

ESS

CONSTITUTION

The Constitution of the University of Victoria Engineering Students' Society

Revised Spring 2018



University of Victoria Engineering Students'
Society
Faculty of Engineering, University of Victoria

Mailing Address: Engineering Students' Society
Univer
sity of
Victori
a
ELW 206,
PO Box
3055
Victoria,
BC
V8W
3P6

Phone Number: 250.721.8822

Email: ess@uvic.ca

Revision History

Revision	Date	Initials	Description of Revision
P	January 2018	NL	Added motion passed Fall 2017 - Spring 2018
O	September 2016	DGH	Updated to reflect Summer 2016 SGM
N	January 2016	SS	Updated to reflect Spring 2016 SGM
M	October 2015	TE	Updated to reflect Fall 2014 – Fall 2015 SGMs
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F	Sep 2012	TG	Small reformat, added motions passed Summer-Fall 2012
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D	Jan 2005		Made revisions according to motions passed in the Summer 2005 Summer and Fall General Meetings
C	Feb 2001		Made revisions according to motions passed in the Summer 2000 Summer and Fall General Meetings
B	Feb 1994		Constitution created as MS Word document
A	July 1993		Refined bylaws
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ESS CONSTITUTION

The Articles of the Constitution of the University of Victoria Engineering Students' Society

ARTICLE 1: CONSTITUTION

1. This document is the Constitution of the University of Victoria Engineering Students' Society.
2. Article 1 is unalterable.

ARTICLE 2: NAME

1. The name of the Society is the University of Victoria Engineering Students' Society.
2. Article 2 is unalterable.

ARTICLE 3: PURPOSE

1. The purposes of the Society are:
 - i. To be the single voice of the University of Victoria engineering undergraduate students, and
 - ii. To promote, direct, sponsor, and coordinate activities which will benefit the present and future University of Victoria engineering undergraduate students.
2. Article 3 is unalterable.

ARTICLE 4: DISSOLUTION OF THE SOCIETY

1. Upon the winding up or dissolution of the University of Victoria Engineering Students' Society, any assets remaining after the satisfaction of its debts and liabilities shall be given or transferred to the Neil Squire Foundation and the Queen Alexandra Children's Hospital.
2. Article 4 is alterable.

ESS BYLAWS

The Bylaws of the University of Victoria Students' Society

BYLAW 1: INTERPRETATION

1. All references to the plural shall include the singular, all references to the singular shall include the plural, all references to "she" shall include "he" and all references to "he" shall include "she", all references to "his" shall include "her" and all references to "her" shall include "his".
2. "Society" shall refer to the University of Victoria Engineering Students' Society.
3. "Official Newsletter" shall refer to the *Fish Wrap* and *Tubes & Wires*.
4. "Work Term Schedule" shall be defined according to the University of Victoria Calendar.
5. "Work Term" shall be defined according to the University of Victoria Calendar.
6. "Study Term" shall be defined according to the University of Victoria Calendar.
7. "Stream" shall refer to branches in the Society Act of British Columbia. Stream A is the Stream that has a majority of members scheduled to graduate in an even year according to the University of Victoria Calendar, and Stream B is the Stream that has a majority of members scheduled to graduate in an odd year according to the University of Victoria Calendar.
8. "UVSS" shall refer to the University of Victoria Students' Society.
9.
 - i. "Policy Manual" shall refer to the Policy Manual of Stream A or Policy Manual of Stream B as defined in Bylaw 14 (Policy Manual).
 - ii. "The Engineering Undergraduate Endowment Fund Policy Manual" shall refer to "the Policy Manual of the University of Victoria Engineering Undergraduate Cinkant Endowment Fund" and shall be administered as defined by Bylaw 17 (The University of Victoria Engineering Undergraduate Endowment Fund).
10. 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 office unless otherwise stated.
11. "General resolution" shall refer to an ordinary resolution.
12. "Special General Resolution" shall refer to a special resolution.
13. "Executive resolution" shall refer to a directors' ordinary resolution.
14. "Special Executive resolution" shall refer to a directors' special resolution.
15. No bylaw shall contravene the Society's Act of British Columbia.
16. The Executive shall refer to the board of directors in the Society Act of British Columbia.
17. Duties of Executive officers shall include the duties of their offices.
18. "The Cinkant Endowment Fund" shall refer to "The University of Victoria Engineering Undergraduate Cinkant Endowment Fund."

