



Engineering Graduate Society

By-Laws of the Engineering Graduate Society of McMaster University



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1. Preamble

- 1.1. This document contains the by-laws relating to the conduct of the affairs of the Engineering Graduate Society, hereinafter referred to as “EGS” and the Engineering Graduate Society Council, hereinafter referred to as “EGS Council”, two constituted entities within the Faculty of Engineering at McMaster University.
- 1.2. These by-laws are intended to serve as a guide for everyday operations of EGS and the EGS Council and to assist in the annual transition of positions within the Council.

2. Membership

- 2.1. According to the EGS Constitution, members of the Society are Graduate Students in the Faculty of Engineering. Departments and Schools that are represented by and have representatives on the EGS Council are those defined officially by the Faculty of Engineering and are hereinafter referred to collectively as Departments.

The rights, privileges and responsibilities of members are defined as follows:

- 2.2. Rights and privileges of members:
 - 2.2.1. To act as the sole authority of the EGS to make decisions through referenda on all issues in the EGS subject to the provisions of EGS’s Constitution and By-Laws.
 - 2.2.2. To have their interests represented collectively by the EGS through their respective faculty representatives.



- 2.2.3. To speak and be heard at general meetings.
 - 2.2.4. To speak, at the discretion of the EGS Council, at all EGS Council meetings.
 - 2.2.5. To run for representative or any other committee position within EGS.
 - 2.2.6. To vote in Society referenda.
 - 2.2.7. To vote in elections and by-elections for the EGS council and the EGS representatives of their departments.
 - 2.2.8. Have access to all minutes of EGS Council and EGS meetings.
 - 2.2.9. Have access to the services, research, information, materials, staff and other resources of EGS.
- 2.3. Responsibilities of the members:
- 2.3.1. To respect the goals and objectives as they are specified by the present Constitution and By-Laws.
- 2.4. Rights and privileges of honorary members.
- 2.4.1. To have their interests represented collectively by the EGS through faculty representatives
 - 2.4.2. To speak and be heard at general meetings
 - 2.4.3. To speak, at the discretion of the EGS Council, at all EGS Council meetings
 - 2.4.4. Have access to all minutes of EGS Council and EGS meetings
 - 2.4.5. To access to the services, research, information, materials, staff and other resources of EGS at the discretion of the Council.
- 2.5. Responsibilities of the honorary members.
- 2.5.1. To respect the goals and objectives as they are specified in the rules of the present Constitution and By-Laws.

3. Department Representatives

The term of EGS Representatives for their departments shall begin on the 1st of July and end on the 30th of June of the following year

- 3.1. Department representatives are members of the EGS who are elected by members of their Department to sit on the EGS Council.
- 3.2. It shall be the responsibility of Department representatives to:
 - 3.2.1. Represent the interests and goals of the members of their Department to the Council and act accordingly in all decisions made in their role on the EGS Council.
 - 3.2.2. To ensure that the workings of the EGS are made known to their Department membership.
 - 3.2.3. Attend all EGS Council meetings including the AGM.



- 3.2.4. Ensure that their department is represented at the G.C.P.C., either by being present themselves or arranging for another student from that department to attend the meeting.

4. Council

- 4.1. The EGS Council shall be formed by no more than two representatives from each Department of the Faculty of Engineering.
 - 4.1.1. Representatives are members of the EGS appointed to the Council by their Department membership.
 - 4.1.2. A representative's term shall come into effect at the beginning of the EGS Term and conclude at the end of the EGS Term.
 - 4.1.3. Should no representative be elected to the Council from a Department, a volunteer member from said Department may be voted into such a position by a majority vote of the Council.
- 4.2. The Executive Committee, comprised of representatives, shall facilitate the smooth and efficient running of the Society under the direction of the EGS Council.
 - 4.2.1. Members of the Executive Committee are Council Members voted to those positions outlined below by the Council.
 - 4.2.2. Any one member of the Council may not hold more than one position on the Executive Committee at one time.
 - 4.2.2.1. Should there be fewer representatives on the Council than positions on the Committee representatives may hold more than one position.
 - 4.2.2.2. If a new representative is elected to the Council any current members holding two executive positions must resign from one position.
 - 4.2.3. The Executive Committee shall be comprised of the following executive positions:
 - President
 - Vice President
 - Finance Officer
 - Returning Officer
 - Events Officer
 - Student Life and International Officer
 - Communications Officer
 - Academic and Professional Development Officer
 - Two Faculty Representatives to the G.S.A.

