

CONSTITUTION of the ENGINEERING UNDERGRADUATE SOCIETY OF McGILL UNIVERSITY

Original Version 1974

As amended to February 1990, March 1992, November 1993, March 1994, March 1995, November 1995, March 1996, February 2001, March 2002, March 2004, November 2004, November 2007, March 2013

TITLE I

THE SOCIETY

Article 1 – Names

1.1 The official name of the **Society** shall be, in English, the “Engineering Undergraduate Society of McGill University” and, in French, “Association des Étudiants et Étudiantes en Genie de l’Université McGill”, Herein referred to as **E.U.S.** and **A.E.E.G.**, respectively.

1.2 Notwithstanding the foregoing, the **E.U.S.** may be designated by a name other than the official name for non-commercial activities, as approved by the **E.U.S. Council**.

Article 2 – Members

2.1 The Regular Members of the **E.U.S.** shall be all students currently registered at McGill University in an undergraduate program of the Faculty of Engineering, subject to payment of fees as prescribed in Article 4.

2.2 Honourary Members of the **E.U.S.** may be appointed at the discretion of the **E.U.S. Council**, but may not be considered Regular Members.

2.3 Any former Regular Member of the **E.U.S.** or current member of the McGill Community may become an Associated Member of the **E.U.S.**, subject to ratification by the **E.U.S. Council**

Article 3 – Purpose

3.1 The purpose of the **E.U.S.** shall be:

- i) to regroup in association the Regular Members of the **E.U.S.**
- ii) to represent and promote the views of its members, and to implement academic, cultural, educational, physical, professional, social, and other programs of interest to its members.
- iii) to engage in other such activities and undertakings as may seem appropriate to the **Society**.

Article 4 – Fees

4.1 The **Society** Fee shall be collected from each Regular Member by the Cashier of the **University** or the Vice-President of Finance of the **E.U.S.**

4.2 The **E.U.S. Council** may from time to time, as it sees fit, propose a change in the **Society** Fee.

4.3 Any change in the **Society** Fee shall be subject to ratification by referendum.

Article 5 – Finances

- 5.1 There shall be a set of Financial **Bylaws** governing the Finances of the **E.U.S.**
- 5.2 The accounts of the **E.U.S.** shall be maintained according to standard accounting practice and shall be made available to the **University** auditors upon demand.
- 5.3 The finances of the **E.U.S.** shall be subject to an annual independent audit by a Chartered Accountant
- 5.4 The **E.U.S.** shall not run at a deficit for more than two consecutive fiscal years.

Article 6 – Rights, Privileges and Obligations of Members

- 6.1 The rights of Regular Members shall include the following:
- i) the right to vote in the **E.U.S.** general elections, referenda and General Assemblies;
 - ii) the right to attend General Assemblies and **Council** meetings of the **E.U.S.**;
 - iii) the right to move or second **Motions** at General Assemblies;
 - iv) the right to speak for or against any **Motion** at any **General Assembly** or **Council** meeting;
 - v) the right to nominate candidates for **E.U.S.** elections; and
 - vi) the right to initiate referenda or General Assemblies as per 6.5
- 6.2 The privileges of Regular Members shall include the following:
- i) holding office within the **E.U.S.** subject to the qualifications as specified by Title III;
 - ii) making use of **E.U.S.** facilities and services;
 - iii) holding a **Chief Organizing Position** on an **E.U.S.** Organizing Committee;
 - iv) holding a **Managerial Position** on an **E.U.S.** Service Committee;
 - v) being a member of a Standing, Select or Standing Selection Committee of the **E.U.S.**; and
 - vi) starting an **E.U.S. Club**, holding an executive position on an **E.U.S. Club**, and being a member of an **E.U.S. Club**.
- 6.3 The privileges of Associated Members shall include the following:
- i) making use of **E.U.S.** facilities and services;
 - ii) being a member of a Standing, Select or Standing Selection Committee of the **E.U.S.**; and
 - iii) being a member of an **E.U.S.** Organizing Committee as deemed appropriate by a **Two-Thirds (2/3) Majority** vote of **E.U.S. Council**
 - iv) holding a chief organizing position, subject to ratification by a **Two-Thirds (2/3) Majority** vote of **E.U.S. Council**; and
 - v) holding an executive position on an **E.U.S. Club** and being a member of an **E.U.S. Club**.
- 6.4 All members of the **E.U.S.** shall be obliged to conform to the **E.U.S.** constitution, **Bylaws** and regulations.
- 6.5 Every Regular Member has the right to request of the Vice-President Clubs and Administration that a question be asked through a **General Assembly** or referendum of the **E.U.S.** by submitting a petition bearing the signatures of the lesser of one hundred (100) or ten percent (10%) of the Regular Members of the **E.U.S.**

6.6 No member is empowered to make purchases in the name of the **E.U.S.** or to financially obligate the **E.U.S.** in any way, until such permission has been granted to so purchase or obligate the **E.U.S.** by the **Executive Committee** of the **E.U.S. Council**.

6.7 No member is empowered to act as an agent of the **E.U.S.** unless permission to act so has been granted at a meeting of **Council**.

6.8 Subject to ratification by a **Simple Majority** of the **E.U.S. Council** any Regular Member of the **E.U.S.** may from time to time be indemnified and saved harmless from and against any liability and costs, charges, and expenses that they sustain or incur in respect of the execution of a mandate of the **Society**, with the exception of cases of negligence.

Article 7 – Dissolution of the **Society**

7.1 In the event of dissolution, trusteeship, or cessation of the **Society**, all fees and assets shall be transferred to a similar association with the same membership and purpose as defined in Articles 2 and 3. Amended to: November 2004 Page 4

TITLE II

ORGANIZATION OF THE SOCIETY

SECTION I

THE EXECUTIVE COMMITTEE

Article 8 – Membership of the **Executive Committee**

8.1 The **Executive Committee** shall consist of :

- i) the President;
- ii) the Vice-President Internal;
- iii) the Vice-President External;
- iv) the Vice-President Finance;
- v) the Vice-President Academic;
- vi) the Vice-President Clubs and Administration;
- vii) the Vice-President Services; and
- viii) the Vice-President Communications;

8.2 The candidates for positions of the **Executive Committee** must be Regular Members of the **E.U.S.** and remain Regular Members for the whole duration of their mandate.