BYLAW 2: MEMBERSHIP

1. The Society shall be composed of regular and associate members.
2. A regular member is anyone who is
 - i. Currently registered with the faculty of engineering at the University of Victoria in an engineering undergraduate degree program on a study term,
 - ii. In good standing with the Society, and
 - iii. Currently registered in at least one course identified as part of the engineering undergraduate degree program.
3. Any person can become an associate member by
 - i. appointment by the Executive, or
 - ii. employment by the Society or its subsidiaries.
4. An associate member must be in good standing with the Society.
5. Associate members shall receive all the benefits of the Society with the exception of
 - i. voting rights in General meetings and referenda, and
 - ii. holding office in the Executive.
6. The membership period for associate and regular members will be from May 1st to April 30th.
7. An associate and/or regular member is deemed to be 'not in good standing' with the Society pursuant to one of the following conditions:
 - i. a Special Executive resolution, or
 - ii. Bylaw 10 Section 8 (Funds-Fraud).
8. Should a member be 'not in good standing' with the Society, the member shall be entitled to only one appeal at one General Meeting.
9. A person shall cease to be a member of the society
 - i. by delivering her resignation in writing to the secretary of the society,
 - ii. on her death, or
 - iii. on having been a member not in good standing for 12 consecutive months.

BYLAW 3: AMENDMENTS

1. Amendments to the Constitution and the Bylaws shall require a Special Resolution of a General Meeting of both Streams.
2. Proposed amendments to the Constitution and the Bylaws shall be postponed indefinitely if a Special Resolution is made in one stream but is not made in the following stream.

BYLAW 4: MEETINGS

1. Meetings of the Executive on a study term shall be
 - i. held at least semi-monthly;
 - ii. conducted with Executive officers taking the floor;
 - iii. have quorum met with four Executive officers present, and

- iv. chaired by the President officer or a Vice President officer that has been approved by the executive in the absence of the President. This chair shall have the casting vote in an event of a tie vote.
2. Executive Meetings may
 - i. pass Special Executive resolutions with at least nine votes in the affirmative, and
 - ii. pass Executive resolutions for the current Stream's Policy Manual requiring a simple majority.
3. A Special Executive resolution shall be required for
 - i. disciplinary action towards an associate or regular member, including but not limited to cancellation of membership, or for transgressions against the Constitution, Bylaws, or Policies;
 - ii. ongoing negotiations that are sensitive in nature, and
 - iii. law court trials of the Society, the Executive, any members, or any employees.
4. General Meetings shall
 - i. be called
 - a. once each study term as announced by an Executive resolution;
 - b. by a requisition of 15% of the regular membership, to be received by the Executive, and be called no later than one month after reception, or
 - c. by a resolution of the Executive;
 - ii. be open to all regular members;
 - iii. have a quorum of 30 people of the regular membership;
 - iv. resolve the following matters, known as Special General resolutions, with a 75% majority of regular membership
 - a. appeal an Executive resolution of a membership suspension, and
 - b. reallocation of the Engineering Undergraduate Endowment Fund as stated in Bylaw 11 Section 4 (Fees);
 - v. append the current Stream's Policy Manual with a simple majority;
 - vi. resolve other matters as stated in the Bylaws;
 - vii. be chaired by the President officer or a Vice President officer that has been approved by the assembly in the absence of the President. This chair shall have the casting vote in the event of a tie, and
 - viii. have its agenda publicly announced by the Executive with at least
 - a. a notice specifying the place, time and nature of business;
 - b. one poster of at least letter size in plain view of the general membership;
 - c. one poster of at least letter size on the main door of the Society's office;
 - d. one week's notice, and
 - e. at least a half page ad in the official newsletter.
5. All meetings shall be conducted according to Robert's Rules of Order except as noted otherwise.
6. A member in good standing present at a General Meeting is entitled to one vote.
7.
 - i. Voting is by a show of hands, or by electronic submission
 - ii. Electronic voting takes place over two days following the SGM with a campaign period following the announcement of the SGM
 - iii. A vote may be challenged according to BYLAW 4 Article 9.

