calling a Referendum

- 1.1. A Referendum may be called by resolution at a Regular or General meeting, approved by two-thirds ($\frac{2}{3}$) majority vote.
- 1.2. A Referendum may be called by petition signed by seven (7) percent of Members of the ESSS.

Section 2 Quorum

- 2.1. Quorum of the referendum shall be no less than fifteen (15) percent of the Members of the ESSS.

Section 3 Regulations and Procedure

- 3.1. A referendum is considered valid only when the minimum quorum is met.
- 3.2. The result of the referendum is binding, and shall take precedence over all decisions of the Officer Team and General Meetings.
- 3.3. Further regulations and procedures of Referenda shall be set out in the policy manual.

Article 6 Organization of the ESSS

Section 1 Levels of the ESSS

1.1. The structure of the ESSS shall be as follows:

- a) General Meeting and Referenda
- b) Regular Meetings
- c) Executive Council Meetings

Article 7 Quorum

Section 1 Regular Meetings

- 1.1. Quorum for all Regular Meetings shall be ten (10) members.
- 1.2. One-quarter ($\frac{1}{4}$) of the Officer Team must be present at all Regular Meetings.
- 1.3. Attendance via video or teleconferencing shall count towards Quorum.

Section 2 General Meetings

- 2.1. Quorum for General Meetings shall be no less than four (4) percent of all ESSS Members.
- 2.2. Signatures of attending members are required for proof of quorum.
- 2.3. One-quarter ($\frac{1}{4}$) of the Executive Council, Directors, and Class Representatives must be present at all General Meetings.
- 2.4. Attendance via video or teleconferencing shall count towards Quorum.

Section 3 Executive Council Meetings

- 3.1. Quorum for Executive Council Meetings shall be two-thirds ($\frac{2}{3}$) of the Executive Council.
- 3.2. Attendance via video or teleconferencing shall count towards Quorum.

Article 8 Rules of Order

Section 1 Chair

- 1.1. The President of the Executive Council shall chair all Regular, General, and Executive Council meetings.
- 1.2. The President may appoint a chair for any meeting at their discretion including in the event of their absence.
- 1.3. The Chair shall adopt Robert's Rules of Order for the conduct of all meetings.

Article 9 Decision-Making and Voting Procedures

Section 1 Proxies

- 1.1. Proxy votes are not allowed with the exception of Executive Council meetings.
- 1.2. Proxy votes are to be sent to the Chair no less than 24 hours prior to the scheduled call to order of the meeting.

Section 2 Voting Procedures

- 2.1. Voting on any motion must be done at a properly constituted meeting by attending members with either a show of hands, or by secret ballot at the request of any member in accordance with Robert's Rules of Order.
- 2.2. A motion shall pass by simple majority, unless otherwise specified in the Bylaws.

Article 10 Incident Reporting and Response

Section 1 Purpose

- 1.1. The Incident Response Reporting System shall be the way the ESSS receives and acts upon complaints of violations of event and activity Codes of Conduct.
- 1.2. The ESSS shall implement an Incident Response Committee (IRC) to formally investigate and attempt to resolve reported issues.
- 1.3. Policies and Procedures surrounding Incident Reporting and Response shall be set out in the Policy Manual.

Article 11 Chief Returning Officer

Section 1 Appointment

- 1.1. The Chief Returning Officer shall administer all General Elections.
- 1.2. The Chief Returning Officer (CRO) shall be appointed from nominated members at a Regular Meeting by majority vote.
- 1.3. Current Executive Council members are not eligible for the position of CRO.
- 1.4. The CRO is not eligible to run for any elected position.
- 1.5. Nominations shall be received by the Executive Council no later than one (1) week prior to the Regular Meeting in which the appointment will occur.
- 1.6. Self-nominations shall be accepted by the Executive Council.
- 1.7. Terms of office for the CRO shall be one (1) year, beginning July 1st through June 30th of the following year.

Section 2 Election Administration

- 2.1. All general elections shall be administered by the CRO, including elections of the Executive Council in March and Class Representatives in September.
- 2.2. Details surrounding the duties and responsibilities of the CRO shall be set out in the Policy Manual.

Section 3 Director Applications

- 3.1. All director applications shall be released and gathered by the CRO.
- 3.2. Details surrounding the duties and responsibilities of the CRO shall be set out in the Policy Manual

Article 12 General Elections

Section 1 Executive Council Elections

- 1.1. Executive Council general elections shall take place at least one (1) month prior to the end of the fiscal year.
- 1.2. Further policies surrounding the General Executive Council Elections shall be set out in the Policy Manual.

