

McMaster Engineering Society Constitution

PREAMBLE

Contained within the text of this document lies the Constitution of the McMaster Engineering Society. The McMaster Engineering Society is a society comprised of the undergraduate engineering students at McMaster University in Hamilton, Ontario, Canada. This document shall form binding terms of reference and shall supersede all previous constitutions, operating policies and any related documentation.

The McMaster Engineering Society was formed due to the actions of a few innovative and responsible individuals in the Fall of the year 1959. This tradition of innovation and responsibility has continued to date, and as the Society continues to grow these traditions promise to nurture strength and spirit in the years to come.

This Constitution was streamlined in 1997 and partnered with a Policy Manual in order to provide guidance and set standards for the operations and initiatives of the McMaster Engineering Society.

Last Updated: March 25, 2018

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Article One: NAME AND DEFINITION

The following is the Constitution of the McMaster Engineering Society, the organization representing the undergraduate engineering students of McMaster University. In practice, the organization shall be known as the McMaster Engineering Society, the MES, or the Society. In all instances, this document forms the binding terms of reference for all the Society's operations, activities, and policies.

Article Two: MISSION STATEMENT

The McMaster Engineering Society will foster the development of well rounded undergraduate engineering students through accessible support of academics, athletics, and recreational and professional activities, while maintaining the integrity and unique traditions of our faculty society.

Article Three: MEMBERSHIP

- 1) Full Membership in the Society shall be restricted to those McMaster undergraduate students in the faculty of engineering who have paid their Engineering Society fees in full.
 - a) Full Members of the Society shall be entitled to voting rights in elections and at General Meetings, and be eligible to run for office, in accordance with the appropriate policies in the Policy Manual. (See Policy Manual Section B 'Elections' and Section G 'Meetings')
 - b) Honorary Full MES Membership is granted to the council members who are on Co-op or Internship for the length of their MES Position.
- 2) Associate Membership may be bestowed upon an individual by a two-thirds majority vote of the Council
 - a) Associate Membership is open to anyone who is ineligible to become a Full Member, but declares an interest in promoting the aims of the MES and wishes to become an active member of the MES. Associate members do not have voting rights, but may attend and participate in discussion at General Meetings of the Society.

Article Four: Fee Increases

All fee increases other than CPI will need to be called via referendum or a motion at SAGM.

Article Five: MES COUNCIL

The MES Council shall be composed of voting, non-voting, and appointed members. All Council members shall have the powers and authorities detailed within the Policy Manual

a. Voting Members:

- i) Executive
 - i) President
 - ii) Vice President, Student Life
 - iii) Vice President, External Relations
 - iv) Vice President, Academic
 - v) Vice President, Finance

- ii) Associate Vice Presidents
 - i) Associate Vice President, Clubs and Sponsorship
 - ii) Associate Vice President, Events
 - iii) Associate Vice President, Services and Productions

- iii) Department Representatives: There shall be one representative, who is a full member of that department, from each of the eight departments of the Faculty of Engineering.
 - i) Chemical Engineering
 - ii) Civil Engineering
 - iii) Computing and Software
 - iv) Electrical and Computer Engineering
 - v) Engineering Physics
 - vi) Materials Science and Engineering
 - vii) Mechanical Engineering
 - viii) Mechatronics Engineering

- iv) Program Representatives: There shall be one representative who is a full member of each faculty program.
 - i) Computer Science

- ii) Engineering and Management
 - iii) Engineering and Society
 - iv) Bioengineering and Biomedical Engineering
 - v) Bachelor of Technology
 - vi) i-BioMed
- v) First Year Representatives: There shall be six First Year Representatives, registered in Level I and whose constituency will be the full Level I class. The representatives shall be based on first year programs.
- i) Three from Engineering I
 - ii) One from Bachelor of Technology
 - iii) One From i-BioMed
 - iv) One from Computer Science

b. Appointed Non-Voting Members

- a) Officers
 - i) Returning Officer
 - ii) Equity Officer

- b) Administrator

- c) Coordinators
 - i) DW Lounge Coordinator(s)
 - ii) Co-Orientation Coordinators
 - iii) Culture Coordinator(s)
 - iv) Drain Coordinator(s)
 - v) Fireball Coordinator(s)
 - vi) Information Technology Coordinator(s)
 - vii) Kipling Coordinator(s)
 - viii) Academic Resources Coordinator(s)
 - ix) Trailer Maintenance Coordinator
 - x) Professional Development Coordinator(s)
 - xi) Advertising Coordinator(s)
 - xii) Wellness Coordinator(s)
 - xiii) Public Relations Coordinators(s)
 - xiv) Sports Coordinator(s)
 - xv) Sustainability Coordinator
 - xvi) Mentorship Coordinator
 - xvii) Data Coordinator



