

CARLETON STUDENT ENGINEERING SOCIETY



CONSTITUTION

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Table of Contents

Part I Society	3
Part II Members	6
Part III The Board	10
Part IV Officers	14
Part V Committees	17
Part VI Elections	19
Part VII Legal Matters	21
Part VIII Financial Matters	22
Part IX Member Meetings	25
Part X Revision History	27

BY-LAW 1

A by-law relating generally to the transaction of the affairs and business of the Society

BE IT ENACTED as a by-law of the Carleton Student Engineering Society, as follows:

Part I Society

Article 1 - Corporation

- 1.1 The name of the corporation shall be the “Carleton Student Engineering Society”, hereinafter referred to as the Society.
- 1.2 The head office of the Society shall be located at Carleton University in the City of Ottawa, Canada.
- 1.3 The corporate seal of the Society shall be in such form as shall be prescribed by the Board of Directors, henceforth called “The Board”, and shall bear the name of the Society.
- 1.4 The Society Year shall commence on the first day of May in one year and end on the last day of April in the next year.

Article 2 - Objects of the Society

- 2.1 The objects of the Society shall be:
 - 2.1.1 To promote professional interest and to foster high standards in the study of Engineering at Carleton University;
 - 2.1.2 To promote the general interests of Bachelor of Engineering students at Carleton University; and,
 - 2.1.3 To cultivate the spirit of mutual assistance among individuals in the study of the profession..

Article 3 - Equal Treatment

- 3.1 The Society in its affairs shall strive to ensure equal treatment of all individuals without discrimination based on personal beliefs or characteristics, and in particular, without discrimination based on race, political views, national or ethnic origin, colour, religion, sex, sexual orientation, gender, age, residency, language, or mental or physical disability.

Article 4 - Dissolution of the Society

- 4.1 Upon dissolution of the Society, all its remaining assets after payment of its liabilities shall be distributed to one or more recognized charitable organizations as determined by special resolution of all classes of Members prior to dissolution.

Article 5 - Governing Documents

- 5.1 The term Governing Documents shall include, but is not to be limited to: this document, hereinafter referred to as the Constitution, as well as a set of policies adopted by the Society, hereinafter referred to as the Policy Manual.
- 5.2 The Constitution shall specify the fundamental organization of the Society.

- 5.2.1 The provisions of this by-law repeal and annul all previous by-laws of the Society to date.
- 5.2.2 The by-laws of the Society may be repealed or amended by a majority of the Board at a meeting and sanctioned by an affirmative vote of at least two-thirds (2/3) of all classes of Members.
- 5.2.3 If the Constitution has been amended, all amendments made must be discussed at the Meeting of the Members following their adoption.
- 5.2.4 The enactment, repeal or amendment of a by-law shall not take effect or be acted upon until successful ratification at a Meeting of the Members.
- 5.3 The Policy Manual shall specify the policies governing the function of the Society.
 - 5.3.1 The Policy Manual may be amended by a majority vote of the Board at a meeting.
 - 5.3.2 If the Policy manual has been amended, all amendments made must be discussed at a Meeting of the Members following their adoption.

Article 6 - Meetings & Notice

- 6.1 Unless other rules are adopted in accordance with the Constitution, the rules contained in the most current edition of “Robert’s Rules of Order Newly Revised” shall be used at all meetings insofar as they are not inconsistent with the Constitution.
- 6.2 Unless otherwise stated, all notices of meetings shall be given in person, by telephone, by electronic mail, or on electronic online messaging platforms.
- 6.3 No error or omission in giving notice of any meeting, or any adjourned meeting, shall invalidate such meeting or make void any proceedings taken thereat and any person entitled to such notice may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

Article 7 - Regulations

- 7.1 The Board may instate rules and regulations not inconsistent with these by-laws relating to the management and operation of the Society by a majority vote of the Board in attendance at a Meeting, provided that such rules and regulations shall have force and effect only until the next General Meeting when they shall be confirmed, and failing such confirmation, shall cease to have any force and effect from that time forward.

Article 8 - Interpretation

- 8.1 In the Constitution and in all other by-laws, rules, regulations, and policies of the Society hereafter passed, unless the context otherwise requires, the following definitions shall apply:
 - 8.1.1 “Constitution” means the present by-laws of the Society;
 - 8.1.2 “Council” means a class of elected Members of the Society;
 - 8.1.3 “Council-elect” means the individuals elected to the Council who have not yet assumed office;
 - 8.1.4 “Faculty” means the Faculty of Engineering and Design at Carleton University;
 - 8.1.5 “engineering program” means a program of study offered by the Faculty leading to an engineering degree;

- 8.1.6 “engineering student” means a student registered in an undergraduate engineering program;
 - 8.1.7 “Executives” means the individuals elected as Executive officers;
 - 8.1.8 “Executive-elect” means the individuals elected as Executive Officers who have not yet assumed office;
 - 8.1.9 “first year student” means a student who has first year standing as defined by Carleton University;
 - 8.1.10 “Members present” means Members present in person or represented by proxy;
 - 8.1.11 “Councillors present” means Councilors present in person or represented by proxy;
 - 8.1.12 “academic year” means the period of time commencing on the first day of the fall term, and ending on the last day of the winter examination period, as determined by Carleton University;
 - 8.1.13 “business day” means a weekday on which Carleton University is open, classes are scheduled and during the academic year, however, not a day during an official examination period;
 - 8.1.14 “CUESEF” stands for Carleton Undergraduate Engineering Student Equipment Fund;
 - 8.1.15 “good standing” refers to Constituents of the Society who are not currently suspended.
 - 8.1.16 “Meeting of the Members” refers to a meeting in which all classes of members are eligible to vote.
 - 8.1.17 “fourty” refers to the pseudo-canadian spelling adopted by The Society to mean the number 40.
- 8.2 In this by-law and in all other by-laws, rules, regulations, and policies of the Society hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number of any other gender identity, as the case may be, and vice versa, and references to a person shall include firms and corporations.

Part II Constituents

Article 1 - Classes of Constituency

- 1.1 There shall be four (4) classes of Constituency in the Society, namely:
 - 1.1.1 Non-Engineering;
 - 1.1.2 Regular;
 - 1.1.3 Alumni; and,
 - 1.1.4 Honourary.
- 1.2 Regular Constituency is given to all undergraduate engineering students registered at Carleton University, who pay regular dues.
- 1.3 Non-Engineering Constituency is given to any undergraduate student registered in a non-engineering program at Carleton University, who chooses to pay a due in the given academic year.
- 1.4 Alumni Constituency is given to all former Regular Constituents who graduate with an undergraduate degree in Engineering from Carleton University.
- 1.5 Honourary Constituency shall be available to those persons nominated by the Members and passed by at least two-thirds (2/3) of the Regular Members at a Meeting of the Members.
 - 1.5.1 Honourary Constituency will be bestowed upon those persons in recognition of their outstanding contribution to engineering and the sciences.
- 1.6 Membership in the Society is non-transferable.

Article 2 - Annual Fee

- 2.1 Regular Constituents of the Society shall pay an annual ancillary fee for the academic year, alongside tuition.
- 2.2 Non-Engineering Constituents of the Society shall pay an annual fee for the academic year.
- 2.3 The cost of the Regular fee shall be decided by the Board from time to time.
 - 2.3.1 Any change in the annual fee shall be instated according to the applicable rules and policies determined by Carleton University.
- 2.4 The cost of the Non-Engineering fee shall be half of the Regular fee.