8. Voting by proxy is not permitted.
9.
 - i. When a vote by show of hands has been tallied, the Chair must allow anyone who wishes to challenge the vote before announcing the results of the vote to do so. If two members support challenging the vote then the vote is considered challenged.
 - ii. If a vote is challenged, the Chair is required to conduct the vote with paper ballots. Each meeting attendee receives one ballot upon which to write their choice. Ballots are then returned to the Chair or the appointed agent(s). The Chair counts the ballots once every attendee has had the opportunity to vote and announces the result. A vote may not be challenged twice.
 - iii. The Summer General Meeting in Section 4.i.a in this bylaw shall be the Annual General Meeting in the Society Act of British Columbia.

BYLAW 5: THE EXECUTIVE

1. The Society will consist of two Executives, one for each Stream. Only one Executive shall control the Society at any given time, as determined by the Work Term Schedule.
2. The Executive shall be composed of the following offices:
 - i. for Stream A:
 - i. President,
 - ii. Vice-President Academic,
 - iii. Vice-President External,
 - iv. Vice-President Finance,
 - v. Vice-President Student Life,
 - vi. Vice-President Communications
 - vii. Director of Events,
 - viii. Director of Services,
 - ix. Chief Newsletter Editor,
 - x. Director of Corporate Relations,
 - xi. Director of Information Technology,
 - xii. Director of Sport,
 - xiii. Secretary.
 - ii. for Stream B:
 - i. President,
 - ii. Vice-President Academic,
 - iii. Vice-President External,
 - iv. Vice-President Finance,
 - v. Vice-President Student Life,
 - vi. Vice-President Communications
 - vii. Director of Events,
 - viii. Director of Services,
 - ix. Chief Newsletter Editor,
 - x. Director of Corporate Relations,

- xi. Director of Information Technology,
- xii. Director of Sport,
- xiii. Secretary.

3. The officer on a Study Term shall represent her office of the current Executive.
4. All offices shall be open to regular members.
5. The term of office of an Executive officer shall be sixteen months.
6. The transition between an Executive and Executive-elect of the same Stream shall occur at the first executive meeting following an AGM. The transition can be extended to include the Study Term immediately following the election by a resolution of both Executive and Executive-elect.
7. The Executive officers can vote with three quarter (3/4) majority to terminate the term of an elected Executive Officer if deemed that the officer is not performing their mandated duties.
8. Upon vacancy for an Executive office, another officer of the same stream may take the office under an Executive resolution until an election is called, as stated in Bylaw 9 (Election), with the exception of the office of the President, as stated in Bylaw 6 Section 2 (The Executive Duties - Vice-President Academic).
9. Every Executive office of each stream shall have one officer, except in the case of a co-chaired position.
10. An Officer elected in a by-election shall have his term of office equal to the remaining length of term of office of the previous officer.
11. Notwithstanding Bylaw 3 (Amendments), amendments to Section 2 shall require only one Special General Resolution of
 - i. Stream A for Section 2 Subsection i, and
 - ii. Stream B for Section 2 Subsection ii.