8.3 No member of the **Executive Committee** shall receive financial remuneration for action as such.

Article 9 – Powers and Duties

9.1 The **Executive Committee** shall:

- i) coordinate and administer the policies, activities and other day-to-day affairs of the **E.U.S.**;
- ii) study and prepare any matter to be debated upon at meetings of the

E.U.S. Council;

- iii) call meetings of the **E.U.S. Council**;
- iv) ensure the execution of **Council** and **General Assembly** decisions;
- v) report its activities and decisions to the **E.U.S. Council**;
- vi) report its activities and expenditures during the summer at the first **Regular Meeting** in the fall semester;
- vii) present the List of Organizing Committees at the first meeting of the **E.U.S. Council** of each semester;
- viii) uphold the constitution, **Bylaws**, policies, and regulations of the **E.U.S.**; promote the **E.U.S.** to the **McGill Community** and to groups outside that community;
- ix) prepare and present to the **E.U.S. Council** an election schedule for **E.U.S.** elections and referenda; and
- x) be present and available for office hours at the discretion of the Vice-President Clubs and Administration.

9.2 The members of the **Executive Committee** shall prepare and submit to **E.U.S. Council** a midterm report no later than January 30

9.3 The members of the **Executive Committee** shall each prepare and submit a year-end report no later than May 15.

9.4 removed.

9.5A member of the **Executive Committee** shall cease to remain in office upon acceptance of their letter of resignation, or upon their impeachment.

9.6 Any member of the **Executive Committee** may be required by the **E.U.S. Council**, from time to time, to fulfill any mandate outside of the official duties as prescribed by Articles 10 to 17.

Article 10 – President

10.1 The President shall:

- i) be charged with the general management and supervision of the affairs of the **E.U.S.**;
- ii) call and preside at **Executive Committee** meetings;
- iii) serve as an ex-officio member of all constituted and affiliated committees of the **E.U.S.**;
- iv) be the official spokesperson for the **E.U.S.** on all occasions;
- v) represent the **E.U.S.** at meetings of the Faculty of Engineering; and
- vi) be responsible for holding the engineering representatives to **S.S.M.U. Council** and the Engineering Senator accountable to the Engineering student body through **E.U.S.** council;
- vii) shall be responsible for meeting with **Departmental Society** Presidents no less than once per month during the fall and winter semesters
- viii) be responsible for the **E.U.S.** Equity Commissioner; and
- ix) be responsible for the **E.U.S.** Sustainability Coordinator

Article 11 – Vice-President Internal

11.1 The Vice-President Internal shall:

- i) be responsible for the organization of social, cultural, and other activities

- for the members of the **E.U.S.**;
- ii) removed.
- iii) be responsible for relations between the **E.U.S.** and other faculty associations of McGill University;
- iv) serve as the official spokesperson for the **E.U.S.** in the absence of the Vice-President External and the President; and
- v) be responsible for gathering report files of all committees at year's end.

Article 12 – Vice-President External

12.1 The Vice-President External shall:

- i) in conjunction with the President, represent the **E.U.S.** to outside bodies and individuals;
- ii) have responsibility for matters relating to the interaction of the **E.U.S.** with outside groups;
- iii) be responsible for maintaining links with student organizations at the provincial, federal, and international levels and with other engineering student societies of other universities;
- iv) be responsible for relations with industry, with government, and all other external relations of the **E.U.S.** outside the **University**;
- v) be responsible for assuring the representation of the **E.U.S.** at Canadian Federation of Engineering Students (C.F.E.S.) meetings and at Quebec Confederation of Engineering Student Outreach (Q.C.E.S.O.) meetings; and
- vi) serve as the official spokesperson of the **E.U.S.** in the absence of the President.

Article 13 – Vice-President Finance

13.1 The Vice-President Finance shall:

- i) in cooperation with the **Executive Committee**, prepare the annual budget of the **E.U.S.**, which shall include the actual expenditures from the previous year, and submit it to the **E.U.S. Council** before the 15 of October;
- ii) in cooperation with the **Executive Committee**, manage the funds of the **E.U.S.**;
- iii) keep proper financial accounts and records according to the **Financial Bylaws** of the **E.U.S.**;
- iv) prepare a year-end financial report by May 15; and
- v) obtain and update the previous year's financial report as mentioned in Article 13.1, item iv).

Article 14 – Vice-President Academic

14.1 The Vice-President Academic shall:

- i) be responsible for all educational and curricular concerns of the **E.U.S.**;
- ii) be the Chair of Engineering Student Academic Committee (E.S.A.C.);
- iii) be the Chair of the Engineering Equipment Fund Committee, (E.F.C.);

- v) chair the Student Faculty Liaison Committee (S.F.L.C);
- v) represent the **E.U.S.** at any academic committees of the Faculty of Engineering and the broader McGill community; and
- vi) oversee Engineering Peer Tutoring Services (E.P.T.S).

Article 15 – Vice-President Clubs and Administration

15.1 The Vice-President Clubs and Administration shall:

- i) be responsible for the secretary of the **E.U.S. Council and General Assembly**;
- ii) be responsible for issuing agendas and minutes of the **E.U.S. Council** meetings and **General Assemblies**, prior to any **E.U.S. Council** meeting or **General Assembly**;
- iii) be responsible for maintaining the **E.U.S.** office;
- iv) be responsible for ensuring that members of the **E.U.S. Council** attend meetings;
- v) be responsible for updating the **E.U.S.** Policy Manual;
- vi) be responsible for the orientation of all **Council Members**;
- vii) be responsible for gathering year end reports from Departmental Societies
- viii) be the **E.U.S.** liaison to the **U0 Class** representative
- ix) be responsible for the formation and operations of **E.U.S. Clubs**, as per the Clubs Bylaws
- x) be responsible for scheduling the use of and maintaining the **E.U.S. Clubs Space**