Article 3 - Term of Constituency

- 3.1 Regular Constituency in the Society shall commence on the first day of the month of May for which the Constituent has paid the annual fee.
- 3.2 Non-Engineering Constituency in the Society shall commence immediately upon the payment of the fee.
- 3.3 Honourary membership in the Society shall commence immediately following the Meeting of the Members in which the Constituency was approved.
- 3.4 Alumni Constituency in the Society shall commence when the Constituent has graduated with their undergraduate degree and ceases to be an undergraduate engineering student registered at Carleton University.
- 3.5 A Constituent may request to withdraw their fee and Constituency from the Society by submitting a written resignation to the Vice-President Internal.

- 3.5.1 A request received before October 31st of the current Academic Year will receive a full withdrawal of the annual fee.
- 3.5.2 A request received after October 31st and before February 28th of the current Academic Year will receive a partial withdrawal of half the annual fee.
- 3.6 The Board may, by a resolution adopted by at least two-thirds (2/3) of the Board present at a meeting duly called for the purpose, suspend a Constituent for the remainder of the Society Year.
 - 3.6.1 A Constituent may be suspended for failing to comply with a by-law, rule, regulation, or policy of the Society; or, whose conduct or activities are deemed detrimental to the well-being or functioning of the Society.
 - 3.6.2 The Board must provide written notice to the Constituent in question at least one (1) week before the Board meeting duly called for the purpose of suspension.
 - 3.6.3 The Constituent in question shall be given the opportunity to present submissions or be heard during the debate of suspension.
 - 3.6.4 Once the Board has adopted the resolution, the suspension will not be subject to appeal.
 - 3.6.5 A Constituent ceases to be in good standing when suspended.
- 3.7 The Board may, by a resolution adopted by at least three-quarters (3/4) of the Board present at a meeting duly called for the purpose, expel a Constituent under the advisory from a Carleton University body.
 - 3.7.1 The advice from the body must involve the Constituent failing to comply with a By-Law, rule, regulation, or policy of the Society or University; or whose conduct or activities were deemed detrimental to the well-being or function of the Society or the University.
 - 3.7.2 The advice from the body and the advisor of the body must be documented and released upon request by the Constituent in question.
 - 3.7.3 Council shall ratify the resolution by at least a three quarters (3/4) majority in order for it to take effect .
 - 3.7.4 Once the Council has ratified the resolution, the expulsion will not be subject to appeal.
 - 3.7.5 A person previously expelled from the Society shall be ineligible for any class of Constituency.
- 3.8 Constituency in the Society terminates:
 - 3.8.1 At the completion of the term of Constituency;
 - 3.8.2 Upon withdrawal;
 - 3.8.3 Upon expulsion;
 - 3.8.4 Upon the Constituent's death; or,
 - 3.8.5 Upon dissolution of the Society.

Article 4 - Rights of Constituency

- 4.1 Every Constituent of the Society in good standing, regardless of Constituency class, shall be entitled to:

- 4.1.1 Attend meetings, and be granted speaking rights thereat; and, access services provided by the Society, as defined in the policy manual.
- 4.2 A Non-Engineering Constituent in good standing shall be entitled to:
 - 4.2.1 Receive unbiased treatment; and,
 - 4.2.2 Attend events or gatherings hosted by the Society.
- 4.3 A Regular Constituent in good standing shall be entitled to:
 - 4.3.1 All the rights of a Non-Engineering Constituent listed in Section 4.2;
 - 4.3.2 Vote in elections for elected positions for which that Constituent is eligible to vote; and,
 - 4.3.3 Seek to hold any elected position within the Society for which that Constituent is eligible.
- 4.4 The rights and privileges of all Constituents, or of a class of Constituents, in good standing may include such other rights and privileges as the Board may confer from time to time, provided that at no time shall the rights and privileges of Honourary Constituents or Alumni Constituents exceed those of Regular Constituents.
 - 4.4.1 All rights and privileges granted to the Constituent are subject to the provisions of the Constitution.

Article 5 - Freedom of Information

- 5.1 The Vice-President Internal shall provide to any Constituent in good standing on request, free of charge, any of the following:
 - 5.1.1 The Constitution;
 - 5.1.2 Any by-law, rule, regulation, or policy of the Society;
 - 5.1.3 Minutes from any open meeting;
 - 5.1.4 Documents tabled at any open meeting; and,
 - 5.1.5 Financial statements from the previous fiscal year or earlier.
- 5.2 The Vice-President Internal shall not be obliged to release information, documents, or minutes concerning discussions or minutes upon which no action was taken.

Part III Members

Article 1 - Classes of Membership

- 1.1 There shall be two (2) classes of membership in the Society, namely:
 - 1.1.1 Council; and,
 - 1.1.2 Registered.
- 1.2 Council Membership shall be given to all Councilors elected to the Council.
- 1.3 Registered Membership shall be given to any Regular Constituent who has registered to be a registered member of the society.
- 1.4 Membership in the Society is non-transferable.

Article 2 - Term of Membership

- 2.1 Council membership in the Society shall commence on the first day of the elected Councilors term on Council.
- 2.2 Registered membership in the Society shall commence immediately upon registration.
- 2.3 Membership in the Society terminates:
 - 2.3.1 At the completion of the term of membership;
 - 2.3.2 Upon termination of Regular Constituency;
 - 2.3.3 Upon withdrawal;
 - 2.3.4 Upon expulsion;
 - 2.3.5 Upon the Member's death; or,
 - 2.3.6 Upon dissolution of the Society.

Article 3 - Rights of Membership

- 3.1 Every Member of the Society in good standing, regardless of membership class, shall be entitled to:
 - 3.1.1 Attend meetings of the Members, and be granted speaking rights thereat;
 - 3.1.2 Move or second motions at meetings of the members;
 - 3.1.3 Vote on any and all questions arising at meetings of the members; and,
 - 3.1.4 Attend open meetings and be granted speaking rights thereat.
- 3.2 The rights and privileges of all Members, or of a class of Members, in good standing may include such other rights and privileges as the Board may confer from time to time.
 - 3.2.1 All rights and privileges granted to the Member are subject to the provisions of the Constitution.

Part IV The Council

Article 1 - Composition

- 1.1 The affairs of the Society shall be managed by a Council, comprised of a minimum of thirteen (13) Council Members, consisting of:
 - 1.1.1 Three (3) to ten (10) Executive Officers;
 - 1.1.2 Four (4) to thirty-two (32) program Representatives;
 - 1.1.3 One (1) to four (4) first-year Representatives; and,
 - 1.1.4 Up-to forty-two (42) Council-elects.
- 1.2 At least two (2) of the three (3) Executive Officers must hold the office of either President, Vice-President Internal, or Vice-President Finance.
- 1.3 Each program Representative shall represent one of the engineering programs offered by the Faculty.
- 1.4 The number of program and first-year Representatives, and the engineering programs assigned to each program Representative, shall be determined from time to time by a resolution adopted by the Board..
- 1.5 Unless and until otherwise provided by the Board, the Council shall include at least one (1) program Representative from each of the following departments of engineering:
 - 1.5.1 Civil and Environmental Engineering;
 - 1.5.2 Electronics;
 - 1.5.3 Mechanical and Aerospace Engineering; and,
 - 1.5.4 Systems and Computer Engineering.