BYLAW 6: THE EXECUTIVE OFFICERS' DUTIES

1. The President shall
 - i. be the official representative of the Executive and the Society;
 - ii. be responsible for action and inaction of all executives, their officers, employees and members of the Society that have acted according to the Constitution, Bylaws, and Policies of the Society;
 - iii. ensure all members are compliant with the Constitution, Bylaws, and Policies of the Society without any delay when information is received to the contrary;
 - iv. strike any ad hoc committees to assist the Society, or select delegates to represent the Society, deemed necessary by the Executive;
 - v. perform all dealings with the Society's subsidiary organizations and professional engineering societies, and
 - vi. manage the distribution of building keys in the care of the Society.
2. The Vice-President Academic shall
 - i. be responsible for providing student feedback to the University administration regarding the exam schedule;
 - ii. act as a liaison between members and the faculty of engineering in the case of academic troubles or disputes involving engineering students;

- iii. ensure all university and faculty organizations requiring the Society's or the members' representation, such as the B.Eng and Curriculum committees and the University Senate, be filled and act as a liaison between these representatives and the Executive;
 - iv. ensure communication with the Faculty of Engineering Senate Representative;
 - v. replace the President in her absence until such time a Vice President has been voted by the executive to temporarily replace the President, or if voted by the executive to do so strike and chair any ad hoc committees to assist, or select delegates to represent the Vice-President Academic.
3. The Vice-President External shall
- i. perform all dealings and correspondence with other student engineering societies;
 - ii. advertise and arrange attendance of conferences and competitions, including organizing qualifying competitions if required;
 - iii. arrange and advertise guest speakers;
 - iv. advertise and arrange community programs;
 - v. replace the President in her absence, if voted by the executive to do so;
 - vi. strike and chair any ad hoc committees to assist, or select delegates to represent the Vice-President External, and
 - vii. coordinate with the Director of Corporate Relations to generate funding for competition and conference involvement in excess of the budgeted funds;
 - viii. ensure the duties of the Director of Corporate Relations are completed;
 - ix. ensure the duties of the Competitions Coordinator are completed.
4. The Vice-President Finance shall
- i. maintain accurate and up-to-date books of accounting showing the receipts, disbursements, and assets of the Society;
 - ii. allow any member access to such books of account within one week of a written request;
 - iii. prepare the study term budget of the Society subject to approval by the Society at a General Meeting;
 - iv. disperse funds according to the adopted budget;
 - v. replace the President in her absence, if voted by the executive to do so, and
 - vi. ensure the duties of the Director of Services are completed;
 - vii. strike and chair any ad hoc committees to assist, or select delegates to represent the Treasurer.
5. The Vice-President Student Life shall
- i. Be the single point of contact for engineering clubs with the society;
 - ii. Aid in all Society-related student advertising;
 - iii. Be responsible for the scheduling and planning of Society-related social events open to all members;
 - iv. Ensure the duties of the Charity Coordinator are completed;
 - v. Ensure the duties of the Frosh coordinators are completed;
 - vi. Ensure the duties of the 1st Year Representative are completed;
 - vii. Ensure the duties of the Director of Events are completed
 - viii. Ensure the duties of the Director of Sport are completed, and
 - ix. Strike and chair any ad-hoc committees to assist, or select delegates to represent the Vice-President Student Life.
6. The Vice-President Communications shall

