



UVic Engineering Students' Society  
**CONSTITUTION**

Last Updated: \_MONTH\_ \_DAY\_, \_YEAR\_

Article 1: Preamble & the Constitution	4
Section 1.1: History of the Policy Manual	4
Section 1.2: Amendments	4
Section 1.3: Authority	4
Section 1.4: Official Status	4
Section 1.5: Definitions	4
Article 2: The Society	5
Section 2.1: Name of the Organization	5
Section 2.2: Purpose	5
Section 2.3: Dissolution	5
Article 3: Membership	5
Section 3.1: Regular Members	5
Section 3.2: Associate Members	6
Section 3.3: Removal of Members	6
Section 3.4: Removal of Good Standing	6
Article 4: General Meetings	6
Section 4.1: Purpose of Meetings	7
Section 4.2: Advertising of Meetings	7
Article 5: The Council	7
Section 5.1: Positions	7
Section 5.2: Responsibility	7
Section 5.3: Authority	8
Section 5.4: Removal of a Council Position	8
Section 5.5: Midterm Vacancies	8
Article 6: Elections and Referenda	8
Section 6.1: Elections	8
Section 6.2: By-Elections	8
Section 6.3: Referenda	9
Article 7: Funds	9
Section 7.1: Remuneration	9
Section 7.2: Transparency	9
Section 7.3: Financial Documents	9
Section 7.3: Debt & Liabilities	9
Section 7.4: Cinkant Endowment Fund	9

# Article 1: Preamble & the Constitution

The history of this Constitution and other facts necessary to use this document are discussed here.

## Section 1.1: History of the Policy Manual

This document was created in 2018 and drew from the previous Constitution of the ESS as well as Constitutions from other organizations. It was created to replace the past Constitution as it was deemed that the past Constitution was outdated and difficult to use due to its structure.

This document was designed to be a working document and a history of changes is recorded below:

Update Approved On:   DATE OF EXECUTIVE MEETING RATIFYING VOTING  

Description:   BRIEF DESCRIPTION OF UPDATE  

Originally Approved On:   DATE OF GENERAL MEETING  

## Section 1.2: Amendments

This Constitution requires a two-thirds vote (2/3) in favour by regular members during a quorate referendum.

## Section 1.3: Authority

In the event of any conflict between this Constitution and the ESS Policy Manual, this Constitution shall be considered correct.

## Section 1.4: Official Status

This version of the Constitution shall replace all previous versions of the ESS Constitution.

## Section 1.5: Definitions

The following definitions are used in this document.

### Sub-Section 1.5.1: ESS

The "University of Victoria Engineering Students' Society" shall be referred to herein as the "ESS".

### Sub-Section 1.5.2: Faculty of Engineering

The "Faculty of Engineering at the University of Victoria" shall be referred to herein as the "Faculty of Engineering".

### Sub-Section 1.5.3: University of Victoria Cinkant Endowment Fund

The "University of Victoria Cinkant Endowment Fund" shall be referred to herein as the "Cinkant Endowment Fund".

## Article 2: The Society

Details about the ESS shall be contained here.

### Section 2.1: Name of the Organization

The name of the organization shall be the "University of Victoria Engineering Students' Society".

### Section 2.2: Purpose

The purposes of the ESS shall be:

1. To be the single voice of the University of Victoria engineering undergraduate students, and
2. To promote, direct, sponsor and coordinate activities which will benefit the present and future University of Victoria engineering undergraduate students

### Section 2.3: Dissolution

Upon the winding up, or dissolution, of the ESS, any assets remaining after the satisfaction of its debts and liabilities shall be given or transferred to the Children's Health Foundation of Vancouver Island.

## Article 3: Membership

Details about membership classes and their rights, privileges, and responsibilities shall be discussed here.

### Section 3.1: Regular Members

A Regular Member is anyone who is:

1. Currently registered with the Faculty of Engineering in an engineering degree program,
2. Currently registered either in at least one course identified as part of the engineering undergraduate degree program or on a co-op work term with the Engineering Co-op Office, and
3. Paid a membership fee to the ESS during their last study term, as required by the University of Victoria Board of Governors.

#### Sub-Section 3.1.1: Rights

A regular member has the right to:

1. One vote during elections and referenda,
2. Submit motions for consideration during referenda,
3. Run for a position on the ESS Council and attend all events related to an election or referendum.

### Sub-Section 3.1.2: Privileges

While on good standing with the ESS, a regular member may:

1. Attend ESS Events, and
2. Make use of ESS Services.

## Section 3.2: Associate Members

An Associate Member is someone who:

1. Has been appointed as an Associate Member by the ESS Council within the past 12 months, or
2. Has been employed by the ESS within the past 12 months.

### Sub-Section 3.2.1: Rights & Privileges

An Associate Member has no rights with the ESS. While on good standing with the ESS, an Associate Member has the same privileges as a Regular Member.

## Section 3.3: Removal of Members

A member ceases to be a member:

1. Upon delivering their resignation in writing to the President,
2. Upon a vote of two-thirds (⅔) vote in favour of removal during a referendum,
3. Upon their death, or
4. Upon no longer fulfilling the requirements for membership.