Article 2 - Eligibility

- 2.1 Members of the Council must:
 - 2.1.1 Be Regular Constituents in good standing;
 - 2.1.2 Be individuals;
- 2.2 An individual may hold only one (1) office on the Council at the same time.
- 2.3 A program Representative must be enrolled in one of the engineering programs assigned to that program Representative.
- 2.4 A first-year Representative must be a first-year student at the time of the election or appointment and be in their first year in Engineering at Carleton University.

Article 3 - Selection, Removal, and Terms of Office

- 3.1 A Council Member's term shall commence on the first day of the next Society Year in which they were elected, except in the case of a Council Member elected in a by-election.
 - 3.1.1 When a Council Member is elected in a by-election, their term shall commence immediately following the announcement of the results..
- 3.2 A Council Member may be removed at any time by a resolution passed by at least two-thirds (2/3) of Members present at a special meeting of the Members duly called for that purpose.
 - 3.2.1 In the case of removing a program Representative, only those Members present at the meeting enrolled in the engineering programs assigned to the program Representative are eligible to vote in the resolution.

- 3.2.2 In the case of removing a first-year Representative, only those Members present at the meeting enrolled in their first year in Engineering at Carleton University are eligible to vote in the resolution.
- 3.3 The office of a Council Member shall be automatically vacated:
 - 3.3.1 Upon passage of a resolution by the Members calling for that Council Member's removal;
 - 3.3.2 If the Member of the Council ceases to be eligible to hold that office under Article 2;
 - 3.3.3 If the Council Member resigns the office by delivering a written resignation to the President or to the Chair;
 - 3.3.4 Upon expiry of their term of office; or,
 - 3.3.5 Upon death.
- 3.4 If a vacancy occurs in the office of a Council Member for any reason, the Council may, by resolution, appoint an eligible Constituent to fill the office until the subsequent meeting of the Members.
 - 3.4.1 At the subsequent meeting of the Members, the appointed Council Member may assume office for the remainder of the term following a majority resolution of Members present, otherwise they are removed from office immediately.
- 3.5 If at any time there is not a quorum of the Council, the remaining Council Members shall immediately call a meeting of the Members, at which the Members shall elect eligible Members to fill any vacancies.

Article 4 - Meetings

- 4.1 Meetings of the Council may be held at any time and place to be determined by the Council, the President, or any two (2) Council Members.
- 4.2 Seventy-two (72) hours' notice of such meeting shall be given to each Council Member.
- 4.3 There shall be at least three (3) meetings of the Council in each half of an academic year.
- 4.4 Each Council Member is authorized to exercise one (1) vote.
- 4.5 A majority of Council Members shall constitute a quorum for meetings of the Council.
- 4.6 A Council Member may participate in a meeting by means of suitable teleconference or other communications facilities and said member shall be deemed present and in person at the meeting at the discretion of the Presiding Officer
- 4.7 At all meetings of the Council, every question shall be determined by a majority of votes cast unless the consent of a greater number is required by the Constitution, the law, or any rules of order adopted by the Council.
- 4.8 Meetings of the Council shall be open to the Constituents of the Society unless the Council resolves otherwise.
- 4.9 The minutes of the Council shall be available to the Members of the Council, each of whom shall receive a copy of such minutes.
- 4.10 In the event of emergency business, proper notice for a meeting may be waived by a resolution adopted at said meeting, by at least two-thirds (2/3) of all Council Members.
- 4.11 Meetings of the Council may be held virtually at the discretion of the meeting's Presiding Officer.

Part V The Board

Article 1 - Composition

- 1.1 The property and business of the Society shall be managed by a Board, comprised of a minimum of five (5) to a maximum of nine (9) Board Members, consisting of:
 - 1.1.1 One (1) Executive Officer; and,
 - 1.1.2 Four (4) to eight (8) Directors at Large, referred to as Ambassadors.

Article 2 - Eligibility

- 2.1 All Members of the Board must:
 - 2.1.1 Be Regular Constituents in good standing;
 - 2.1.2 Be at least eighteen (18) years of age with the power to contract under law;
 - 2.1.3 Be individuals;
 - 2.1.4 Not hold an office of the Executive, with exception of the President;
 - 2.1.5 Not have been declared incapable by a court in Canada or in another country; and,
 - 2.1.6 Not be in bankrupt status.
- 2.2 The Executive Officer on the board must actively hold the office of President.
- 2.3 An individual shall hold only one (1) office on the Board at the same time.

Article 3 - Selection, Removal, and Terms of Office

- 3.1 The President shall be elected to the Board by the Constituents and ratified by a majority resolution of the Members at a Meeting of the Members.
- 3.2 The remaining Ambassadors shall be elected by the Council by a majority resolution at a meeting of the Council.
- 3.3 An Ambassador's term shall commence immediately following the ratification of the results at a Council meeting or a meeting of the Members.
- 3.4 An Ambassador's term shall expire at the next annual general meeting of the Council.
- 3.5 An Ambassador may be removed at any time by a resolution passed by at least half (1/2) of Members of the electing membership class present at a special meeting of the Members duly called for that purpose.
- 3.6 The office of an Ambassador shall be automatically vacated:
 - 3.6.1 Upon passage of a resolution calling for that Ambassador's removal, per 7.3.5;
 - 3.6.2 If the Member of the Board ceases to be eligible to hold that office under Article 2;
 - 3.6.3 If the Ambassador resigns the office by delivering a written resignation to the President or to the Chair;
 - 3.6.4 Upon expiry of their term of office; or,
 - 3.6.5 Upon death.
- 3.7 If a vacancy occurs in the office of an Ambassador for any reason, the Board may by resolution appoint an eligible Constituent to fill the office until the subsequent meeting of the Council.
 - 3.7.1 At the subsequent meeting of the Council, the appointed Ambassador may assume office for the remainder of the term following a majority resolution of Council present, otherwise they are removed from office immediately.

- 3.8 If at any time there is not the minimum number of Board Members, the remaining Board Members shall immediately call a meeting of the eligible membership class, at which the Members shall elect eligible Constituents to fill any vacancies.

Article 4 - Powers

- 4.1 The Board may administer the affairs of the Society in all things and make or cause to be made for the Society, in its name, any kind of contract into which the Society may lawfully enter and save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Society is, by its Constitution or otherwise, authorized to exercise to do.
- 4.2 Without restricting the generality of the foregoing, the Board may:
- 4.2.1 Administer the property and funds of the Society;
 - 4.2.2 Authorize expenditures on behalf of the Society from time to time;
 - 4.2.3 Delegate by resolution to an Executive Office the right to employ and pay salaries to employees;
 - 4.2.4 Enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available to the benefit of promoting the interest of the Society in accordance with such terms as the Board may prescribe;
 - 4.2.5 Take such steps as it deems requisite to enable the Society to acquire, accept, solicit, or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever for the purpose of furthering the Objects of the Society; and,
 - 4.2.6 Appoint such agents and engage such employees as it deems necessary from time to time and such persons shall have authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment, and whose terms of employment the Board may terminate in its discretion.
- 4.3 The Board may establish policies governing the Society.
- 4.4 The Board shall determine the rules of order governing meetings of the Board and the various committees of the Society.
- 4.5 By majority resolution, the Board may at any time review, alter, or reverse any act of decision of any Office or committee of the Society.
- 4.6 Board members must abstain from voting on any motion or exercising any powers where they have a material conflict of interest.
- 4.6.1 All conflicts of interest must be reported to the Presiding Officer of the Board meeting as soon as they arise and must be kept on file until the end of the party's term.