- i. Be responsible for conveying information from the Executive to the membership;
 - ii. Ensure the duties of the Chief Newsletter Editor are completed;
 - iii. Ensure the duties of the Social Media Coordinator are completed;
 - iv. Ensure the duties of the Graphics Coordinator are completed, and
 - v. Strike and chair any ad-hoc committees to assist, or select delegates to represent the Vice-President Communications.
7. The Chief Newsletter Editor Shall
 - i. Be responsible for the publication of the bi-weekly newsletter, and
 - ii. Strike and chair any ad-hoc committees to assist, or select delegates to represent the Chief Newsletter Editor.
8. The Director of Events shall
 - i. be responsible for the scheduling and planning of Society-related social events;
 - ii. organize at least one charity event per study term;
 - iii. be responsible for obtaining executive approval for all events;
 - iv. be responsible for a pre-event budget, event report, and event financial report for each event, and
 - v. strike and chair any ad hoc committees to assist, or select delegates to represent the Director of Events.
9. The Director of Services shall
 - i. manage all of the Society's services;
 - ii. manage all of the Society's sales, and
 - iii. strike and chair any ad hoc committees to assist, or select delegates to represent the Director of Services.
10. The Director of Corporate Relations shall
 - i. perform all dealing with companies;
 - ii. at the request of the Executive, explore options for sponsorship of the Society's activities, and
 - iii. strike and chair any ad hoc committees to assist, or select delegates to represent the Director of Corporate Relations.
11. The Director of Information Technology shall
 - i. maintain all online services offered by the Society;
 - ii. manage of the Society's electric and electronic tools used for its operation, and
 - iii. strike and chair any ad hoc committees to assist, or select delegates to represent the Director of Information Technology
12. The Director of Sport shall
 - i. organize and schedule sporting events;
 - ii. ensure the filling of the intramural team roster, and
 - iii. strike and chair any ad hoc committees to assist, or select delegates to represent the Director of Sport
13. The Secretary shall
 - i. maintain up-to-date records of all meetings;
 - ii. post notices of meetings and their agendas;
 - iii. be responsible for all general correspondence to and from the Society;
 - iv. maintain accurate records of all Society events and functions;
 - v. allow any member access to such records within one week of a written request, and

- vi. strike and chair any ad hoc committees to assist, or select delegates to represent, the Secretary.
14. All references in Bylaw 6 (Executive Officers' Duties) shall be to the officers of their office.

BYLAW 7: THE COORDINATORS

1. The Society may have two sets of Coordinators, one for each Stream. Only one set of Coordinators will be active within the Society at any given time, as determined by the Work Term Schedule.
2. The Coordinators shall be composed of the following offices:
 - i. for Stream A:
 - a. Charity Coordinator,
 - b. Competitions Coordinator,
 - c. Orientation Coordinator,
 - d. Social Media Coordinator
 - e. Graphics Coordinator.
 - ii. for Stream B:
 - a. Charity Coordinator,
 - b. Competitions Coordinator,
 - c. Orientation Coordinator,
 - d. Social Media Coordinator,
 - e. Graphics Coordinator.
3. The officer on a Study Term shall represent her current Coordinator office.
4. All offices shall be open to regular members.
5. Coordinators will be selected by an Executive Resolution at the first Executive Meeting following an AGM.
6. The term of office of a Coordinator shall be eight months.
7. The transition between an outgoing Coordinator and an incoming Coordinator of the same Stream shall occur at the first executive meeting following an AGM.
8. Upon vacancy for an Executive or Coordinator office, another regular member of the same stream may take the office under an Executive Resolution for the duration of the term of office.
9. Every Coordinator office of each stream shall have one officer, except in the case of a co-chaired position.

BYLAW 8: THE COORDINATORS' DUTIES

1. The Charity Coordinator shall
 - i. be responsible for assisting in the planning and execution of the charity event of the current academic semester, and
 - ii. ensure that all information related to organizing the charity event of the current semester be properly recorded for future years.
2. The Competitions Coordinator shall
 - i. be responsible for assisting in the planning and execution of the engineering competition of the current academic semester, and

- ii. ensure that all information related to organizing the engineering competition of the current semester be properly recorded for future years;
 - iii. ensure that competition rules are as close as possible to those of that year's upcoming Western Engineering Competition, where appropriate;
 - iv. only be appointed in summer and fall semesters.
3. The Orientation Coordinator shall
 - i. be responsible for orienting new engineering students, and
 - ii. ensure that all information related to orienting new engineering students be properly recorded for future years.
4. The Social Media Coordinator shall
 - i. be responsible for maintaining the online presence of the Society, and
 - ii. ensure that all information related to the Society's social media presence be properly recorded for future years.
5. The Graphics Coordinators shall
 - i. be responsible all Society-related graphic design, and
 - ii. ensure that all information related to the Society's graphic design be properly recorded for future years.