Article 16 – Vice-President Services

16.1 The Vice-President Services shall:

- i) be responsible for all student facilities of the **E.U.S.**, except as otherwise stated herein;
- ii) be responsible for all photocopying facilities, retail services, locker facilities, and publication facilities of the **E.U.S.**;
- iii) be responsible for new services undertaken by the **Society**;
- iv) be responsible for all staff remuneration and records of payroll including PST and GST records;
- v) be responsible for providing adequate building services in **E.U.S.** space in conjunction with the Faculty Building Director;

Article 17 – Vice-President Communications

17.1 The Vice-President Communications shall:

- i) be responsible for Telecommunications services of the **E.U.S.**;
- ii) be responsible for submitting **E.U.S.** information to the **E.U.S.** publications;
- iii) be responsible of all internal communications inside of the **E.U.S.**; iv) be responsible for all internal communications relating to the **E.U.S.** within the **McGill Community**
- v) be responsible for all Publications Committees of the **E.U.S.**; and

vi) be responsible for all Information Technology committees of the **E.U.S.**

Article 18 – Meetings of the **Executive Committee**

18.1 The **Executive Committee** shall meet at least once every two (2) weeks while classes are in session during the **Academic Year**.

18.2 **Quorum** shall be the greater of five (5) or two-thirds (2/3) of the members of the **Executive Committee**.

18.3 The President of the **E.U.S.** must participate in all meetings of the **Executive Committee**.

Article 19 – Terms of Office

19.1 The terms of office of the President, Vice-President Internal, Vice-President External, Vice-President Finance, Vice-President Academic, Vice-President Clubs and Administration, Vice-President Services and Vice-President Communications shall begin May 1 and last one year.

Article 20 – Vacancies

20.1 Vacancies shall be filled as they occur during the year by the Standing Selection Committee, subject to ratification by the **E.U.S. Council**.

20.2 In the case of a vacancy in the position of President, the Vice-President Internal shall assume the responsibilities of President until the **E.U.S. Council** has ratified the nomination of a new President.

SECTION II

THE COUNCIL

Article 21 – Members of the **E.U.S. Council**

21.1 The members of the **E.U.S. Council** must be Regular Members of the **E.U.S.** The **E.U.S. Council** shall consist of:

i) the members of the **Executive Committee**, as defined in Article 8;
ii) one representative from each of the four years in each of the following **Classes**:

- a) Chemical
- b) Civil
- c) Computer
- d) Electrical
- e) Mechanical
- f) Materials
- g) Mining
- h) Software
- i) Architecture

iii) The President of each **Departmental Society** as per **Title II, Section IV**.

- iv) One elected representative from the **Engineering U0 Council**.
 - v) The Engineering Representatives to **S.S.M.U. Council**.
 - vi) In the event that there is more than one Regular Member of the **E.U.S.** holding the position of **Engineering Senator** and/or Delegate to **Senate**, they shall all be members of the **E.U.S. Council**.
 - vii) Two (2) elected representatives from **E.U.S. Clubs Council**.
- 21.2 Each member of the **E.U.S. Council** shall have a single vote.
- 21.3 No Regular Member may hold more than one voting position on the **E.U.S. Council**.

Article 22 – Powers and Duties

- 22.1 The **E.U.S. Council** shall:
- i) act as the governing body of the **E.U.S.**, empowered to make all decisions and take all actions on behalf of the **E.U.S.**;
 - ii) approve and/or reject budgets for all **E.U.S. Committees** and Publications, general expenses and all other expenses which may arise subject to the conditions stipulated in the **Financial Bylaws**;
 - iii) define all general policies of the **E.U.S.**;
 - iv) **ratify** the List of Organizing Committees;
 - v) **ratify** a Chief Returning Officer and the Deputy Returning Officers.;
 - vi) have the right to reverse any decision taken by the **Executive Committee**;
 - vii) establish Standing, Select and Standing Selection Committees of the **E.U.S.**; and
 - viii) be held accountable to **General Assembly**.
- 22.2 For the period from the last council of the school year to the 1st **E.U.S. Council** meeting of the following school year, the powers of the **E.U.S. Council** may be exercised by the **Executive Committee**

Article 23 – Speaker

- 23.1 The **Speaker** of the **E.U.S. Council** shall be chosen from amongst the Members of the **E.U.S.**, with preference given to **Regular Members**
- 23.2 The **Speaker** may not be a member of the **E.U.S. Council**. As such, the **Speaker** does not have the right to vote in order to make or break a tie.
- 23.3 The **Speaker** shall:
- i) chair all meetings of the **E.U.S. Council** and **General Assembly**; and
 - ii) enforce the rules of order under which the **E.U.S. Council** meets.
- 23.4 In the event that the **Speaker** is absent or where the **Speaker's** possible impeachment is on the agenda, an Executive of the **Society** shall assume the duties of the **Speaker**.

Article 24 – Class Representatives

- 24.1 **Class Representatives** shall:
- i) attend **E.U.S. Council** Meetings. In case of absence, **Class representatives** are responsible for arranging a proxy from among their **Constituents**, and notifying the Vice-President Clubs and Administration of their replacement in writing before the meeting;

- ii) inform their **Constituents** on matters of the **E.U.S. Council**;
- iii) represent the interests and concerns of their **Constituents** at the **E.U.S. Council**;
- iv) prepare a year-end report by May 15 intended for their successor, which shall include suggestions on how to improve communications with their **Constituents**.

24.2 No **Class Representative** to the **E.U.S. Council** may also be a member of the **Executive Committee** or represent a **Departmental Society** at a meeting of the **E.U.S. Council**.

24.3 A **Class Representative** who misses three (3) **Regular Meetings** of the **E.U.S. Council** without providing for a proxy may be impeached as per Article 40.

24.4 The term of office for a **Class Representative** shall begin on May 1, and last for one year notwithstanding Article 52.

24.5 In the case of a vacancy, another **Class Representative** shall be appointed by the concerned **Departmental Society**.