Article 5 - Meeting

- 5.1 Meetings of the Board may be held at any time and place to be determined by the Board, the President, or any two (2) Board Members.
- 5.2 Seventy-two (72) hours' notice of such meeting shall be given to each Board Member.
- 5.3 There shall be at least three (3) meetings of the Board in each half of an academic year.

- 5.4 Each Board Member is authorized to exercise one (1) vote.
- 5.5 A majority of Board Members shall constitute a quorum for meetings of the Board.
- 5.6 A Board Member may participate in a meeting by means of suitable teleconference or other communications facilities and said member shall be deemed present and in person at the meeting at the discretion of the Presiding Officer.
- 5.7 At all meetings of the Board, every question shall be determined by a majority of votes cast unless the consent of a greater number is required by the Constitution, the law, or any rules of order adopted by the Board.
- 5.8 Meetings of the Board shall be open to the Constituents of the Society unless the Board resolves otherwise.
- 5.9 The minutes of the Board shall be available to the Members of the Board, each of whom shall receive a copy of such minutes.
- 5.10 In the event of emergency business, proper notice for a meeting may be waived by a resolution adopted at said meeting, by at least two-thirds (2/3) of all Board Members.
- 5.11 Meetings of the Board may be held virtually at the discretion of the meeting's Presiding Officer.

Article 6 - Remuneration

- 6.1 The Board Members shall serve without remuneration and no Board Member shall directly or indirectly receive any profit from the position, provided that a Board Member may be paid expenses incurred in the performance of that Board Member's duties.
- 6.2 Nothing aforementioned shall be construed to disallow any Board Member from serving the Society in any other employed capacity and receiving compensation therefore.

Part VI Officers

Article 1 - Definition

- 1.1 The Officers of the Society shall consist of:
 - 1.1.1 Three (3) to ten (10) Executive Officers;
 - 1.1.2 The three (3) advisory Officers;
 - 1.1.3 An Administrative Assistant;
 - 1.1.4 A Chair;
 - 1.1.5 A Chief Returning Officer;
 - 1.1.6 A Technical Officer;
 - 1.1.7 Three (3) to Ten (10) Executive-Elect;
 - 1.1.8 An Accountability Officer; and,
 - 1.1.9 Any such other Officers as the Board may by resolution determine.
- 1.2 The Executive Officers of the Society shall consist of a President, a Vice-President Internal, a Vice-President Finance, and seven (7) other Executive Officers whose titles shall be determined by the Board from time to time.
- 1.3 The Advisory Officers of the Society shall consist of those persons who last held the offices of the President, Vice-President Internal and Vice-President Finance in the immediately preceding Society Year, provided that those persons were not removed from office prior to the completion of their term.

Article 2 - Eligibility

- 2.1 One person may hold more than one (1) office within the Society, with the following exceptions:
 - 2.1.1 One person may hold no more than one (1) office of an Executive Officer; and,
 - 2.1.2 One person may not hold the office of the Chair and the office of the Chief Returning Officer at the same time.
- 2.2 The candidates for the position of President must have held a prior position on the Council, the position of Chair, or Administrative Assistant, without having resigned or been removed from office in their qualifying term.

Article 3 - Selection & Removal

- 3.1 Officers, shall be appointed by resolution of the Board to hold office for a term determined at the time of appointment or until a successor is appointed, with the following exceptions:
 - 3.1.1 The Executive Officers shall be selected and removed with the requirements of a Board Member as outlined in Part V; and,
 - 3.1.2 The Advisory Officers shall assume office for a term of one (1) Society Year, determined under the requirements of Article 1.3.
- 3.2 An Officer may resign their office by presenting a written resignation to the Board.
- 3.3 Officers other than the Executive Officers shall be subject to removal at any time by a majority resolution of the Board.

Article 4 - Duties

- 4.1 Each Officer shall exercise any power and execute all duties in accordance with the policies established by the Board.
- 4.2 Each Executive Officer shall:
 - 4.2.1 Perform all duties inherent and incident to their office;
 - 4.2.2 Have such other powers and duties as may be required by the Board from time to time; and,
 - 4.2.3 Execute any mandate handed to the Officer by the Members at a meeting of the Members unless the mandate is later revoked by the Members or by a unanimous resolution passed by the Board.
- 4.3 The President shall:
 - 4.3.1 Be the Chief Executive Officer of the Society;
 - 4.3.2 Assume responsibility for the general and active management of the affairs of the Society;
 - 4.3.3 See that all orders and resolutions of the Board, the Council, the Executive, and the Members are carried into effect;
 - 4.3.4 Serve as a non-voting ex-officio member of every committee of the Society of which the President is not a voting member; and,
 - 4.3.5 Where the Chair is the subject of a question arising at a meeting of the Board, of the Council, or of the Executive, perform the duties and exercise the powers of the Chair.
- 4.4 The Vice-President Internal shall:
 - 4.4.1 During the absence or disability of the President, perform the duties and exercise the powers of the President;
 - 4.4.2 Make provisions to maintain all names of present members of the society;
 - 4.4.3 Be custodian of the corporate seal of the Society, delivering it only when authorized by a resolution of the Board and to such person or persons as may be named in the resolution;
 - 4.4.4 Oversee the workings of the different committees of the Society, and coordinate the activities of those committees;
 - 4.4.5 Serve as a non-voting ex-officio member of every committee of the Society of which the Vice-President Internal is not a voting member; and,
 - 4.4.6 Give notice of all meetings of the Members.
- 4.5 The Vice-President Finance shall:
 - 4.5.1 Have custody of the funds and securities of the Society;
 - 4.5.2 Keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Society in the books belonging to the Society;
 - 4.5.3 Under the direction of the Board, supervise and control the deposit of money, the safekeeping of securities and the disbursement of the funds of the Society; and,
 - 4.5.4 Render to the Board, and to the Executive, at regular meetings, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Society.
- 4.6 Each Advisory Officer shall:
 - 4.6.1 Relate to the Board their previous experience; and,

- 4.6.2 Provide input and advice to the Board on any matter.
- 4.7 The Administrative Assistant shall:
 - 4.7.1 Attend all meetings of the Members, the Board, the Council, and the Executive to act as clerk thereof and to record all votes and minutes of all proceedings in the books to keep for that purpose.
- 4.8 The Chair shall:
 - 4.8.1 When present and not the subject of a question, preside at meetings of the Board, of the Council, and of the Executive; and,
 - 4.8.2 Give notice of all meetings of the Board, of the Council, and of the Executive.
- 4.9 The Chief Returning Officer shall:
 - 4.9.1 Not be a candidate for any elected office during the Chief Returning Officer's term;
 - 4.9.2 Ensure that public notice is given for all writs of election and election proceedings;
 - 4.9.3 Take responsibility for the collection and distribution of nomination forms, ballots and all other documents pertaining to elections;
 - 4.9.4 Ensure that all rules relating to elections are executed and followed;
 - 4.9.5 Exhibit no political or other bias in favour of, or against any candidate;
 - 4.9.6 Select the electoral committee for each election with the Vice-President Internal;
 - 4.9.7 Serve as the only point of contact between candidates and the electoral committee; and,
 - 4.9.8 Perform all duties inherent and incident to the office.
- 4.10 The Accountability Officer shall:
 - 4.10.1 Preside during accountability sessions at meetings of the Members; and,
 - 4.10.2 Communicate anonymous Member concerns to the Board.
- 4.11 The duties of all other Officers of the Society shall be for such as the terms of their engagement call or as the Board requires of them.
- 4.12 All Officers must abstain from voting on any motion or exercising any powers where they have a material conflict of interest.
 - 4.12.1 All conflicts of interest must be reported to the Presiding Officer of the Board as soon as they arise and must be kept on file until the end of the party's term.

