

Official Constitution and Bylaws of the Saskatoon Engineering Students' Society Inc.

Article I Definition of the Society

Section 1 Name

1.1 The name of the organization shall be "The Saskatoon Engineering Students' Society".

Section 2 Purpose

2.1 The purpose of the organization is to support the academic, professional, and social needs of the students in the College of Engineering. The organization will maintain communication between programs, student groups, and the engineering community to meet these needs.

Without limiting the generality of the foregoing statement, the objectives of the organization shall be:

- (a) To provide academic support for students through representation on relevant committees, as well as development and promotion of academic services and events.
- (b) To support the professional development of students through representation to relevant groups and development and promotion of professional services and events.
- (c) To support the social needs of its members by organizing and promoting social events and services.
- (d) To support the initiatives of student groups within the engineering community.
- (e) To provide to the community a positive image of engineering as a college and as a profession.

Section 3 Interpretation and Definitions

3.1 Further definitions and guidelines are provided in the Saskatoon Engineering Students' Society Policy Manual. In this constitution, unless otherwise specified:

- (a) "U of S" shall hereafter refer to "the University of Saskatchewan";
- (b) "The Society" shall hereafter refer to "the Saskatoon Engineering Students' Society";
- (c) "SESS" and "S.E.S.S." shall be the equivalent of "the Society";
- (d) "Members" shall hereafter refer to "SESS Members";
- (e) "Executive" shall be the equivalent of "Executive Officers";
- (f) "The Board" shall hereafter refer to "the SESS Board of Directors";
- (g) "USSU" shall hereafter refer to "the University of Saskatchewan Students' Union";

- (h) “Constitution” shall hereafter refer to “the Constitution of the SESS”;
- (i) “Policy Manual” shall hereafter refer to “the Policy Manual of the SESS”;
- (j) “Commissioner” shall be the equivalent of “Commissioning Officer”;
- (k) “Discipline” shall be the equivalent of “Program”;
- (l) “Students” shall hereafter refer to “students in the College of Engineering at the U of S”;
- (m) “The Original Board” shall hereafter refer to “ the conglomerate entity composed of the President, Vice-President Student Affairs, Vice-President Logistics, Vice-President Finance of the SESS, and the presidents or representatives of the Chemical Engineering Students’ Society, Canadian Society for Civil Engineers, U of S Student Chapter, Physics Students’ Society, Institute of Electrical and Electronics Engineers, U of S Student Branch, Environmental Engineering Students’ Society, Geological Engineering Students’ Society, the Mechanical Engineering Students’ Association, and the First Year Director.”;
- (n) “Affiliated Groups” shall hereafter refer to “the conglomerate entity that comprises of any and all groups, clubs, charities, committees or teams that represent a portion of the student body within the College of Engineering and actively co-operate with the SESS”;
- (o) “School day” shall hereafter refer to “any day where classes are held in session”.

Article II Membership

Section 1 Categories of Membership

1.1 Active Members:

- (a) The active members of the SESS shall be all students currently registered at the University of Saskatchewan in an undergraduate engineering program, subject to payment of fees as prescribed in the Policy Manual.

1.2 Honourary Members:

- (a) An honorary member is not required to pay membership fees.
- (b) Details surrounding the appointment, selection, duties, benefits, and other conditions or requisites of honorary members shall be set out in the Policy Manual.

Article III General Meeting

Section 1 Annual General Meeting

- 1.1 The date of the annual meeting shall be set by the Board, who shall also set the time and place.

Section 2 Special General Meeting

- 2.1 A Special General Meeting can be called by a simple majority of the Board.

Section 3 Notice

- 3.1 Notice of each meeting shall be given to each voting member, not less than two (2) weeks before the meeting.

Section 4 Quorum

- 4.1 A quorum of the General Meeting shall be attended by at least one-twentieth (1/20) of the active members.

Article IV Referenda

Section 1 Calling of a referendum

- 1.1 A referendum may be called by a resolution of a two-thirds (2/3) in-favour vote of the members of the Board.
- 1.2 A referendum may be called by a petition signed by one-twentieth (1/20) of the active members of the SESS.

Section 2 Quorum

- 2.1 A quorum of the referendum shall be attended by at least one-tenth (1/10) of the active members of the SESS.

Section 3 Other Regulations

- 3.1 Other regulations of a referendum shall be set out in the Policy Manual.

Article V Organization of the Society

Section 1 Levels of Structure

- 1.1 The structure of the Society shall include the following levels of structure:
 - (a) The SESS Board of Directors
 - (b) The SESS Council
 - (c) SESS Executive Officers

Section 2 The Board of Directors

- 2.1 The Board shall be the highest governing body within the Society, second only to a referendum.
- 2.2 The members of the Board shall never receive monetary compensation for their service on the Board.
- 2.3 The Board shall establish and approve all policies within the Policy Manual.