5. Powers and Authority of the EGS Council and EGS Executive Committee

- 5.1. The Council shall have the following powers and authorities:
 - 5.1.1. To be the policy making body of the EGS.
 - 5.1.2. To adopt By-laws and take other actions, subject to this and any other duly enacted documents, for the promotion and achievement of the purposes and aims of this Society.
 - 5.1.3. To form various committees of the EGS, 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 the Council.
 - 5.1.4. To appoint qualified EGS members to any EGS Committee.
 - 5.1.5. To appoint EGS members to act as representatives on Committees external thereof.
 - 5.1.6. To call meetings of the society in accordance with the EGS Constitution.
 - 5.1.7. To endorse the validity and ratify the results of all society elections.
 - 5.1.8. 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.

6. Committees

- 6.1. A committee can be formed with authority by the EGS Council or President to conduct specific tasks or advise the Council or executives on issues related to EGS.
- 6.2. The head of the committee may be any member of the general membership.
- 6.3. The head of the committee shall be responsible to provide a report to the EGS Council on the progress of the committee at every meeting while the committee is sitting.
- 6.4. Any decision of a committee is subject to the approval of the Council.

7. Elections

- 7.1. Appointment of Representatives is to be decided by an electoral procedure run by the EGS.
- 7.2. Call for appointment of new representatives shall be made to a Department's membership at least two months prior to the end of the EGS Term in time to begin their term at the start of the next EGS Term.
 - 7.2.1. Results of the elections of new representatives to the council shall be announced at least one month prior to the EGS end of Term.
- 7.3. Elections of the Executive Committee members are to be held at the first official meeting of the new EGS Council.

- 7.3.1. Nominations for the Executive Committee are to be made at least one week prior to the first EGS Council meeting of that term.
 - 7.3.1.1 Candidates will have the opportunity to address the Council personally, or in absentia, by another Council member, to campaign for the desired position.
 - 7.3.1.2 Each Council member has one vote per Committee position.
 - 7.3.1.3 Representatives elected to positions are determined by a majority vote.

8. Recall

- 8.1. Recall of representatives is to be done at the discretion of the Department's membership appointing them.
 - 8.1.1. Upon receipt of a petition of either 25 members from a Department or 40% of a Department's members presented to the President, the representative will vacate their seat.
 - 8.1.2. The members from the Department of the vacant seat elect a representative to said seat in accordance to the EGS by-laws on elections.
 - 8.1.3. Recalled representatives are eligible to hold the position from which they were recalled.
 - 8.1.4. If a recalled representative holds a position on the executive committee that position is vacated with their position on the Council.
 - 8.1.4.1 Elections will be held at the next Council meeting to fill the vacated position on the executive committee.
- 8.2. Recall of an Executive Committee Member is to be called if a petition of 50% of the Council is presented to the President or Returning Officer.
 - 8.2.1. An Executive Committee Member is recalled from their position on the committee by a two thirds majority vote of the Council in favour of that removal.
 - 8.2.2. A recalled Executive Committee Member does not forfeit their position on the Council.
- 8.3. Recall of an Executive Committee Member is to be called if a petition of 10% of all EGS members is presented to the President or Returning Officer.
 - 8.3.1. A referendum to recall such an Executive Committee member is to be presented to the members of the EGS within 30 days of its receipt.
 - 8.3.2. An Executive Committee Member removed from their position by referendum of the EGS does not forfeit their position on the Council.