- d) Editors
 - i) Frequency Editor
 - ii) Handbook Editor
 - iii) Plumblin Editor

- e) Chairs
 - i) MEC Chair(s)
 - ii) MacLab Chair

Article Six: RESPONSIBILITIES OF COUNCIL MEMBERS

The duties and responsibilities of all positions on the McMaster Engineering Society Council are detailed in the Policy Manual. (See Policy Manual Section A ‘Structure and Organization’)

Article Seven: MULTIPLE POSITIONS

Any one person may not hold more than one voting position at one time. In the event that this occurs, the person must resign from one of the positions.

Article Eight: VACANCIES

If any position is vacant, it will be filled as outlined in the Election Policy. (See Policy Manual Section B ‘Elections’)

Article Nine: POWERS AND AUTHORITY OF THE COUNCIL

- 1) The Council shall have the following powers and authorities:
 - i) To be the policy making body of the MES.

 - ii) To adopt By-laws and take other actions, subject to this, the Long-Term Plan and any other duly enacted document, for the promotion and achievement of the purposes and aims of this Society.

- iii) To form various Committees of the MES, standing, special and ad hoc, mandated to conduct specific tasks or to advise the Council on specific aspects of the Society. All decisions at the Committee level are subject to approval by Council.
- iv) To appoint qualified MES members to any MES Committee.
- v) To appoint MES members to act as representatives of the Society on Committees external thereto.
- vi) To call General Meetings of the Society in accordance with the Constitution.
- vii) To engage in commercial undertakings and/or employ personnel to meet the needs of the Society.
- viii) To endorse the validity and ratify the results of all Society elections.
- ix) To examine the books and records of any subsidiary body of the Society and shall also be empowered to designate this authority by signed instructions or in approved minutes to any other person who is not a Council member.

Article Ten: ELECTIONS

Elections for all positions on the Council shall take place every year according to the policies outlined in the Policy Manual. (See Policy Manual Section B ‘Elections’)

Article Eleven: RECALL

1) General

A referendum shall be called by the Council to seek the removal from office of an elected official of the Society upon the receipt, by the President in the case of:

- a) A Department or Program Representative, a valid petition of no less than twenty-five percent of that representative’s constituents; or
- b) Any other Council member, a petition of no less than ten percent of the full membership of the Society

2) Petition

- a) A petition for a referendum on the removal from office of an elected official of the Society shall state the reasons for which the removal of the official in question is requested, and a separate petition shall be required for each official whose removal is sought.
- b) Solely full members of the Society who are in the constituency represented by that official may sign the aforementioned petition.
- c) No such petition shall be accepted if the person named therein has been removed from office and re-elected within 90 days prior to the receipt of the petition.

3) Referendum

- a) A referendum called by the Council to seek the removal from office of an elected official or the Society shall be directed solely to the constituents of that official.
- b) Notwithstanding any provision of this document, should half plus one of all the votes cast (including spoiled ballots) in the referendum seeking the removal from office of an elected official of the Society favour that removal, the official in question shall immediately cease to hold the office. The position shall be declared vacant due to a circumstance other than the expiration of the term of office of the official
- c) Any person recalled from office shall be eligible for re-election.

4) Council Member Recall

- a) A two-thirds majority vote of the Council shall be sufficient to recall a nonvoting member of Council from their position, subject to a posting of the motion two weeks prior to voting

Article Twelve: REFERENDA

1) General

- a) A referendum to consult the full membership of the Society for a purpose connected with the affairs of the Society must be called:
 - i) By the President of the Society;

- ii) By a majority vote of the Council; or
- iii) Upon receipt, by the Chief Returning Officer of a petition in writing of not less than ten percent of the full membership of the Society. The Chief Returning Officer shall verify the validity of the petition and of each signature, and shall report to the Council thereon.

- b) The wording of the referendum question shall be decided by the Chief Returning Officer, subject to the approval of the representatives(s) of the petitioners.

2) Action on a Petition

- a) The request for a referendum of any issue connected with the affairs of the Society must be acted on at the first meeting of the Council after the submission of the petition to the Chief Returning Officer.