Section 2 Class and Option Representative General Elections

- 2.1. Class and Option Representative general elections shall take place at least one (1) week prior to October 1st.
- 2.2. Further policies surrounding the General Class Representative Elections shall be set out in the Policy Manual.

Section 3 By-Elections

- 3.1. In the event that all positions are not filled during the annual election, or executive members resign before their full term is served, a by-election shall be held within one (1) month of the vacancy creation.
- 3.2. Further policies surrounding the By-elections shall be set out in the Policy Manual.
- 3.3. If not enough interest for a by-election is shown, the Executive Council may appoint an interim substitute in place of an executive member.

Article 13 Engineering Science Student Society Endowment Fund

Section 1 General

- 1.1. The Purpose and Terms of Reference of the Engineering Science Student Society Endowment Fund (ESSEF) are set out by the Senate Undergraduate Awards Adjudication Committee (SUAAC) and the SFU Financial Aid and Awards department and is included for reference.

Section 2 Purpose

- 2.1. The Engineering Science Student Endowment Fund (ESSEF) was established at Simon Fraser University in 1997 to honor, encourage and improve Undergraduate Engineering Science education. The Endowment Fund provides support for the Engineering Science Undergraduate Student Project Award.

Section 3 Terms of Reference

- 1) The ESSEF Award may be given annually for projects proposed by SFU Engineering Science Undergraduate Students. Project proposals submitted for consideration must contain the following:
- a) Description of the Project;
 - b) Category of the Project;
 - c) Benefits to SFU Engineering Science Undergraduate Students, SFU, or Industry;
 - d) Implementation schedule including a deadline
 - e) Contact student with a valid student number
 - f) A complete cost breakdown
- 2) The Projects must be in one of the following four (4) Categories, and will be ranked according to the Rating Criteria:
- a) Competition
 - i) Projects will be entered into a competition;
 - ii) Rating Criteria include:
 - (1) Scope of SFU Engineering Science;
 - (2) Ambitious;
 - (3) Team oriented;
 - (4) Scientific merit.
 - iii) Award will include travel costs associated with participation in the competition;
 - iv) Thirty (30) percent of total available funding shall be allocated to Category A.

b) Entrepreneurial

- i) Projects that expect to produce a workable prototype;
- ii) Application shall include a brief business plan;
- iii) Rating Criteria include:
 - (1) Pragmatic Solution;
 - (2) Cost Effective;
 - (3) Visionary.
- iv) Thirty (30) percent of total available funding shall be allocated to Category B.

c) Class

- i) Projects that originate from an Engineering Science class or Special Topics laboratory;
- ii) Rating Criteria include:
 - (1) Originality;
 - (2) Useability;
 - (3) Team Oriented.
- iii) Twenty-Five (25) percent of total available funding shall be allocated to Category C.

d) Miscellaneous

- i) Travel and projects not covered under Category A through C that may include purchase of lab equipment or teaching aids;
- ii) Rating Criteria include:
 - (1) Educational Benefit;
 - (2) Promotes SFU Engineering Science.
- iii) Fifteen (15) percent of total available funding shall be allocated to Category D.

Section 4 Administration

- 4.1. The ESSEF Fund shall be held by SFU.
- 4.2. The ESSEF Fund shall be held in perpetuity.
- 4.3. In the event that circumstances make the specified use of the Endowment Fund no longer practicable or desirable; the Board of Governors of SFU is authorized to make any changes it may deem necessary in the terms of use of the Endowment Fund or Award so long as the original spirit and intent of the Endowment Fund is maintained.
- 4.4. The Fund Administration shall be the Director of Student Academic Resources of SFU.
- 4.5. The Fund Administrator shall present the nominations and recommendations of the ESSEF Funding Committee and Director of the School of Engineering Science to the SUAAC.
- 4.6. In the event there is leftover funds in any Category in a given term; the funds shall be redistributed to other Categories at the discretion of the Funding Committee, or recapitalized in the Endowment.
- 4.7. Equipment and Software purchased from the funds of the Award shall be the property of the ESSEF Parts Library.

Section 5 Proposals and Adjudication

- 5.1. Policy and Procedures surrounding the proposals and adjudication of the ESSEF Award shall be set out in the Policy Manual.

Article 14 Engineering Science Student Society Awards

Section 1 Engineering Undergraduate Student Society Award

- 1.1. The Purpose and Terms of Reference of the Engineering Undergraduate Student Society Award (EUSS Award) are set out by the Faculty of Applied Science and is included for reference.
- 1.2. The EUSS Award is an award given in Fall and Spring terms to undergraduate students in Engineering Science who have demonstrated service to the Engineering Science undergraduate student body.
- 1.3. Students must be in good academic standing and meet the minimum CGPA Required by the School of Engineering Science to apply for the Award.
- 1.4. Preference will be given to students who have not previously received it.
- 1.5. Applications for the Award shall be made to the Director of the School of Engineering Science and discuss the student's involvement in and service to the Engineering Science student body.
- 1.6. Any member of the Engineering Science student body may nominate a recipient to the Director of the School of Engineering Science.
- 1.7. Policy and Procedures surrounding the proposals and adjudication of the EUSS Award shall be set out in the Policy Manual.

Section 2 Engineering Science Student Society Achievement Awards

- 2.1. The Purpose and Terms of Reference of the Engineering Science Student Society Achievement Awards are set out by the ESSS and are included for reference.
- 2.2. The ESSS Achievement Awards are symbols of recognition given at the end of each annual term to recognize ESSS Members who have demonstrated service to the undergraduate student body.
- 2.3. Eligible recipients of the Achievement Awards will be outlined in the Policy Manual.
- 2.4. Policy and Procedures surrounding the selection and adjudication of the ESSS Achievement Awards shall be set out in the Policy Manual.

Article 15 Amendment of the ESSS Governing Documents

Section 1 Constitution and Bylaws

- 1.1. The ESSS Constitution and Bylaws may be amended at a general meeting called for the purpose, by a two-thirds ($\frac{2}{3}$) majority vote.
- 1.2. Notice and descriptions of amendments shall be included in the notice of the general meeting.
- 1.3. Copies of the Amended Constitution shall be made available to all members upon request.
- 1.4. Amendments shall not be valid until ratified by the SFSS Student Union Organizer.
- 1.5. Section 1.4 of Article 15 may be overruled by a two-thirds ($\frac{2}{3}$) majority vote at a properly constituted General Meeting.

Section 2 Policy Manual

- 2.1. The Policy Manual and procedures within shall be amended by a two-thirds ($\frac{2}{3}$) majority vote at a Regular Meeting with at least three (3) percent of the Members of the ESSS.
- 2.2. The ESSS Policy Manual shall not violate the ESSS Constitution, Bylaws, SFSS Policies, or SFU Policies.
- 2.3. Ratified amendments to the Policy Manual shall take into effect immediately unless otherwise stated in the motion.

Article 16 Dissolution

Section 1 Inactivity

- 1.1. The ESSS will be considered inactive if the membership does not hold the minimum number of properly constituted meetings as set out by the Bylaws for three (3) consecutive academic semesters.

Section 2 In the event of inactivity

- 2.1. All assets of the ESSS shall be held in trust for a minimum period of five (5) years by the SFSS with the exception of the Engineering Science Student Endowment Fund (ESSEF).
- 2.2. The ESSEF shall be reverted in accordance with SFU Bylaws.

Section 3 Reconstitution

- 3.1. The ESSS is to be properly reconstituted if it fulfills all mandates of these Bylaws and Constitution.
- 3.2. Upon reconstitution, the trust described in Article 16, Section 2 shall be dissolved and reverted back to the ESSS
- 3.3. The administration of the ESSEF shall be reverted back to the ESSS.

Article 17 Finance

Section 1 Signing Authority

- 1.1. Signing Officers of the ESSS shall be:
- a) The President,
 - b) The Vice-President Finance,
 - c) A maximum of two additional members of the Executive Council as appointed by the Executive Council,
 - d) The SFSS Student Union Organizer.

Section 2 Finance Procedures

- 2.1. Accounting and Financial Procedures shall be set out by the Policy Manual.

Article 18 Recall of Elected and Appointed Members

Section 1 General

- 1.1. The Membership may recall any Executive Council Members by a two-thirds ($\frac{2}{3}$) majority vote at a properly constituted General Meeting called for that purpose.
- 1.2. Notice of a motion to recall an Executive Council Member shall be clearly stated in the notice of the meeting.
- 1.3. The Officer Team may terminate the term of any appointed member by a two-thirds ($\frac{2}{3}$) majority vote at a properly constituted meeting called for that purpose.
- 1.4. Resignation of an appointed member is subject to approval by the Officer Team.
- 1.5. Further policy and procedures surrounding the recall and termination of Executive Council Members, Directors, and Class Representatives shall be set out in the Policy Manual.