BYLAW 9: ELECTIONS

1. The Executive shall call for nominations for Executive officers, and/or elected faculty-student committee representatives, including the Senate.
2. Notice for nominations and election shall be governed according to Bylaw 4 Article 4 Section viii (Notice of a General Meeting).
3. The President shall be responsible
 - i. to ensure a fair electoral process, and
 - ii. to ensure legitimacy of the candidates.
4. Elections shall be held in a General Meeting.
5. Candidates of a particular office or seat shall not be present in the General Meeting during the vote of this office.
6. Candidates of a particular office or seat shall be assumed to cast one vote for themselves during the vote of the particular office.
7. Executive-Elect, Faculty-Student Committee Member-Elect, or Senator-Elect of an election is chosen by a plurality vote during a General Meeting.

BYLAW 10: FUNDS

1. The fiscal year shall be from May 1st to April 30th.
2. The signing authority shall be the signatures of at least two of the following officers of the Executive:
 - i. President,

- ii. Vice-President Finance, and
 - iii. one other executive office of the Society.
3. Funds of the Society shall be held and administered by the two separate Streams.
4. Transfer of funds between Streams must be held by a joint resolution between the two Streams' Executive's.
5. The Vice-President Finance shall submit a study term-end financial statement for the four month study term period to the Executive and to the Society in a General Meeting.
6. The consolidated financial year-end statement of each stream shall be prepared by the respective Vice-President Finance for each stream.
7. Funds shall be used in accordance with the budget adopted in a General Meeting.
8. If there is a loss of Society funds due to a member consciously misusing such funds, 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.

BYLAW 11: FEES

1. The membership fees shall be as follows:
 - i. a regular member - \$30.00 per study term, and
 - ii. an associate member – nil.
2. The membership fee shall be applied to all regular members in a study term.
3. The membership fee shall be refunded by the Society to any member
 - i. upon their written request to the Executive, and
 - ii. for a two week period upon receipt of fees and confirmation of payment from the University of Victoria Accounting Services.
4. Thirty-three per cent (33%) from each member's fees will be deposited to an Engineering Undergraduate Endowment Fund for the following purposes
 - i. procurement of laboratory equipment as approved by the Engineering Undergraduate Endowment Fund Committee;
 - ii. to subsidize expenses for the attendance of members as delegates to professional development conferences;
 - iii. any other projects or causes deemed suitable by the Engineering Undergraduate Endowment Fund Committee;
 - iv. The fund shall be administered in accordance with Bylaw 17 (The University of Victoria Engineering Undergraduate Cinkant Endowment Fund);
 - v. The Vice-President Finance shall be responsible for the administration of this bylaw.
5. Refund of the membership fee shall change the status of a regular member to that of an associate member.

BYLAW 12: REPORTS

1. Every Officer of the Executive, any Coordinator, every chair of any committee, and all primary Directors of subsidiary organizations shall submit a report to the Society due no later than the last day of each study term. The Vice-President Finance also must submit a financial statement as stated in Bylaw 10 Sections 4 and 5 (Funds - Financial Statements).
2. All officers of the Executive shall make an oral or written report at every Executive and General meetings.