Article 25 – Representatives to Senate

25.1 In the case that the elected student Senator from the Faculty of Engineering is not a Regular Member of the **E.U.S.**, then a Delegate to **Senate** shall be chosen from among the Regular Members of the **E.U.S.** by the **Selection Committee**, subject to ratification by the **E.U.S. Council**.

25.3 The **Engineering Senator** shall:

- i) represent the interests and concerns of Engineering students as expressed through the **E.U.S. Council to Senate**;
- ii) inform the **E.U.S.** on matters of the **Senate**; and
- iii) hold bi-weekly office hours

25.4 The Delegate to **Senate** shall:

- i) communicate the interests and concerns of Engineering students as expressed through the **E.U.S. Council to Senate**; and
- ii) inform the **E.U.S.** on matters of the **Senate**.

25.5 The terms of office of the **Engineering Senator** shall be in accordance with the constitution of the **S.S.M.U.** and the statutes of the **Senate**.

25.6 The terms of office of the **Delegate to Senate** shall begin May 1 and last one year.

Article 26 – Engineering Representatives to S.S.M.U. Council

26.1 The **Engineering Representatives to S.S.M.U. Council** shall:

- i) represent the interests and concerns of Engineering students as expressed through the **E.U.S. Council to S.S.M.U. Council**; and
- ii) inform the **E.U.S.** on matters of the **S.S.M.U.**
- iii) hold weekly office hours

26.2 The terms of office of the **Engineering Representatives to S.S.M.U. Council** shall begin May 1 and last one year.

Article 27 – Meetings of the E.U.S. Council

27.1 **Quorum** for a meeting of the **E.U.S. Council** shall be fifty percent (50%) of

its members.

27.2 **E.U.S. Council** meetings shall be open unless voted closed by **Two-Thirds (2/3) Majority**.

27.3 In the case of a vote that results in a tie, the question shall be considered to be defeated.

27.4 The **E.U.S. Council** shall hold **Regular Meetings** at least once every four (4) weeks while classes are in session during the **Academic Year**.

27.5 Notice of the meeting and agendas shall be provided at least three (3) **School Days** prior to a **Regular Meeting**.

27.6 In the case of an emergency, the President or the Vice-President Clubs and Administration may call a **Special Meeting** of the **E.U.S. Council**, at any time. Only **Motions** ruled by the **Speaker** to be pertinent to the emergency may be considered at such a meeting.

27.7 The rules of procedure for all meetings of the **E.U.S. Council** shall be the most recent edition of Roberts' Rules of Order.

SECTION III

GENERAL ASSEMBLY

Article 28 – Powers of Assembly

28.1 A **General Assembly** may make any decision, including the ratification or rejection of any **Executive Committee** or the **E.U.S. Council** decision.

28.2 A **General Assembly** may not have the power to change the financial structure of the **E.U.S.**

Article 29 – Meeting of the General Assembly

29.1 The **General Assembly** may be called by a **Resolution** of the **Executive Committee**, by a **Resolution** of the **E.U.S. Council**, or by a request signed by at least ten percent (10%) of the Regular Members of the **E.U.S.**

29.2 **Quorum** for the **General Assembly** shall be ten percent (10%) of the Regular Members of the **E.U.S.**

29.3 **Motions** to be presented at the **General Assembly** must be submitted to the Vice-President Administration at least five (5) **School Days** prior to the **General Assembly**.

29.4 Notice of the **General Assembly** shall be posted at least ten (10) **School Days** prior to the convening of the **General Assembly**.

29.5 The order of business, and **Motions** to be presented at the **General Assembly** shall be posted three (3) **School Days** before the **General Assembly**.

29.6 Any person who is not a Regular Member of the **E.U.S.** may attend a **General Assembly**, except in the case where a **Two-Thirds (2/3) Majority** of the Regular Members present at the **Assembly** vote to close the meeting.

29.7 A **Resolution** of **General Assembly** shall be invalid if more than fifty percent (50%) of voters are members of the same department.

29.8 Only Regular Members of the **E.U.S.** shall be allowed to vote at a **General**

Assembly.

29.9 The rules of procedure for all General Assemblies shall be the most recent edition of Roberts' Rules of Order.

SECTION IV

DEPARTMENTAL SOCIETIES

Article 30 – Departmental Societies

30.1 The students of each department, discipline or school of the Faculty of Engineering shall have the right to form a **Departmental Society** to represent its members

30.2 Each **Departmental Society** must have a Terms of Reference which defines its name, membership, purpose, and structure.

30.3 The Departmental Societies shall be considered as part of the **E.U.S.**, and be bound by the rules, regulations, and policies of the **E.U.S.**

30.4 The **E.U.S.** shall recognize the following as the official Departmental Societies of their respective departments:

- i) Canadian Society for Chemical Engineers, McGill Student Chapter;
- ii) Civil Engineering Undergraduate Society;
- iii) Electrical, Computer and Software Engineering Student Society;
- iv) McGill Association of Mechanical Engineers;
- v) Materials Engineering Undergraduate Society;
- vi) Co-op Mining Engineering Undergraduate Society;
- vii) Architecture Students' Association; and
- viii) Any new departmental society accepted by Council.

Article 31 – Formation of a **Departmental Society**

31.1 Should a new department, school or discipline be created by the Faculty of Engineering, then the undergraduate students shall have the right to form a **Departmental Society**.

31.2 A new **Departmental Society** may be created by an act of the **E.U.S. Council** upon receipt of a petition of no less than forty percent (40%) of the **Departmental Society's** proposed membership

31.3 Upon creation of a **Departmental Society** by an act of the **E.U.S. Council**, the **Departmental Society's** members shall become Regular Members of the **E.U.S.**, and subject to payment of fees as per Title I Article 4.

SECTION V

COMMITTEES OF THE E.U.S.

Article 32 - Organizing Committees of the **E.U.S.**

32.1 Any Regular Member or Associate Member of the **E.U.S.** is eligible to hold a Chief Organizing Position of an **E.U.S.** Organizing Committee, except for members of the **Executive Committee**.

32.2 Each Committee is responsible for submitting a year-end report to the Vice-President Internal, no later than the date set by the **Executive Committee**.