9. Referenda

- 9.1. A Referendum is to be called for the purpose of consulting the full membership of the EGS for a purpose connected with the affairs of the EGS.
- 9.2. A referendum is to be called upon any one of the following:
 - 9.2.1. At the direction of the President of the EGS.
 - 9.2.2. Upon a majority vote of the Council.
 - 9.2.3. Upon receipt of a petition of 10% of all EGS Members presented to the Returning Officer.
- 9.3. The specific wording of the Referendum presented to the general membership shall be determined by the Returning Officer.
 - 9.3.1. The specific wording of a referendum called by petition shall be subject to approval of the representatives of the petition.
- 9.4. The exact wording of the referendum shall be published through all available media by the Council including email broadcasts and bulletin boards. Representatives shall be responsible to announce the wording of the referendum to their Department's membership.
 - 9.4.1. The publication of the referendum shall be done no later than ten days before the polls are set to open.
- 9.5. The referendum shall be passed given that at least half plus one of all valid ballots cast are in favour of passing the motion.
 - 9.5.1. The results of the referendum are binding on the EGS provided that at least 10% of the EGS membership casts ballots.

10. Annual, Extraordinary and Council Meetings

- 10.1. There shall be at least one EGS Council meeting per month.
 - 10.1.1. The time, date and venue for the meeting are determined by the President.
 - 10.1.2. Quorum of a General Meeting of the EGS Council shall be met by representation of at least half of the current Departments represented on the EGS Council.
 - 10.1.3. The Executive Committee must be represented at EGS Council meetings by at least the President and at least two other Executive Committee Members.
- 10.2. There shall be one Annual General Meeting (AGM) of the society per year.
 - 10.2.1. The AGM shall be held once per year within the last month of the EGS Term, with the exact time, date and venue determined by the Council.
 - 10.2.2. Each Executive committee member must provide a report on their activities throughout their year.
 - 10.2.3. Quorum of an Annual General Meeting of the EGS Council shall be met for the AGM to proceed.

- 10.2.3.1 At least two thirds of the current representatives with at least one representative from each currently represented Department.
 - 10.2.3.2 The Executive Committee must be represented at the Annual General Meeting by at least the President and Vice President.
- 10.3. An Extraordinary Meeting must be held within one week upon receipt of a petition of a majority of the Representatives to the Returning Officer.
- 10.3.1. The time, date and venue for the meeting are determined by the Returning Officer.
 - 10.3.2. Quorum of an Extraordinary Meeting of the EGS Council shall be met by representation of at least half of the current Departments represented on the EGS Council.
 - 10.3.3. The Executive Committee must be represented at Extraordinary Meetings by at least the President and one other Committee member.
- 10.4. All meetings of the EGS Council are open to the general membership of the EGS.
- 10.4.1. General members may be allowed to speak to the Council at the discretion of either the President or Returning Officer.
 - 10.4.2. General members deemed by a majority vote of the Council to be disruptive to the proceedings of the meeting may be asked to leave and may be removed from the premises.
 - 10.4.3. Should the venue be unable to accommodate the general members wishing to attend, and no compromise reached, the meeting must be rescheduled to a more suitable venue within seven days.
 - 10.4.4. Should a meeting be commenced no further admittance of the general membership shall be allowed should the venue be unable to accommodate the increase in numbers. The meeting shall proceed as normal.

11. Constitution or By-Laws Amendments

- 11.1. A change in the EGS Constitution can only be enacted through a referendum of the General Membership.
- 11.2. The By-Laws of the EGS are subject to change through Referenda of the General Membership and through a majority vote at an AGM.
- 11.3. A referendum to change the EGS Constitution or By-Laws can be called by a majority vote of the Council.
 - 11.3.1. The wording of such a referendum and amendment to either document shall be determined by the Council.
- 11.4. A referendum to change the Constitution or By-Laws can be called by the presentation of a petition of 10% of the EGS membership to the President of Returning Officer.

- 11.4.1. The wording of such a referendum and amendment to either document shall be determined by the President or Returning Officer subject to approval by the representatives of the petitioners.
- 11.5. All referenda called to amend the constitution or by-laws shall be called according to the EGS Bylaws Section 9.
- 11.6. The By-Laws are subject to amendment given a majority vote of the general membership in attendance at an AGM
 - 11.6.1. The wording of such a proposed change to be made at an AGM shall be presented to the Returning Officer no later than two weeks prior to the date of the AGM.
 - 11.6.2. The wording of such a proposed change to be made at an AGM shall be broadcast to the general membership no later than one week prior to the date of the AGM

12. