



Ontario Tech Engineering Students' Society

Constitution

(2024 - 2025)



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Article One: Name

The name of this organization is, and shall be, the “Ontario Tech Engineering Students’ Society,” referred to herein as the “EngSoc.” This organization may use the official name or its abbreviated name in all publicity materials and correspondence.

Article Two: Purpose

The Purpose of the organization is to:

- 1) Liaise with organizations of professional engineers, faculty, and other organizations, on behalf of its members;
- 2) Provide services to its members, including but not limited to:
 - i) Lobby on behalf of its general members to ensure their rights are upheld;
 - ii) Campaign for the continual upkeep of its memberships education provided by the University of Ontario Institute of Technology;
 - iii) Promote and financially assist members to attend engineering related conferences and competitions;
 - iv) Support recognized EngSoc Committees, Clubs, Sub-Societies, and Chapters.
- 3) Provide communications of all EngSoc endeavors to its members.
- 4) Provide, promote and coordinate social, academic, and athletic activities for its members;
- 5) Cultivate a spirit of interest, assistance, and fellowship amongst the engineering community;
- 6) Represent its membership to the engineering community on a local and national level.

Article Three: Membership

The General Membership is a legislative body of the organization and shall be composed of all of the following members.

Section One: Full Membership

Any FEAS full time student that have paid their annual fee and fulfill their requirements as listed in the By-laws Article One Section Two. Full Membership gives rights to all privileges as outlined in Article Two.

Section Two: Associate Membership

Any part time OnTechU FEAS student that has paid the OTSU Membership Annual Fee and fulfill their requirements as listed in the By-Laws Article One Section Three. Associate Membership gives rights to all privileges as outlined in Article Two.



Section Three: Honorary Membership

Any previous student or Alumni of OnTechU that has been recognized for considerable contributions to the OnTechU Engineering Students' Society and fulfill their requirements as listed in the By-Laws Article One Section Four. Honorary Membership gives rights to all privileges as outlined in the Constitution Article Two excluding Article Two Section 2).

The Honorary Members of OnTechU EngSoc are as follows:

Section Four: Membership Rights

All Membership Rights must be upheld by all Members at all times, as outlined in the By-laws Article One Section Five.

Section Five: Withdrawal of Membership

Any member including Honorary members may be removed according to the By-laws Article One Section Six.

Article Four: Organization

Section One: Structure

In order of seniority, the Engineering Students' Society shall consist of Executive Council Members, EngSoc Committee Positions, and all Memberships as stated in the Constitution Article Three Excluding Section Three.

Section Two: Executive Council Members

The Executive Council shall be the administrative body of the organization and is composed of both voting and non-voting members. The Executive Council is responsible for ensuring that EngSoc is held to all of the rules and regulations outlined in the By-Laws and Constitution.

Section Three: Purpose of the Executive Council

The Purpose of the Executive Council shall be to:

- 1) Determine and set the goals and objectives for EngSoc on a yearly and per-semester basis;
- 2) Organize, mobilize, and manage members to meet the aforementioned goals and objectives;



- 3) Manage the day-to-day affairs of EngSoc in accordance with the EngSoc Constitution and EngSoc Policy.

Section Four: Powers and Authority of the Executive Council

The Executive Council retains the power and authority to:

- 1) Be the policy making body of EngSoc;
- 2) Adopt policies and take other actions to promote and achieve the purposes of the Council;
- 3) Form and approve the creation of subsidiary bodies of the Engineering Society (Committees, Clubs, Sub-Societies, and Chapters);
- 4) Oversee the planning and execution of all activities sponsored by EngSoc;
- 5) Appoint Council Members and Ambassadors to act as representatives of the Executive Council, and to aid the Executives in their duties as required;
- 6) Propose changes to the Constitution, By-Laws, and/or Policies for approval at the next Special Meeting of Members or Annual General Meeting (all of which must meet quorum);
- 7) Call General Meetings of the EngSoc in accordance with Article Six, Section Two.

Section Five: Selection and Dismissal of Council Members

All Executives, directors and chairs shall be selected and dismissed in accordance with the Constitution Article Nine and the By-laws Article Six.