32.3 Selection Committee selects the **Chief Organizers** from among the members of the **E.U.S.** with preference given to Regular Members

Article 33 – List of Organizing Committees of the **E.U.S.**

33.1 The **Executive Committee** shall prepare the List of Organizing Committees to be presented at the first regular **E.U.S. Council** Meeting of each semester

33.2 The List of Organizing Committees shall be subject to ratification by **E.U.S. Council**.

33.3 The list of Organizing Committees may only be altered by a special **Resolution** of the **E.U.S. Council**, requiring a **Two-Thirds (2/3) Majority**.

33.4 The List of Organizing Committees shall include:

- i) the names of the committees;
- ii) a description of the structure of each committee;
- iii) the member of the **Executive Committee** overseeing each committee, should the committee not be under the jurisdiction of the Vice-President Internal;
- iv) The date by which the committee report is due.

Article 34 – Service Committees of the **E.U.S.**

34.1 Any regular member of the **E.U.S.** is eligible to hold a **Managerial Position** of an **E.U.S.** Service Committee, except for members of the **Executive Committee**.

- i) If no Regular Member is chosen by SelCom to fill a position, an Associated Member may apply and hold a **Managerial Position**, subject to ratification by a **Two-Thirds (2/3) Majority** vote of **E.U.S. Council**

34.2 Each service committee is responsible for submitting a report to the Vice-President Services, no later than the date set by the **Executive Committee**.

34.3 Selection Committee selects the manager(s) from among the Regular Members of the **E.U.S.** with preference given to Regular Members

Article 35 – List of Service Committees of the **E.U.S.**

35.1 The **Executive Committee** shall prepare the List of Service Committees to be presented at the first regular **E.U.S. Council** Meeting of each semester.

35.2 The List of Service Committees shall be subject to ratification by the **E.U.S. Council**.

35.3 The List of Service Committees may only be altered by a special **Resolution** of the **E.U.S. Council**, requiring a **Two-Thirds (2/3) Majority**.

35.4 The List of Service Committees shall include:

- i) the names of the committees;
- ii) a description of the structure of each committee;

- iii) the member of the **Executive Committee** overseeing each committee, should the committee not be under the jurisdiction of the Vice-President Services;
- iv) The date by which the committee report is due.

Article 36 – Standing Committees of the E.U.S.

36.1 The **E.U.S.** may, as it sees fit, establish Standing Committees to assist the **Executive Committee** in implementing large projects and studying concerns or to further existing projects of the **E.U.S. Council**.

36.2 A Standing Committee of the **E.U.S.** shall be defined by its own separate terms of reference and shall have at least one first year student among its members.

36.3 The creation and dissolution of a Standing Committee of the **E.U.S.** or the modification of its terms of reference shall require a special **Resolution** of the **E.U.S. Council** needing a **Two-Thirds (2/3) Majority**.

36.4 A Standing Committee of the **E.U.S.** shall submit a written report to the **E.U.S. Council** at least once a semester.

36.5 Any Regular Member of the **E.U.S.** is eligible to be a member of a Standing Committee of the **E.U.S.**, subject to article 35.2.

Article 37 – Select Committees of the E.U.S.

37.1 Any Regular Member of the **E.U.S.** may be a member of a Select Committee of the **E.U.S.**

37.2 A Select Committee of the **E.U.S.** shall aid the **Executive Committee** in researching issues of interest to the **E.U.S.**

37.3 The Select Committee shall present a written report of its findings and recommendations to the **E.U.S. Council** upon termination of its mandate.

37.4 An official Motion of Formation of an **E.U.S.** Select Committee shall be presented to the **E.U.S. Council**, which shall require ratification by a **Two-Thirds (2/3) Majority**. The Motion of Formation shall include:

- i) the number of Select Committee members;
- ii) a mandate to research a specific subject;
- iii) the deadline for the Select Committee's report.

37.5 Nomination of the Select Committee members shall be open with the passing of a Motion of Formation of an **E.U.S.** Select Committee. The length of the nomination period shall be determined by the **E.U.S. Council**.

37.6 The Select Committee Chairperson and the selected members shall be ratified by the **E.U.S. Council** and the Chairperson shall be selected by the **E.U.S. Council** from amongst the Committee members.

Article 38 – Standing Selection Committee

38.1 There shall exist a Standing Selection Committee to select Regular Members of the **E.U.S.** for the following positions:

- i) the Vice-President Finance of the **E.U.S.**;
- ii) removed
- iii) Delegate to **Senate** subject to Article 25.1;
- iv) replacements to fill vacancies on the **Executive Committee**;

- v) the **Speaker** of the **E.U.S.**;
- vi) the Chief Returning Officer of the **E.U.S.**;
- vii) the **Managerial Positions** of all Service Committees of the **E.U.S.**;
- viii) The Chief Organizing Positions of all Organizing Committees of the **E.U.S.**;
- ix) Any other position committed to Selection Committee by the **E.U.S. Council**.

38.2 Of the positions listed in Article 37.1, the following must be ratified by the **E.U.S. Council**:

- i) the Vice-President Finance of the **E.U.S.**;
- ii) removed
- iii) Delegate to **Senate** subject to Article 25.1;
- iv) replacements to fill vacancies on the **Executive Committee**; and
- v) the Chief Returning Officer of the **E.U.S.**

38.3 Selection Committee shall have a set of **Bylaws** outlining its membership, advertising procedures, interview procedures, and appeal process.

SECTION VI

IMPEACHMENT

Article 39 – Executive Committee

39.1 Any member of the **Executive Committee** may be removed from office for impropriety, violation of the provisions of the constitution or its **Bylaws**, or delinquency of duties.

39.2 A **Motion** to remove a member of the **Executive Committee** must be signed by at least one-third (1/3) of the members of the **E.U.S. Council**, or by at least ten percent (10%) of the Regular Members of the **E.U.S.**, and must be presented in writing at a **Regular Meeting** of the **E.U.S. Council**. The **Motion** shall be inscribed on the agenda of the next **Regular Meeting** of the **E.U.S. Council**.

39.3 **Quorum** of two-thirds (2/3) of the members of the **E.U.S. Council** shall be required to consider a **Motion** to remove a member of the **Executive Committee**.