Part VII Committees

Article 1 - Regulations

- 1.1 Committees shall be formed through a Board resolution or a Council Resolution.
 - 1.1.1 The presiding body of the committee shall be the body who formed the committee.
- 1.2 The presiding body shall determine the delegated duties and powers of all committees.
- 1.3 Every committee shall have a Terms of Reference document that shall act as the principle governing document for the committee.
 - 1.3.1 The presiding body shall be responsible for approving all committee Terms of Reference documents.
- 1.4 The presiding body shall approve the membership of all committees.
 - 1.4.1 At minimum one (1) voting member of the committee shall be a member of the presiding body.
- 1.5 Each committee shall have at minimum one (1) chair who shall preside over the meetings of the committee.
 - 1.5.1 In addition, each committee shall have at minimum one (1) vice-chair who shall preside over the meetings of the committee in the absence of the chair.
- 1.6 All committees shall submit a report outlining the business conducted in a meeting of the committee to the presiding body.
- 1.7 The presiding body shall be the final authority on all committee matters.
- 1.8 Committee members must abstain from voting on any motion or exercising any powers where they have a material conflict of interest.
 - 1.8.1 All conflicts of interest must be reported to the presiding officer of the meeting as soon as they arise and must be kept on file until the end of the party's term.

Article 2 - Committee Terms of Reference

- 2.1 The Terms of Reference shall prescribe:
 - 2.1.1 The name of the committee;
 - 2.1.2 The type of committee;
 - 2.1.3 The purpose and objects of the committee;
 - 2.1.4 The membership of the committee;
 - 2.1.5 The officers of the committee and how they must be picked;
 - 2.1.6 The powers and duties of the committee;
 - 2.1.7 The rules governing the meetings of the committee; and,
 - 2.1.8 Any other provisions as necessary.
- 2.2 Amendments to a committee's Terms of Reference shall only be approved through resolution of the presiding body.
- 2.3 Officers of a committee may be empowered to take executive action in the committee's absence as prescribed by the committee Terms of Reference.
 - 2.3.1 Anytime a committee officer invokes this power they must inform all committee members within twenty-four (24) hours and at the next meeting of the committee the decision must be affirmed by two-thirds (2/3) of the committee members present at the meeting.

Article 3 - Types of Committees

- 3.1 There shall be three different types of committees. Which are defined as:
 - 3.1.1 Standing committees;
 - 3.1.2 Ad hoc committee; and,
 - 3.1.3 Reactionary committee.
- 3.2 Standing committees are permanent committees that meet regularly and exist in continuum.
- 3.3 Ad hoc committees are committees that are formed to handle present issues and are disbanded once the issue is resolved.
- 3.4 Reactionary committees shall form automatically in response to an event as defined in their Terms of Reference.

Article 4 - Meetings

- 4.1 A majority of members of a committee, except non-voting members, shall constitute a quorum.
 - 4.1.1 The quorum of a committee may be increased if defined in the committee Terms of Reference.
- 4.2 Meetings of a committee shall be held at any time and place to be determined by the chair of such committee, provided that twenty-four (24) hours' notice of such meeting shall be given to each member of the committee.
- 4.3 Each member of a committee, except non-voting members, shall be entitled to exercise one (1) vote.
- 4.4 A majority of members of a committee, except non-voting members, shall constitute a quorum.
 - 4.4.1 The quorum of a committee may be increased as defined in the committee Terms of Reference.
- 4.5 At all meetings of a committee, every motion shall be determined by a majority of votes cast unless the consent of a greater number is required by any rules of order adopted by the presiding body.
- 4.6 Meetings of a committee shall be open to the Constituents of the Society, unless the committee resolves otherwise, or the Board requires a closed meeting.
- 4.7 The minutes of a committee shall be available to the members of the committee, each of whom shall receive a copy of such minutes, and to the Board Members if required by the Board.
- 4.8 Resolutions may be conducted outside of a meeting if all committee members entitled to vote sign a written version of the resolution.
- 4.9 Meetings may be held virtually at the discretion of the committee's Chair.

Part VIII Elections

Article 1 - Time & Place

- 1.1 A general election shall be held after the second week in January and prior to the Annual General Meeting to elect Program Representatives and the Executive Officers.
- 1.2 A fall election shall be held after September 1st and prior to the Fall General Meeting to elect the first-year representatives.
- 1.3 A by-election to fill a vacancy in the office of a council Member, or to replace a council Member appointed to fill a vacancy, may be held concurrently at the fall election or at any other time during the Society Year prior to the general election.
- 1.4 The Vice-President Internal in each Society Year shall determine the specific dates for each election to be held during that Society Year, provided that all elections fall on a business day.
- 1.5 For every election, the Vice-President Internal shall present a Writ of Election or By-Election for the approval of the council. The council may amend or reject a Writ when presented but may not make further modifications to it once it has been approved.
- 1.6 A Writ of Election or By-Election shall include:
 - 1.6.1 The list of elected offices to be filled, and the number of nomination signatures required for each;
 - 1.6.2 Where nomination forms may be obtained;
 - 1.6.3 All important dates, times and locations for the various components of the election; and,
 - 1.6.4 The members of the electoral committee as selected by the Chief Returning Officer and the Vice-President Internal.
- 1.7 An election may not commence without the approval of a corresponding Writ.
- 1.8 Seven (7) days prior to the nomination period of each election, the Chief Returning Officer shall post the Writ.

Article 2 - Voter and Nominator Eligibility

- 2.1 The Executive Officers shall be nominated and elected by regular Constituents in good standing.
- 2.2 The program Representatives shall be nominated and elected by regular Constituents in good standing who are engineering students enrolled in one of the engineering programs assigned to that Council Member.
- 2.3 The first-year Representatives shall be nominated and elected by regular Constituents in good standing who are first-year students at the time of election as defined in Part IV, Article 2.4.
- 2.4 Every candidate for an elected office must, at the close of the Nomination Period and at the start of the voting period, be eligible to hold the office in accordance with the restrictions and regulations outlined in this By-Law.
- 2.5 On or before the close of the Nomination Period, the Vice-President Internal shall provide to the Chief Returning Officer the list of all Constituents entitled to nominate and vote.

Article 3 - Election Results

- 3.1 After the closing of polls, the Chief Returning Officer shall immediately tabulate the votes.
- 3.2 A candidate shall be elected with a plurality of unspoiled votes cast.
- 3.3 In the event of only one candidate for an office, they must receive a majority vote in a vote of confidence as part of the election.
- 3.4 In the event of a tie between two or more candidates for an office, the elected candidate shall be determined by a runoff election between the tied candidates, officiated by the Chief Returning Officer and taking place within seven (7) days after the election.
 - 3.4.1 In the event of a tie following a runoff election between tied candidates, the Chief Returning Officer shall determine the tie-breaking format.
- 3.5 In the event that, following the general election, a position on the Council is vacant, the Members may appoint an eligible Constituent to the position at a meeting of the Members held prior to the end of that Society Year.
- 3.6 No later than five (5) business days after the election, the Chief Returning Officer shall notify the candidates and the Members of the final election results and submit to the Board and the Administrative Assistant a signed written statement listing and certifying those results, including all findings and rulings, and such statement shall be entered into the minutes of the Board.