3) Procedures

- a) The Chief Returning Officer will conduct the referendum.
- b) The exact wording of the referendum question shall be published in an issue of a publication with widespread circulation amongst the membership of the Society, be posted on all Society bulletin boards, and announced by Department and Program Representatives to their respective constituents, not later than one week before the opening of the polls.
- c) All election procedures herein or otherwise, shall be in accordance with the procedures for such activity in the elections and by-elections of the Society in so far as such procedures are applicable. (See Policy Manual Section B 'Elections')

4) Results

- a) A motion as stated in a referendum is passed with an affirmative vote of at least half plus one of the total ballots cast (including spoiled ballots) and subject to b) below.
- b) The results of the referendum shall be binding on the Society, provided that no less than 10 percent of the membership of the Society cast ballots therein.

Article Thirteen: GENERAL MEETINGS

- 1) There shall be at least one General Meeting per fall and winter term.
- 2) Quorum at General Meetings shall be 3% of the total membership of the MES.
- 3) All motions in compliance with the MES's Policy Manual and Constitution procedures that pass at a General Meeting shall be binding on the MES.

Article Fourteen: AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall be called and conducted in accordance with the following stipulations:

- 1) General
 - a) The Constitution can be amended only through either of:
 - i) A vote at a General Meeting of the Society; or
 - ii) A referendum of the full membership of the Society
- 2) Procedures
 - a) Call for Amendment: An amendment to the Constitution may be proposed through a majority vote of the Council or through a petition as described in the section on referenda. The Council will decide upon the exact wording of the amendment. If the amendment is called for by petition, the final wording of the amendment is subject to the approval of the representative(s) of the petitioners.
- 3) Notice
 - a) The exact wording of the amendment and the method of polling to be used must be published in a publication with wide circulation amongst the membership of the Society not later than one week prior to the time of polling on that amendment. In addition, this same notice must be given on all of the bulletin boards of the Society.
- 4) Method of Polling

- a) The membership of the Society can be polled with regard to amendments that have been duly advertised (See Article 13, part 3(a)) in two ways:
 - i) *Through a vote at a General Meeting of the Society.* The amendment will be enacted provided that the amendment is supported by an affirmative vote of at least half plus one of the total votes cast (including abstentions) at a General Meeting of the Society. For the purpose of constitutional amendments, quorum at a General meeting shall consist of 3% of the members of the Society, provided that due notice has been given according to the provisions therefore. Proxy votes will not be accepted at a General Meeting
 - ii) *Through referendum.* A complete statement of the exact wording of the proposed amendment must appear at the top of the ballot followed by the question: “Should the amendment to the Constitution of the McMaster Engineering Society as stated above be adopted?” The referendum must otherwise be conducted according to the regulations given under the section entitled “Referenda” (See Article 11 ‘Referenda’)
- b) The Council will decide upon the method of polling the membership of the Society unless the amendment is called for by petition in which case the representative(s) of the petitioners shall decide the polling method to be used.

Article Fifteen: POLICY MANUAL

- 1) The MES may enact such policies as may be necessary for its governance, provided they are in agreement with the principles embodied in this Constitution.
- 2) All policies of the MES shall be recorded in the Policy Manual of the McMaster Engineering Society.
- 3) Such policies may be enacted, amended or repealed through the MES Council by means of two successive readings or a majority vote at a General Meeting.
- 4) Chief Returning Officer shall:
 - a) Ensure that the proposal follows the spirit of the MES Constitution and Policy Manual.
 - b) Ensure that the proposal is placed in the appropriate section within the Policy Manual.
 - c) Ensure that the wording of the proposal is clear and unambiguous.
 - d) Suggest amendments to any motion that does not comply to a, b, c.

- 5) The proposed policy must receive a two-thirds majority vote in its favour before it is accepted as a policy of the MES. If in the case that the policy is not approved, the policy may be amended and issued again for a Second Reading, or declared dead.
- 6) An approved policy shall take effect immediately after the Second Reading.
- 7) Any new policies or policy amendments shall be reviewed, without discussion, at the next General Meeting.

Article Sixteen: The Long-Term Plan

- 1) The MES may have a Long-Term plan to become more consistent, provided it is in agreement with the principles embodied in this Constitution.
- 2) The Long-Term plan is to be reviewed and changed every five years, as of the 2018-2019 academic year and will be reviewed again in the 2023-2024 academic year and so on.
- 3) The MES Executive shall:
 - a. Ensure that the Long-Term Plan follows the spirit of the MES Constitution.
 - b. Develop an Action Plan every year and present it at SAGM I
 - i. Ensure that the Action Plan is clear and unambiguous
 - ii. Ensure that the Action Plan follows the spirit of the Long-Term Plan