Section Six: Executive Positions (Voting Members)

- 1) The Executive positions form the Executive Council which hold the capacity to vote at Meetings outlined in the By-laws Article Four Section One.
 - i) The capacity for an Executive Member to vote may be removed in accordance with the By-laws and Robert's Rules of Order.
- 2) For the roles and responsibilities of the following Executive Positions, refer to the By-laws Article Two Section One;

- 1. President**
- 2. Vice President of Finance & Administration**
- 3. Vice President of Academic Affairs**
- 4. Vice President of External Affairs**
- 5. Vice President of Internal Affairs**
- 6. Vice President of Marketing & Design**
- 7. Vice President of Social Affairs**



Section Seven: Executive Positions (Non-Voting Members)

The following positions that form the executive council do not hold the capacity to vote at council meetings. Refer to the By-laws Article Two Section Two for the description of the Executive Position roles. The positions are:

1. Chair Position

Section Eight: Committee Positions (Non-Voting Members)

The Committee positions, working with the Executive Council, will fulfill their duties as stated in the By-laws Article Two Section Three. The Committee positions will include:

1. Director Positions
2. Election Committee

Article Five: Elections

Section One: EngSoc Elections

- 1) The Chair, with support from the Elections Committee (including the Clubs & Societies Coordinator), shall organize and conduct EngSoc Elections.
- 2) The no part of the EngSoc Elections process shall take place any later than the thirty-first (31st) of March;
 - i. Unless agreed upon with a two-thirds ($\frac{2}{3}$) vote of the Executive Council.

Section Two: Nominations Period

For the Nominations Period for proper rules and regulations followed, reference the By-laws Article Three Section One

Section Three: All Candidates Meeting

The proper rules and regulations for the All Candidates Meeting can be referenced in the By-laws Article Three Section Two

Section Four: Campaigning Period

For proper rules and regulations followed during the campaigning period, reference the By-laws Article Three Section Three



Section Five: Terms of Office

- 1) All EngSoc council members voting and non-voting, in accordance with the Article Three of the Constitution, shall:
 - i) Be selected and dismissed in accordance with this Constitution
 - ii) Run for one (1) term lasting one (1) year from May 1st of the year they were voted in to April 30th of the following year;
 - iii) Council Members must comply with all Election procedures as stated in the Constitution and By-laws;
- 2) Failure to comply with Terms of Office may result in action depicted in Article Nine of the constitution.
- 3) During the campaigning period of the General Election, all participating Council Members must:
 - i) Step down from their position until the end of the Campaigning Period;
 - ii) Find a suitable replacement for their Council Position while they are Campaigning, as stated in the By-laws Article Two Section One.
- 4) In order for the results from the General Election to be official;
 - i) 2.5% of the general members of engsoc must vote for the given position;
 - ii) If less than 2.5% of the student body has not cast their vote, then it must either be re-done or the position left empty until bi-elections can be held that meet quorum (2.5% of the general members)

Section Six: Governing Rules

- 1) All voting members of the executive council are required to be a part of the election committee
- 2) The elections committee is responsible for:
 - i. upholding the governance of the election according to Article One section Three, and Article Two section One of the by-laws;
 - ii. Upholding the validity of the election by administering any penalties due to a failure to comply with electoral regulations;
 - iii. Resolving any disputes as to breach of the electoral regulations.

Article Six: Meetings

Section One: Parliamentary Authority

- 1) All meetings shall be held in accordance with the By-Laws and Constitution;
- 2) If there is no information on a section of the meeting according to the By-Laws and Constitution, the meeting shall be held in accordance with Robert's Rules.



Section Two: General Meetings

- 1) A General Meeting is a meeting of all members of the EngSoc;
- 2) A minimum of one General Meeting will be conducted per fall and winter term;
- 3) The Chair shall chair all General Meetings or find a suitable replacement;
- 4) Quorum shall be 2.5% of all full members of the EngSoc;
- 5) Proxy votes will not be accepted at a General Meeting.