39.4 A **Two-Thirds (2/3) Majority** of *members present* shall be required to carry a **Motion** to remove a member of the **Executive Committee**.

Article 40 – Departmental Students’ Associations

40.1 A **Motion** to impeach a **Class Representative** may be presented to **Council** in the following manner:

- i) A petition calling for a **Class Representative’s** impeachment, signed by the greater of either twenty percent (20%) or twenty (20) members of their **Constituency**.
- ii) The Vice-President Clubs and Administration may call for a **Class Representative’s** impeachment due to delinquency of duties as per Article 24.3

40.2 A **Motion** to impeach a **Departmental Society President** may be presented to **Council** in the following manner:

i) A petition calling for a **Departmental Society President's** impeachment, signed by the greater of either twenty percent (20%) or twenty (20) members of their **Constituency**.

ii) The Vice-President Clubs and Administration may call for a **Departmental Society President's** impeachment due to delinquency of duties as per Article

24.3

Article 41 – Engineering Representatives to S.S.M.U.

41.1 A **Motion** to impeach an **Engineering Representative to S.S.M.U.** must be signed by at least one-third (1/3) of the members of the **E.U.S. Council**, or by at least ten percent (10%) of the Regular Members of the **E.U.S.**, and must be presented in writing at a **Regular Meeting** of the **E.U.S. Council**.

41.2 A **Two-Thirds (2/3) Majority** shall be required to carry a **Motion** to remove an **Engineering Representative to S.S.M.U.** Council

Article 42 – Delegate to Senate

42.1 A **Motion** to impeach a **Delegate to Senate** must be signed by at least one-third (1/3) of the members of the **E.U.S. Council**, or by at least ten percent (10%) of the Regular Members of the **E.U.S.**, and must be presented in writing at a **Regular Meeting** of the **E.U.S. Council**.

42.2 A **Two-Thirds (2/3) Majority** shall be required to carry a **Motion** to remove a Delegate to Senate Council

Article 43 – Chief Organizers

43.1 Any person appointed to a Chief Organizing Position may be dismissed of his or her duties by a **Two-Thirds (2/3) Majority** vote of the **E.U.S. Council**.

Article 44 – Judicial Board of S.S.M.U.

44.1 Any person impeached according to Article 39, 40, 41, 42, 43 has recourse to an appeal to the Judicial Board of the **S.S.M.U.**, whose decision shall be final.

SECTION VII

LANGUAGE RIGHTS

Article 45 – Languages of the Society

45.1 English and French are the official languages of the **E.U.S.**

45.2 At all meetings of the **E.U.S.** and its committees, members may use either official language.

45.3 **Resolutions** of the **E.U.S.** and its committees may be adopted in either or both of the official languages. Should a discrepancy exist between a **resolution** and its translation, the document in its original language shall preside.

SECTION VIII

FREEDOM OF INFORMATION

Article 46 – Freedom of Information

46.1 All minutes and documents attached to **E.U.S. Council** shall be public documents, except for minutes of a confidential session.

46.2 The President of the **E.U.S.** shall not be obliged to release information, documents or minutes concerning ideas, actions, or **Motions** which were not acted upon.

SECTION IX

CLUBS

Article 47 – Definition

47.1 An **E.U.S. Club** shall be defined as a group of **E.U.S.** members who meet on a regular basis to promote a specific agenda, as per the clubs bylaws.

Article 48 – Membership

48.1 Any Regular or Associate member of the **E.U.S.** may be a member of an **E.U.S. Club**.

48.2 The **E.U.S. Club's** executive committee must be composed of at least two-thirds (2/3) Regular Members of the **E.U.S.**

Article 49 - Formation

49.1 An **E.U.S. Club** may be formed by a motion presented at an executive committee meeting with a two-thirds (2/3) majority.

TITLE III

ELECTIONS

SECTION I

ELECTORAL OFFICERS

Article 50 – Electoral Officers

50.1 The Chief Returning Officer shall be selected, by **E.U.S. Selection Committee**, and ratified by **E.U.S. Council**.

- 50.2 The Deputy Returning Officers shall be selected by each **Departmental Society** and ratified by the **E.U.S. Council**.
- 50.3 Any Regular Member of the **E.U.S.** may be commissioned as a Chief Returning Officer or Deputy Returning Officer.

Article 51 – Duties of Electoral Officers

- 51.1 The Chief Returning Officer shall:
- i) be responsible for the collection and distribution of nomination forms and all other documents pertaining to elections and referenda; and
 - ii) be responsible for conducting elections and referenda as per the Electoral and Referenda **Bylaws** of the **E.U.S.**
- 51.2 A Deputy Returning Officer shall:
- i) assist in the conduct of an election or referendum as required by the Chief Returning Officer for the departmental association elections.
- 51.3 No Chief Returning Officer, nor a Deputy Returning Officer, can be candidates in any election, or proposer of a referendum question being conducted by the **E.U.S.**

SECTION II

EXECUTIVE COMMITTEE ELECTIONS

Article 52 – Eligible Voters and Candidates

- 52.1 The following shall be elected by and from the Regular Members of the **E.U.S.**:
- i) the President;
 - ii) the Vice-President Internal;
 - iii) the Vice-President External;
 - iv) the Vice-President Academic;
 - v) the Vice-President Services;
 - vi) the Vice-President Communications; and
 - vii) the Vice-President Clubs and Administration.
- 52.2 The following shall be appointed by Selection Committee from amongst the Regular Members of the **E.U.S.**, subject to ratification by the **E.U.S. Council**:
- i) the Vice-President Finance;
- 52.3 Candidates for any election or appointment to the **Executive Committee** must be in satisfactory academic standing. The Chief Returning Officer has the right to verify the academic standing of any candidate for the **Executive Committee**.