Article 4 - Election Rules

- 4.1 The Council may from time to time by a resolution passed by at least two thirds (2/3) of the Council Members present at a meeting, prescribe further election rules not inconsistent with this By-Law, which shall come into effect at the next posting of a notice of election.
- 4.2 No election rule prescribed by the Council shall restrict the eligibility of a regular Constituent for the office of Council Members beyond the restrictions and regulations outlined in this By-Law, except for the office of an Executive Officer that is not explicitly defined in this By-Law.

Part IX Legal Matters

Article 1 - Indemnities

- 1.1 Every Board Member and Officer of the Society, and any other person who has undertaken or is about to undertake any liability on behalf of the Society or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Society, from and against:
 - 1.1.1 All costs, charges, and expenses which such Board Member, Officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability; and,
 - 1.1.2 All other costs, charges, and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.
- 1.2 The Members of the Board may rely upon the accuracy of any statement or reports prepared by the Society's auditors and shall not be responsible or held liable for any loss or damage resulting from any action based upon such statement or report.

Article 2 - Execution of Documents

- 2.1 The Board may from time to time approve a list of Officers, Directors, employees, or other agents who are authorized to execute documents in relation to bills, cheques, deeds, transfers, assignments, contracts, obligations, and other instruments in writing.
- 2.2 The Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed.
- 2.3 Any person authorized to sign any document may affix the corporate seal, if any, to the document.
- 2.4 Any Director or Officer may certify a copy of any instrument, resolution, bylaw or other document of the Corporation to be a true copy thereof.
- 2.5

Article 3 - Books and Records

- 3.1 The Board Members shall see that all necessary books and records of the Society required by the Constitution or by any applicable law are regularly and properly kept.

Part X Financial Matters

Article 1 - Fiscal Year

- 1.1 Unless otherwise ordered by the Board, the Fiscal Year of the Society shall end on April 30th.
- 1.2 The Society must send a summary of its annual financial statements to the members not less than 21 days but not more than 60 days before the next Annual General Meeting of the Members.

Article 2 - Auditor

- 2.1 The accounts of the Society shall be maintained according to the Canadian Generally Accepted Accounting Principles (GAAP) and annual financial statements shall be made available to the members upon request.
- 2.2 At each Annual General Meeting, the Members must appoint a public accountant by ordinary resolution.
 - 2.2.1 Members may choose to annually waive this appointment by unanimously passing a resolution presented at a General Meeting.
- 2.3 The appointed public accountant must conduct a review engagement, unless the members pass an ordinary resolution requiring an audit instead.
- 2.4 Any Regular Constituent of the Society can demand an independent audit by a chartered accountant by presenting a written Motion to the Society's Board. If the Motion is passed by the Society's Board, then the audit shall be performed, with the cost being absorbed by the Society.

Article 3 - Banking

- 3.1 The banking business of the Society, or any part thereof, shall be transacted with such banks, trust companies or other financial institutions as the Board may designate from time to time, and shall be transacted on the Society's behalf by the Vice-President Finance and any other Officer or employee designated by the Board.

Article 4 - Remuneration

- 4.1 Remuneration for all Agents, Employees and Committee Members shall be fixed by the Board by resolution.

Article 5 - Budget

- 5.1 The Board shall, prior to the end of the Fiscal Year, prepare and present at a meeting of the Members a budget setting forth estimated revenues and expenses of the Society for the succeeding Fiscal Year.
- 5.2 Upon any budget being approved by the Board, the Officers and committees of the Society, for the Fiscal Year to which the budget relates, shall be entitled to carry out any actions outlined by the budget and in compliance therewith without further authorization by the Board.
- 5.3 The Executive may, prior to or during the Fiscal Year to which a particular budget relates, present to the Board amendments to the budget, and any such amendment may be

reviewed and amended by the Board and shall be approved by two-thirds (2/3) of the Board Members present at a meeting.

- 5.4 Prior to assuming office as the Executive, the Executive-Elect may choose to assume the duties of the Executive under this Article.
- 5.5 The Society shall not operate on debt, except when such debt has presented to Council at a regular or special Council meeting and subsequently approved by the Board.

Article 6 - Investment Portfolio

- 6.1 The Society shall establish and maintain a low-risk investment portfolio (mutual funds, bonds, GIC's) with no less than sixty thousand dollars (\$60000.00).
- 6.2 Funds may be withdrawn from the investment portfolio and not repaid in the same year in the following situation:
 - 6.2.1 Capital Expenditure(s) in excess of five thousand dollars (\$5000.00) after partial or no funding is provided by CUESEF. A decision must be received first from CUESEF; or,
 - 6.2.2 To pay for any current or past financial liabilities.
- 6.3 A minimum of seventy-five per cent (75%) of the investment portfolio balance as prescribed in Article 6.1 must be maintained at all times when using Article 6.2.
- 6.4 A special meeting of the Board must be called for the purpose of withdrawing funds from the investment portfolio with no less than seven (7) days notice given to both the Board and the Council. A three-quarters (3/4) majority in favour is required by those in attendance.
- 6.5 Funds withdrawn from the portfolio are repayable in three (3) equal installments (over three (3) years) with interest starting in the next fiscal year in which the funds were withdrawn. Payment due date is January 1st. Interest rate for the purpose of repayment is the Prime Rate.
- 6.6 Funds can be repaid in full in the first or second year with no interest charge for that year.
- 6.7 The investment portfolio minimum balance may be increased at a special meeting of the Board with a majority of those in attendance voting in favour of the increase.

Article 7 - Interest and Gains

- 7.1 All interest generated on the investment portfolio must first be used to maintain the portfolio at its current balance as described under Article 6.1 and 6.2. Any interest not used in maintaining the portfolio may be included in the revenue section of the budget as 'revenue from investments'.
- 7.2 In any fiscal year in which the investment portfolio is in excess of sixty thousand dollars (\$60000.00), the excess funds may be used by the Society to carry out its activities and will be classified in the revenue section of the budget as 'gains from portfolio'.

Part XI Member Meetings

Article 1 - Scheduling and Location

- 1.1 All meetings of the Members shall be held in a room on campus prescribed by the Society.
- 1.2 The time and date of each general meeting of the Members, and subject to this Part, shall be determined by the Board.
 - 1.2.1 Each meeting of the Members must be held on a weekday and, in the case of a meeting during the academic year, it must be on a business day.

Article 2 - General Meeting

- 2.1 There shall be three general meetings of the members held each Society Year as follows:
 - 2.1.1 The Annual General Meeting within the last two weeks of March.
 - 2.1.2 The Fall General Meeting within the first two weeks of October.
 - 2.1.3 The Winter General Meeting within the last two weeks of January.
- 2.2 At every General Meeting, in addition to any other business that may be transacted, the following business shall be conducted:
 - 2.2.1 The financial statements shall be presented;
 - 2.2.2 The activities of the Society since the last meeting of the Members shall be reviewed;
 - 2.2.3 Any vacancies in the office of the Council shall be filled; and,
 - 2.2.4 Any mandates to the elected Officers shall be given.