Section Three: Council Meetings

For Council Meetings rules and regulations, please refer to the By-laws Article Four Section Two.

Section Four: Emergency Council Meetings

For Emergency Council Meetings rules and regulations, please refer to the By-laws Article Four Section Three.

Section Five: Special Meeting of Members

For Special Meeting of Members, please refer to the By-laws Article Four Section Four.

Article Seven: Finances and Administration

The Vice President of Finance and Administration shall:

- 1) Organize and maintain the EngSoc Finances and Working Assets;
- 2) Sign off all administration and office work done by this working group.

Section One: Budget Responsibilities

For rules and regulations regarding Budget Responsibilities, please refer to the By-laws Article Five Section One.

Section Two: Financial Statements and Cash Flow

- 1) The VP Finance and Administration shall keep all records of transactions flowing through the EngSoc account;
- 2) Cash Flow and Financial position must remain up to date. This includes:
 - i) The General Journal or Ledger.
- 3) The VP Finance shall keep a record of all transactions made by the EngSoc or any of its subsidiary bodies.



Section Three: Cash In Hand

- 1) All Incoming Cash or Cheques, must be submitted to OTSU to the Chief Financial Officer;
- 2) The End of Year financial journal and statements must be prepared and made accessible to the general members;
- 3) All Cash At Hand shall be retained by the VP Finance;
- 4) For the Petty Cash limits and rules, please refer to the By-laws Article Five Section Three.

Section Four: Revenues

- 1) All EngSoc activities in which a revenue is made, cannot be spent in a way that does not benefit EngSoc or it's members;
- 2) All Revenue must therefore be used on the members or donated to a charitable cause.

Section Five: Funding

For rules and regulations regarding Funding, please refer to the By-laws Article Five Section Two.

Article Eight: Committees

Section One: Creation of Committees

- 1) Any member of the Executive Council excluding the Chair can create a committee for:
 - i. An event;
 - ii. Faculty and GEARS Orientation;
 - iii. A conference;
 - iv. Creation of EngSoc handbooks;
 - v. Election period;
- 2) The Committee must be approved by the Executive Council by a majority vote of the Executive Members;
- 3) The Committee Chair is responsible for any actions taken by said Committee, and is responsible for the guidance of the Committee.
- 4) The Committee Chair will be:
 - i. the Executive Council Member that created said council, or
 - ii. the Council Member it was appointed to by a majority vote of the Executive Members; or
 - iii. Another member of EngSoc that it has been appointed to by a majority vote of the Executive Members;

Section Two: Roles and Responsibilities of the Committee

For Roles and Responsibilities of the Committee, please refer to the By-laws Article Two Section Three.

Article Nine: Suspension, & Impeachment

Section One: Suspension of a Council Member

For the procedures regarding Suspension of a Council Member, reference the By-laws Article Six Section One.

Section Two: Impeachment/Removal of an Executive Council Member

- 1) The impeachment/removal of an Executive Council Member will only take place after:
 - i) A Executive Council Member motions for the removal and impeachment of another Executive Council Member;
 - ii) The motion is seconded and is passed by a two-thirds ($\frac{2}{3}$) vote of the Executive Council (less the vote of the Executive Council Member in question).
- 2) Once a motion of impeachment/removal of an Executive Council Member has been imposed, they are temporarily relieved of their duties outlined in the By-laws Article Six Section One Part f until the process is concluded.
- 3) For the rules and regulations regarding the Impeachment/Removal of an Executive Council Member, reference the By-Laws Article Six Section Two.

Article Eleven: Parliamentary Authority

Article Twelve: Amendments

Any amendments made to the Constitution or By-laws must comply with the By-laws Article Seven.

Article Thirteen: Dissolution of the Organization

Upon the dissolution of this organization all assets procured through the Ontario Tech Student Union (OTSU) shall be returned to the OTSU. Any and all other assets can be given to the OTSU or to any other Non-Profit organization.

Glossary

OnTechU - An abbreviated name for Ontario tech University

EngSoc - An abbreviated name for the Ontario Tech Engineering Students' Society

OTSU - An abbreviated name for the Ontario Tech Student Union