Article 53 – Procedures

- 53.1 The elections shall be conducted in accordance with the Electoral **Bylaws** of the **E.U.S.**.
- 53.2 The election of the President, Vice-President Internal, Vice-President External, Vice-President Academic, Vice-President Services, Vice-President Communications and the Vice-President Clubs and Administration shall be held between February 1 and March 31 by a secret ballot of the Regular Members of the **E.U.S.**

53.3 Nominations must be presented to the Chief Returning Officer no later than seven (7) **School Days** before the date of the election. However, should only one person be nominated for a post at the date set for closing nominations, the date of the closing of nominations for that post shall be extended for two (2) **School Days** and notice given thereof.

53.4 In the event that after an extension of two days there remains only one candidate, a vote of confidence shall be held. The candidate must obtain a **Simple Majority** of the vote or else the position remains vacant.

53.5 Nominations for President must be signed by fifty (50) regular Members of the **E.U.S.** and by the nominee.

53.6 Nominations for Vice-President Internal, Vice-President External, Vice-President Academic, Vice-President Services, Vice-President Communications and Vice-President Clubs and Administration must be signed by twenty-five (25) Regular Members of the **E.U.S.** and by the nominee.

53.7 Vacancies shall be filled as they occur during the year by the Selection Committee, subject to ratification by the **E.U.S. Council**.

53.8 Positions filled in the manner prescribed by 53.7 shall be exempt from the terms of 53.5 and 53.6.

SECTION III

ENGINEERING REPRESENTATIVES TO S.S.M.U. COUNCIL ELECTIONS

Article 54 – Procedures

54.1 The elections shall be conducted in accordance with the Electoral **Bylaws** of the **E.U.S.**

54.2 The election of the **Engineering Representatives to S.S.M.U. Council** shall be held by a secret ballot of the Regular Members of the **E.U.S.**

54.3 The elections of the **Engineering Representatives to S.S.M.U. Council** shall be held at the same time as the **Executive Committee** elections and shall be administered by the Chief Returning Officer.

54.4 Nominations must be presented to the Chief Returning Officer no later than seven (7) **School Days** before the date of the election. However, should only one person be nominated per position at the date set for closing nominations, the date of the closing of nominations for that post shall be extended for two (2) **School Days** and notice given thereof.

54.5 In the event that after an extension of two days there remains only one candidate per position, a vote of confidence shall be held for each candidate. The candidate must obtain a **Simple Majority** of the vote or else the position remains vacant.

54.6 Nominations for **Engineering Representatives to S.S.M.U. Council** must be signed by twenty-five (25) Regular Members of the **E.U.S.** and by the nominee.

54.7 Vacancies shall be filled as they occur during the year by the Standing

Selection Committee, subject to ratification by the **E.U.S. Council**.
54.8 Positions filled in the manner prescribed by 54.7 shall be exempt from the terms of 54.6.

SECTION IV

ELECTION OF CLASS REPRESENTATIVES

Article 55 – Election of Second, Third, and Fourth Year representatives

55.1 Election of **Class Representatives** shall be held by secret ballot at the same time as the **Departmental Society** elections and shall be administered by the **Departmental Society**'s Deputy Returning Officer, subject to the authority of the Chief Returning Officer.

55.2 Nominations must be presented to the **Departmental Society**'s Deputy Returning Officer at least eight (8) **School Days** before the date of the election. However, should only one person be nominated for this position at the end of nomination period, the nomination period shall be extended by two (2) **School Days** and notice given thereof.

55.3 Nominations for **Class Representatives** must be signed by the lesser of twenty (20) members of or twenty percent (20%), of their **Constituency**.

55.4 The chief Returning Officer of the **E.U.S.** shall ensure that these elections take place, and are held in accordance with the Election **Bylaws** of the **E.U.S.**

Article 56 – Election First Year and U0 Class Representatives

56.1 A first year **Class Representative** for each Department shall be elected by their **Constituents** within the month of September.

56.2 The elections for first year **Class Representative** shall be administered by the Chief Returning Officer and the respective Department's Deputy Chief Returning Officer.

56.3 A **U0 Class Representative** shall be elected by the U0 Council from among its members before October 15th.

56.4 The elections for the **U0 Class Representative** shall be administered by the Vice-President Clubs and Administration.

Article 57 – Vacancies

57.1 In the case of a vacancy, a **Departmental Society** may appoint a new **Class Representative**, who shall remain **Class Representative** for the remainder of the year.

SECTION V

REFERENDA

Article 58 – Initiation of the Referendum Procedure

58.1 A referendum may be initiated by:

- i) a **Resolution** of the **E.U.S. Council** or

- ii) a **Resolution** of a **General Assembly**, or
- iii) a petition signed by the lesser of at least ten percent (10%) of the Regular Members of the **E.U.S.** or one hundred (100) Regular Members of the **E.U.S.**

58.2 In the case of a referendum initiated by a **Resolution** of the **E.U.S. Council**, the **Motion** calling for a referendum, along with the proposed referendum question, must be presented in writing at a meeting of the **E.U.S. Council**. The **Motion** and question shall be inscribed on the agenda of the next meeting of the **E.U.S. Council** and, if passed, the referendum question shall be put to the Regular Members of the **E.U.S.**

Article 59 – Referendum Procedure

59.1 The Chief Returning Officer shall be responsible for conducting the referendum according to the Referendum **Bylaws** of the **E.U.S.**

59.2 Notice of the referendum question, voting location, and voting hours must be posted and/or published no less than six (6) **School Days** before the voting is to take place.

59.3 A referendum shall only be considered valid if a minimum of fifteen percent (15%) of the Regular members of the **E.U.S.** vote.

59.4 Only Regular Members of the **E.U.S.** shall be allowed to vote in a referendum of the **E.U.S.**

59.5 A **Simple Majority** of voters shall be deemed sufficient to carry the referendum, unless a higher majority is called for in the constitution, the **Bylaws** of the **E.U.S.**, or in the **Motion** calling for the referendum.

Article 60 – Effect of a Referendum

60.1 The result of a referendum is binding and takes precedence over decisions of the **Executive Committee**, the **E.U.S. Council** and **General Assembly**.

TITLE IV

THE CONSTITUTION

Article 61 – Superseding Clause

61.1 This constitution supersedes and repeals all previous Constitutions of the **E.U.S.**

Article 62 – Coming into Force

62.1 This constitution came into force in 1974. Amendments to this constitution shall come into force four (4) weeks after the announcement of the official results of the referendum or as otherwise specified by the referendum question.