An Associate Member ceases to be a member if the ESS Council declares them to be not in good standing.

## Section 3.4: Removal of Good Standing

Any member may be declared to be not in good standing for a period of up to 6 months by a two-thirds vote in favour of the ESS Council. At any point during this period, the ESS Council may pass a motion to extend the removal of good standing. This extension can not be longer than 6 months from the date of the new motion.

To be declared not in good standing results in the loss of all privileges.

## Article 4: General Meetings

Within the first month of each term, the ESS shall hold a General Meeting. The details surrounding them shall be discussed here.

## Section 4.1: Purpose of Meetings

At each General Meeting, the ESS Council shall report on their activities and present current and forecasted financials.

## Section 4.2: Advertising of Meetings

The General Meetings need to be advertised to the membership for seven days beforehand.

# Article 5: The Council

The authority, responsibility and membership of the ESS Council, an elected decision making body, are discussed here.

## Section 5.1: Positions

All positions, exempting first year representatives on the Council shall be elected each spring and the term of office shall be from May 1st until April 30th of the following year. Each position shall hold one vote on the Council.

The first year representative shall be elected during the first month of fall term. Their term shall start immediately and end on April 30th.

The Council will consist of the following positions:

1. President
2. Vice-President Communications
3. Vice-President Events
- 4.
5. Vice-President Finance
6. Vice-President Internal
7. Vice-President Student Life
8. 1st Year Representative
9. Equity Officer
10. Stream A Representative
11. Stream B Representative

## Section 5.2: Responsibility

The ESS Council shall direct the business of the ESS in the best interests of the membership and shall:

1. Hold regular meetings (at least 1 per term) that are open to the membership where the Council reports on the activities, business and finances of the ESS and takes questions from the membership.
2. Ensure that the ESS provides value to all Regular Members.
3. Follow all mandates that are passed by referenda.

4. Ensure that all decisions made by the Council are easily available for the members to review in the form of meeting minutes.

### Section 5.3: Authority

The ESS Council shall have the authority to conduct business as it sees fit, so long as:

1. It follows this Constitution, the mandates passed by the members, and policies that it implements itself, and
2. It makes all decisions in a Council meeting that has at least two-thirds of the Council in attendance, or by a unanimous written resolution.

### Section 5.4: Removal of a Council Position

A position on the Council shall be considered vacant if:

1. The individual holding the position submits their resignation to the Council in writing,
2. The Council votes three-quarters ( $\frac{3}{4}$ ) in favour of impeaching a position, or
3. The individual holding the position is no longer a Regular Member.

### Section 5.5: Midterm Vacancies

Should a position be vacant, the Council may appoint someone to fill the position until the next General Meeting where a by-election can be held.

## Article 6: Elections and Referenda

The requirements for the ESS to run Elections, By-Elections and Referenda shall be detailed here.

### Section 6.1: Elections

The ESS shall hold an election every year at least 30 days before the end of the Council's term. The outgoing Council shall vote on ratifying the election results before the end of their term. Should the ratification vote for the election results fail, the ESS shall immediately hold a new election.

Every Regular Member shall be able to vote in the election. There is no quorum for election results.

### Section 6.2: By-Elections

Should a by-election be required, the current Council shall vote on ratifying the results. Should the ratification vote for the by-election results fail, another by-election should be held within 90 days, unless the end of the Council's term is less than 90 days away.

Every Regular Member shall be able to vote in the by-election. There is no quorum for by-election results.

## Section 6.3: Referenda

The ESS shall hold referenda to ask Regular Members how they would like the ESS to conduct business.

A referenda shall be held within 90 days of a referenda question being:

1. Approved by the Council by a simple majority, or
2. Submitted to the Council by a Regular Member supported by at least 30 signatures of Regular Members.

For a referenda answer to be binding, at least eighty Regular Members must vote.

## Article 7: Funds

The ESS Council shall ensure that all funds of the ESS are used in a manner consistent with its purpose. This fiscal year of the ESS shall coincide with the Council's term.

### Section 7.1: Remuneration

All individuals who serve the ESS shall serve without remuneration and shall not directly or indirectly receive any profit from holding the position, provided that reasonable expenses incurred in the exercise of their duties are reimbursed.

### Section 7.2: Transparency

The Council shall ensure that the financial documents of the ESS are kept up to date and are publicly available with no more than 1 week's notice by any Member.

### Section 7.3: Financial Documents

The Council shall ensure that, at minimum, the ESS maintains an up to date budget and ledger that shows all expenses and income. At the end of each fiscal year, the ESS shall compile and archive a report on their finances for the year.

### Section 7.3: Debt & Liabilities

The ESS shall not take on debt or liabilities of an amount larger than one-tenth (1/10) of its income during the previous fiscal year.

### Section 7.4: Cinkant Endowment Fund

The ESS shall invest one-third ( $\frac{1}{3}$ ) of its membership fees in the Cinkant Endowment Fund.

The administration of the Cinkant Endowment Fund shall be carried out in accordance with the Cinkant Endowment Fund Policy Manual.