BYLAW 13: REFERENDA

1. Referenda may be initiated by
 - i. an Executive resolution, or
 - 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, and
 - 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. The Referendum must be called not less than two weeks after and not more than one month after the Executive resolution or reception of a petition of notification, as stated in Bylaw 4 Article 4 Section viii (General Meeting Notification).
5. Any referendum shall be administered by the President on the day of referendum using
 - i. a YES/NO petition circulated through one lecture period of all of undergraduate engineering, mechanical engineering, electrical and computer engineering, biomedical engineering, civil engineering, and software engineering courses taught during that study term;
 - ii. an afternoon polling station in the Society's office, and
 - iii. electronic mail balloting to the Society's electronic mail-box, subject to the President's authorization.
6. Referendum question will carry with a simple majority of the total regular membership.

BYLAW 14: POLICY MANUAL

1. Each Stream's Executive will be empowered to create, amend and terminate its own Policy Manuals during that Stream's study term. A Stream's Executive not in a study term shall not be able to create, amend, or terminate the other stream's policy manual.
2. Policy Manuals are to regulate the functions of the Society in an orderly fashion for a particular Stream.
3. Adopted budgets by a General resolution are considered to be the Financial Policy

Manual of a given stream and shall not be amended by an Executive or Special Executive resolution.

4. Every stream's subsidiary organization's constitution and bylaws are considered to be a Policy Manual of the Society governing the subsidiary organization.
5. Unless otherwise stated in any Policy Manual, the President Officer shall be responsible for the enforcement of Bylaw 14 (Policy Manual).
6. In any discrepancy between the constitution and the policy manual, the constitution takes precedent.

BYLAW 15: BORROWING

1. Notwithstanding Bylaw 14 (Policy Manual) concerning Financial Policy Manuals, borrowing powers to the Executive shall be authorized by a Special General Resolution. The Executive, by this Special General Resolution, may raise or secure the payment or repayment of money in the manner as resolved in the Financial Policy Manual, and in particular, but without limiting the foregoing, by the issue of debentures.
2. The Executive, on behalf of the Society, shall not borrow monies in total of greater than 1% of the Financial Policy Manual through debt obligation without a Special Resolution.
3. Only the Executive officers with signing authority, as stated in Bylaw 10 Section 2 (Funds - Authority), shall be authorized to sign any agreement of debt obligation.
4. All debt obligation records shall be held by the Vice-President Finance.
5. Notwithstanding Bylaw 15 Section 3 (Borrowing - Authority), Executive officers shall be authorized to sign agreements of debt obligation that
 - i. are no greater than 1% of the Executive office operating budget for the academic term;
 - ii. shall not increase the incurred debt of the Executive office to greater than 1% of the Executive office operating budget; and
 - iii. shall promptly inform the Vice-President Finance of such a debt obligation.
6. The Vice-President Finance shall be responsible for the enforcement of Bylaw 13 (Borrowing).

BYLAW 16: SUBSIDIARY ORGANIZATIONS

1. A Subsidiary Organization shall require a referendum for its creation.
2. The Subsidiary organization shall be governed by a Policy Manual that must include the following:
 - i. the name of the subsidiary organization;
 - ii. the purpose of the subsidiary organization;
 - iii. upon wind-up of the subsidiary organization, all remaining assets must be transferred to the Society;
 - iv. guarantee members to be allowed to join the subsidiary organization;

- v. guarantee refundable fees for this Society's members;
 - vi. have all records and books archived with the Society;
 - vii. have all budgets to the subsidiary organization be approved by an Executive resolution or General resolution, and
 - viii. must submit an end-of-year financial report to the Vice-President Finance.
3. All subsidiary organizations created by and according to this bylaw shall be listed in this section:
- i. University of Victoria Engineering Students' Society Grad Class
 - ii. University of Victoria Engineering Students' Society Frosh

BYLAW 17: THE CINKANT ENDOWMENT FUND

1. All administration of The University of Victoria Engineering Undergraduate Endowment Fund shall be carried out in accordance with the policy manual of The University of Victoria Engineering Undergraduate Endowment Fund and the ESS Constitution.
2. The policy manual of The University of Victoria Engineering Undergraduate Endowment Fund can only be modified as defined by Bylaw 3 (Amendments).