Article 63 – Constitutional Amendments

63.1 Amendments to this constitution shall require a **Two-Thirds (2/3) Majority** in a referendum

Article 64 – Interpretation

64.1 In the case of a disagreement in the interpretation of the English and French versions of this Constitution, the English version shall have precedence.

64.2 In the event of a conflict in the interpretation of the English version of this constitution, the conflict shall be submitted to the Judicial Board of the **S.S.M.U.**, whose decision shall be final.

64.3 In the event of a conflict between the Terms of Reference of a **Departmental Society** and the Constitution and **Bylaws** of the **E.U.S.**, the Constitution and **Bylaws** of the **E.U.S.** shall take precedence.

64.4 Definitions:

- i) The **Academic Year** shall begin the first day of classes of the Fall semester and end the last day of final examinations of the Winter semester as defined by the McGill calendar.
- ii) The **Assembly** shall be any **General Assembly** of the **E.U.S.**
- iii) A **Bylaw** (also referred to as a Term of Reference) shall be any of a set of rules adopted by the **E.U.S.**, a special Committee of the **E.U.S.** or a **General Assembly** for governing its own meetings or affairs.
- iv) A **Chief Organizer** is defined as any person appointed to an **E.U.S.** Organizing Committee or the Editorship of an **E.U.S.** Publication.
- v) A **Chief Organizing Position** shall be defined as any position held by a **Chief Organizer**.
- vi) A **Service Manager** is defined as any person appointed to an **E.U.S.** Service Committee.
- vii) A **Managerial Position** shall be defined as a position held by a Service Manager.
- viii) A **Class** is any of the nine programs offered by the Faculty of Engineering, as listed in Article 21.1 ii).
- ix) A **Constituency** shall be defined as all students of a department who began their studies in that department during the **Academic Year**.

- x) A **Constituent** shall be defined as a member of a **Constituency**.
- xi) **Council** shall be the Council of the **E.U.S.**
- xii) A **Departmental Society** shall be a group of Regular Members of the **E.U.S.** who are representative of a particular department.
- xiii) An **Engineering Senator** shall be defined as a student senator from the Faculty of Engineering who is a Regular Member of the **E.U.S.**
- xiv) The **E.U.S.** shall be the Engineering Undergraduate Society of McGill University.
- xv) The **Executive Committee** shall be the Executive Committee of the **E.U.S.**
- xvi) An **Executive Motion** is a **Motion** presented by the **Executive Committee**, and as such does not require a seconder.
- xvii) A **General Assembly** is a meeting of the **E.U.S.** in which any Regular Member of the **E.U.S.** may vote.
- xviii) A **Mandate of Formation** is the mandate stipulated by the **Executive Committee** upon formation of a Select Committee.
- xix) The **McGill Community** shall be defined as the staff, students, and

faculty of the **University**.

xx) A **Motion** shall be defined as a proposal formally made in a meeting or **Assembly** of the **E.U.S.**

xxi) A **No Opinion** shall be counted as an abstention.

xxii) A **Policy** is an independent **Motion** passed by the **E.U.S. Council** which is intended to provide a guideline for the conduct of the **E.U.S.**

xxiii) The **U0 Class** shall be those students entering the Faculty of Engineering as Undergraduate students not having met the Engineering program prerequisites.

xxiv) **Quorum** shall be defined as the required attendance and conditions for a meeting of an official body of the **E.U.S.** to be opened and for all subsequent transactions to be ratified.

xxv) To **Ratify** shall mean to pass or approve a **Motion** or appointment.

xxvi) A **Regular Meeting** shall be any meeting of the **E.U.S. Council** not otherwise stipulated.

xxvii) A **Resolution** shall be defined as a formal statement of opinion or determination of the **E.U.S.** adopted by a meeting or **Assembly** of the **E.U.S.**

xxviii) A **School Day** shall be defined as any day when classes are held according to the McGill calendar.

xxix) The **Selection Period** is a designed period of time during which the Selection Committee must recommend to the **E.U.S. Council** the **Chief Organizers** of the **E.U.S.**

xxx) The **Senate** shall be defined as the Senate of McGill University.

xxxi) A **Simple Majority** is defined as fifty percent (50%) of votes cast in a **Motion** plus one. An abstention shall not count as a vote cast.

xxxii) The **Society** shall be the Engineering Undergraduate Society of McGill University (**E.U.S.**).

xxxiii) The **Speaker** shall be the Speaker of **Council**.

xxxiv) A **Special Meeting** shall be defined as any meeting called in the case of an emergency, in which notice thereof is given less than two **School Days** before the start of a meeting.

xxxv) **S.S.M.U.** shall be the Student's Society of McGill University.

xxxvi) A **Two-Thirds (2/3) Majority** shall be defined as two-thirds (2/3) of votes cast . An abstention shall not count as a vote cast.

xxxvii) The **University** shall be McGill University of Montreal, Quebec, Canada.

xxxviii) An **Affiliate Organization** is any group within the **McGill Community** with which the **E.U.S.** has a signed agreement of cooperation.

xxxix) An **E.U.S. Club** is an **E.U.S.** affiliated group that has been approved by the **Executive Committee** as per the **E.U.S. Club** bylaws

xl) A **Design Team** is an **E.U.S.** affiliated group that has been approved by the Design Team Funding Committee as per the Design Team Funding Committee Bylaws.

xli) The **Clubs Space** shall be the clubs office located in McConnell 034.

xlii) The **E.U.S. Clubs Council** shall be a regular meeting between all

E.U.S. Club and **Design Team** presidents and captains
xliii) **Standard Council Time (SCT)** shall be the official unit of
measurement for the duration of **E.U.S. Council** meetings and shall be
equal to exactly sixty (60) minutes.

64.5 Wherever a percentage of Regular Members of the **E.U.S.** is referred to in this
constitution or **Bylaws**, it is to be taken as a percentage of the most recent quarterly figure
available from the Faculty of Engineering or the **University** Administration