- 2.4 Each member of the Board shall receive one vote on each motion brought before the Board, except in circumstances outlined in Article 1 Section 3.1 of the Policy Manual. In the case that a motion is in regards to an addition to the Board, only the Original Board shall receive a vote.
- 2.5 The Board shall exercise no control over the activities and conduct or business of any of the Program Societies.
- 2.6 The term of office for all Board members shall be one (1) year. The start date of this term shall be outlined in the policy manual.
- 2.7 A quorum must be attended by at least two-thirds (2/3) of the Board members before business can be transacted or motions can be made or passed.
- 2.8 An official Board meeting requires that each Board member be notified one (1) week in advance.
- 2.9 Resignation from the Board must be in writing and received by the SESS President.
- 2.10 A Board member shall be dropped for excess absences from the Board if she/he has three (3) unexcused absences from Board meetings in a year.
- 2.11 A Board member may be removed for other reasons by a two-thirds (2/3) in-favour vote of the remaining directors.
- 2.12 Any Executive Officer, Commissioning Officer, or First Year Council Member may be removed from their position by a two-thirds (2/3) vote of the Board.
- 2.13 When a vacancy on the Board exists, the Board will advise the group that is represented by that individual to elect a replacement before the next Board meeting. If a representative cannot be found, the Board will appoint a representative from that group to take on the responsibilities of the director. These vacancies shall be filled only until the end of the particular Board member's term.
- 2.14 The Board shall consist of:
 - (a) A representation of the Executive Officers that shall be as close to, without exceeding, one-third (1/3) of the Board. The order of selection for representation on the Board shall be outlined in the Policy Manual.
 - (b) The President or representative of each of the following Program Societies:
 - i) Canadian Society for Civil Engineering, U of S Student Chapter;
 - ii) Chemical Engineering Students' Society;
 - iii) Environmental Engineering Students' Society.
 - iv) Geological Engineering Students' Society;
 - v) IEEE, U of S Student Branch;

- vi) Mechanical Engineering Students' Association;
 - vii) Physics Students' Society;
- (c) A President or representative of those Affiliated Groups that are identified in the Policy Manual.
- (d) The First Year Director.
- 2.15 Further details surrounding the appointment, selection, duties, responsibilities, powers, and other conditions or requisites of members of the Board shall be set out in the Policy Manual.

Section 3 The Council

- 3.1 The Council shall:
- (a) Advise the Executive and the Board on matters brought to discussion before them.
 - (b) Advise the Board on the general concerns of students and represent the view of students to the Board.
- 3.2 Members of the Council shall consist of the following:
- (a) All members of the Board.
 - (b) All Executive Officers that are not members of the Board.
 - (c) A President or representative of all Student Interest Groups that are not members of the Board, as outlined in the Policy Manual.
 - (d) Other members, as defined in the Policy Manual.
- 3.3 Further details surrounding the appointment, selection, duties, responsibilities, powers, and other conditions or requisites of members of the Council shall be set out in the Policy Manual.

Section 4 Executive Officers

- 4.1 Each SESS Executive Officer shall be elected by a secret-ballot vote open to all SESS members, the details of which shall be outlined in the Policy Manual. The duties, powers, and responsibilities of the Executive Officers shall be set out in the Policy Manual. The Executive Officers shall be as follows:
- (a) President
 - (b) Vice-President of Student Affairs
 - (c) Vice-President of Finance
 - (d) Vice-President of Corporate Relations
 - (e) Vice-President of External Affairs

- (f) Vice-President of Logistics
- (g) Vice-President of Administration
- (h) Vice-President of Events

Article VI Amendments

Section 1 Constitution and Bylaws Amendments

- 1.1 These Bylaws may be amended by a General Meeting of the active members of the SESS. Proposed amendments must be submitted to the Council Secretary at least one (1) week in advance of the General Meeting.
- 1.2 Proposed amendments to the Constitution which require amendment or addition to the Policy Manual shall only be considered legal if the appropriate amendment to the Policy Manual is presented coincidentally.
- 1.3 All amendments must be posted for viewing of all active members at least three (3) school days in advance of the General Meeting.
- 1.4 Amendments will require a two-thirds (2/3) in-favour vote by the SESS General Meeting.

Section 2 Policy Manual Amendments

- 2.1 Changes to policies within the Policy Manual will require a two-thirds (2/3) in-favour vote by the Board of Directors for adoption, except in the case of a General Meeting.
- 2.2 Policy may be amended by a General Meeting of the active members of the SESS. Proposed amendments must be submitted to the Council Secretary at least one (1) week in advance of the General Meeting.
- 2.3 All amendments must be posted for viewing of all active members at least three (3) school days in advance of the General Meeting.
- 2.4 Amendments will require a two-thirds (2/3) in-favour vote by the SESS General Meeting.

Article VII Finances

Section 1 Financial Policies

- 1.1 The SESS shall be governed by the financial policies outlined in the Policy Manual.

Section 2 Accounting

- 2.1 The accounts of the SESS shall be maintained according to generally accepted accounting principles.

Article VIII Interpretation

Section 1 Policy Manual

- 1.1 The Policy Manual is a supporting document to the SESS Constitution and Bylaws. No part of the Policy Manual may be interpreted in a sense contrary to the SESS Constitution and Bylaws.

Section 2 Constitution

- 2.1 This Constitution and Bylaws supersedes all previous Constitutions and Bylaws of the SESS. This Constitution and Bylaws are superseded by the Saskatchewan Non-profit Corporations Act, 1995.