Article 3 - Notice

- 3.1 Notice of any meeting of the Members shall be given to the Members and Constituents of the Society, and the public accountant of the Society.
- 3.2 Notice of a meeting of the Members shall be given:
 - 3.2.1 by telephonic, electronic, or other communication facility to each member entitled to vote at the meeting during a period of 21 to 35 days before the meeting; and/or,
 - 3.2.2 by affixing the notice, no later than 30 days before the meeting, to a notice board where information about the Society's activities is regularly posted in a location that is frequented by the members.
- 3.3 A form of proxy or a reminder of the right to proxy shall be included in all notices for a meeting of the Members.
- 3.4 The ability to attend the meeting by using a telephonic, electronic, or other communication facility shall be announced with all notices, if applicable.

Article 4 - Special Meetings

- 4.1 The Board, Council, or the President may call, at any time, a special meeting of the members.
- 4.2 The President must call a special meeting of the Members upon receipt of a written requisition of not less than the lesser of twenty-five percent (25%) or forty of the Members.

- 4.2.1 If the President fails to call the meeting within seven (7) days of receiving the requisition, any member who signed the requisition may call a meeting and the Society must reimburse the member for the cost of doing so.
- 4.2.2 The President is not obliged to call a meeting if the meeting of the Members has already been called, or the process of calling it has already been started by the Board.
- 4.3 Any notice shall contain sufficient information to permit a Member to form an informed judgment on the issue at hand.
- 4.4 Every question shall be determined by a two thirds (2/3) majority of votes cast unless the consent of a greater number is required by law, the Constitution, or any rules of order adopted by the Members.
- 4.5 Special meetings of the Members include, but are not limited to, any meeting called for the purpose of:
 - 4.5.1 Removing a Council Member of the Society from office; or.
 - 4.5.2 Approving amendments and repeals to the Society's by-laws.
 - 4.5.3

Article 5 - Voting

- 5.1 Each Member in good standing shall be entitled to exercise one (1) vote either in person or by proxy.
- 5.2 A Member in good standing may, by means of a written proxy, appoint a proxy holder to attend and act on that Member's behalf, at a specific meeting of the Members, in the manner and to the extent authorized in the proxy.
- 5.3 A proxy holder must be a Member of the Society and shall be limited to holding one (1) proxy per meeting.

Article 6 - Procedure

- 6.1 Quorum for a meeting of the Members present in person at a meeting shall be the lesser of twenty-five percent (25%) or fourty of the current Members rounded to the nearest whole number.
- 6.2 The Chair shall act as Presiding Officer at meetings of the Members unless the Members elect another Member to preside.
- 6.3 Members have the right to add agenda items any time before the agenda has been approved at a Meeting of the Members.
- 6.4 Meetings of the Members shall be conducted in accordance with the rules of order as adopted from time to time by at least two-thirds (2/3) of the members present at a meeting of the Members, where such rules of order are not inconsistent with the Constitution.
- 6.5 At all meetings of the Members, every question shall be determined by a majority of votes cast unless the consent of a greater number is required by law, the Constitution, or any rules of order adopted by the Members.
- 6.6 At any meeting of the Members, the Board and the Council have the right to propose a motion with no need of a second.

Part XII Revision History

Article 1 - General

- 1.1 The Revision History section of the Constitution will serve to:
 - 1.1.1 Document and summarize the changes made to the Constitution; and,
 - 1.1.2 Summarize the rationale for each change made to the Constitution.
- 1.2 The Revision History is only to be updated when a change has been made to a section of the Constitution.
 - 1.2.1 An update to the Revision History section of the Constitution need not be approved by two-thirds (2/3) majority of the Members present at a General Meeting.

Article 2 - Revision History

- 2.1 2019-2020 Academic Year
 - 2.1.1 Part I, Article 1.3 – Revised for grammar and capitalization.
 - 2.1.2 Part I, Article 1.4 – Revised for grammar and capitalization.
 - 2.1.3 Part I, Article 3.6 – Revised for grammar and capitalization.
 - 2.1.4 Part I, Article 4.2 – Revised for grammar and capitalization.
 - 2.1.5 Part I, Article 4.3 – Revised for grammar and capitalization.
 - 2.1.6 Part I, Article 5 – Revised to recognize the Policy Manual and Constitution as governing documents.
 - 2.1.7 Part I, Article 7.1 – Revised for clarity of language and to ensure any rules and regulations instated by Council can subject confirmation at all General Meetings.
 - 2.1.8 Part I, Article 8 – Revised for clarity of language and gender inclusivity.
 - 2.1.9 Part II, Article 1.2 – Revised to recognize engineering students serving co-op terms as Society members in addition to those that pay membership fees.
 - 2.1.10 Part II, Article 3.6 – Revised for clarity of language.
 - 2.1.11 Part II, Article 4.1 – Revised to allow all Society membership classes to attend and be granted speaking rights to all General, Council and Executive meetings.
 - 2.1.12 Part II, Article 4.2 – Revised for grammar, capitalization, and clarity of language.
 - 2.1.13 Part III, Article 1 – Revised to clarify the definition of a “Councillor” vs. a “Representative”
 - 2.1.14 Part III, Article 3.1 – Revised for clarity of language.
 - 2.1.15 Part III, Article 3.2 – Revised for clarity of language.
 - 2.1.16 Part III, Article 3.3 – Revised for clarity of language.
 - 2.1.17 Part III, Article 4.5 – Revised for clarity of language.
 - 2.1.18 Part III, Article 5.6 – Revised for clarity of language.
 - 2.1.19 Part IV, Article 1 – Revised for clarity of language, grammar, to recognize the Accountability Office as an Officer of the Society, and to remove the CUSA FED Reps as Officers of the Society.
 - 2.1.20 Part IV, Article 3 – Revised to also apply to the Accountability Officer and for clarity of language.
 - 2.1.21 Part IV, Article 4.3 – Revised for clarity of language.
 - 2.1.22 Part IV, Article 4.6 – Revised for clarity of language.

- 2.1.23 Part IV, Article 4.7 – Revised for grammar and clarity of language.
 - 2.1.24 Part IV, Article 4.8 – Revised for clarity of language.
 - 2.1.25 Part IV, Article 4.9 – Revised for clarity of language.
 - 2.1.26 Part IV, Article 4.10 – Added to define the duties of the Accountability Officer.
 - 2.1.27 Part V, Article 1.3a – Revised for grammar and capitalization.
 - 2.1.28 Part V, Article 2.1 – Revised for grammar and capitalization.
 - 2.1.29 Part V, Article 3.5 – Revised for clarity of language.
 - 2.1.30 Part V, Article 3.6 – Revised for clarity of language and capitalization.
 - 2.1.31 Part VI, Article 2.3 – Revised for clarity of language.
 - 2.1.32 Part VI, Article 2.4 – Revised for grammar and capitalization.
 - 2.1.33 Part VI, Article 4.1 – Revised for clarity of language.
 - 2.1.34 Part X, Articles 1 & 2 – Added to Constitution to keep record of the amendments made to the Constitution as of the 2019-2020 academic year
- 2.2 2021-2022 Academic Year
- 2.2.1 Part III, Article 1 – Revised to 9 Executive officers
 - 2.2.2 Part IV, Article 1 – Revised to 9 Executive officers, maximum of 6 in policy, and the Technical Officer
 - 2.2.3 Part II, Article 3 – Added a clause to expel a member based on the recommendation of the university
- 2.3 2022-2023 Academic Year
- 2.3.1 Part I, Article 3 - Added gender as explicitly defined group for equal treatment.
 - 2.3.2 Part I, Article 5 - Added definition of Policy Manual, and defined the amendment processes.
 - 2.3.3 Part I, Article 6 - Revised Notice methods for meeting, removed fax, and added Online messaging platforms.
 - 2.3.4 Part I, Article 7 - Revised for grammar and clarity of language.
 - 2.3.5 Part I, Article 8 - Revised for clarity of language.
 - 2.3.6 Part II, Article 1 - Added and defined Non-Engineering membership class.
 - 2.3.7 Part II, Article 2 - Clarified Regular membership fee, and added definition for Non-Engineering Membership Fee.
 - 2.3.8 Part II, Article 3 - Added Term of membership for Non-Engineering Members.
 - 2.3.9 Part II, Article 4 - Added Rights of Membership for Non-Engineering Members, Revised for grammar and clarity of language.
 - 2.3.10 Part III, Article 1 - Revised for 10 Executive officers, 4 First Year Representatives, at least two Executive Offices must be President, Vice President Internal or Vice President Finance, and for clarity of language and formatting.
 - 2.3.11 Part III, Article 2 - Revised for clarity of language.
 - 2.3.12 Part III, Article 3 - Revised for grammar and clarity of language.
 - 2.3.13 Part III, Article 5 - Revised for clarity of language.
 - 2.3.14 Part III, Article 6 - Revised for grammar.
 - 2.3.15 Part IV, Article 1 - Revised for 10 Executive and Executive-elect officers.
 - 2.3.16 Part IV, Article 2 - Changed President eligibility, Revised for clarity of language.
 - 2.3.17 Part IV, Article 4 - Revised for grammar.

- 2.3.18 Part VI, Article 1 - Revised for clarity of language.
- 2.3.19 Part VI, Article 3 - Revised for clarity of language.
- 2.3.20 Part VII, Article 2 - Revised for grammar
- 2.3.21 Part VIII, Article 2 - Revised for grammar.
- 2.3.22 Part IX - Revised Part number and Title.
- 2.3.23 Part IX, Article 1 - Revised for clarity of language.
- 2.3.24 Part IX, Article 3 - Added additional notice for Meetings of the Members.
- 2.3.25 Part IX, Article 4 - Revised for grammar.
- 2.3.26 Part IX, Article 6 - Revised for grammar.
- 2.3.27 Part X, Article 1 - Revised for grammar.
- 2.4 2023-2024 Academic Year
 - 2.4.1 Parts I-X - Revised to replace the term *Council* with the term *Board* and the term *Councillor* with the term *Board Member*.
 - 2.4.2 Changed Secretary to Administrative Assistant
 - 2.4.3 Part II - redefined membership fees and processes for withdrawal
 - 2.4.4 Part III - reworded how to appoint members to the Board of Directors, and appointments only last until the next meeting of the members
- 2.5 2024-2025 Academic Year
 - 2.5.1 Parts I-X - Revised to replace the term *Board* with the term *Council* and the term *Board Member* with the term *Councillor*.
 - 2.5.2 Part I, Article 2 - Removed reference to Letters Patent and added new objectives.
 - 2.5.3 Part I, Article 4 - Remaining Assets distribution now decided by special resolution by the Members.
 - 2.5.4 Part I, Article 5 - Redefined Constitution changes to take effect after ratification by Members.
 - 2.5.5 Part I, Article 5 - Amendments to policy manual must now be presented at a meeting of the Members.
 - 2.5.6 Part I, Article 6 - Rules are now in accordance with “Robert’s Rules of Order Newly Revised”.
 - 2.5.7 Part I, Article 8 - Added additional interpretations for clarity within the document.
 - 2.5.8 Part II - Renamed most cases of “Members” as “Constituents”, with Members being defined separately.
 - 2.5.9 Part II, Article 3 - Added ratification of Council as necessary step for expulsion of a Constituent, and removed the process wherein a public meeting of the Members is required for expulsion.
 - 2.5.10 Part II, Article 4 - Consolidated overlapping rights of Constituents for clarity, and removed the ability to move or second motions from all Constituents.
 - 2.5.11 Part II, Article 5 - Constituents may no longer request Minutes or Documents from meetings of the Members from Vice-President Internal.
 - 2.5.12 Part III - Added a “Members” Part and Articles to define the newly added Membership requirements.
 - 2.5.13 Part IV - Was previously Part III.

- 2.5.14 Part IV, Article 1 - Grammar and rewording, and removed clause that changes to the number of representatives on Council must take place on the first day of the following year.
- 2.5.15 Part IV, Article 2 - Changed requirements of running for office to be Constituents rather than Members, and removed the requirements previously needed of Council applicants for being on the Board of Directors.
- 2.5.16 Part IV, Article 4 - Removed Article 4.
- 2.5.17 Part IV, Article 5 - All Council members no longer need to consent if a Councillor would like to teleconference.
- 2.5.18 Part IV, Article 6 - Removed Article 6.
- 2.5.19 Part V - Added a "Board" Part and Articles to define the new separation of Power.
- 2.5.20 Part VI - Was previously Part IV.
- 2.5.21 Part VI, Article 1 - Renamed "Chief Electoral Officer" to "Chief Returning Officer".
- 2.5.22 Part VI, Article 3 - Chair, CRO, and Accountability Officer are now removable by the same means as any other Officer of the Society.
- 2.5.23 Part VII - Was previously Part V.
- 2.5.24 Part VII, Article 1 - Committees are now formed through Council or Board resolution.
- 2.5.25 Part VII, Article 2 - Committees' Terms of Reference can be amended by their presiding bodies, not just the Board.
- 2.5.26 Part VII, Article 4 - Rules adopted by Committees will be determined by their presiding bodies, not just the Board.
- 2.5.27 Part VIII - Was previously Part VI.
- 2.5.28 Part VIII, Article 1 - Removed references to "Polling Stations", and necessity for a physical copy of the Writ to be posted in "prominent [gathering] locations".
- 2.5.29 Part IX - Was previously Part VII.
- 2.5.30 Part IX, Article 2 - Added Power of the Board to approve and direct the staff and officers of the Society who are authorized to execute documents, and removed mentions of Power of Attorney.
- 2.5.31 Part X - Was previously Part VIII.
- 2.5.32 Part X, Article 5 - Budget no longer needs to be reviewed and approved by Members prior to execution, removed mention of authorization for expenditures over an arbitrary limit, and removed restriction of the Society not being allowed to operate at a deficit.
- 2.5.33 Part X, Article 7 - Removed mention of revenues being carried over to the next fiscal year in lieu of using investment portfolio.
- 2.5.34 Part XI - Was previously Part IX.
- 2.5.35 Part XI, Article 3 - Removed necessities of announcements of meetings already outlined in Policy Manual.

2.5.36 Part XI, Article 4 - Reworded for clarity, and removed additional purposes/definitions of Special Meeting topics pertaining to membership removal and investments.

2.5.37 Part XI, Article 6 - Quorum is now the lesser of 25% of Members or forty (40) current Members.

Enacted this 27th day of January, 2025

Witness the seal of the corporation

Michael Silveira
President

Emily Knobel
Vice-President Internal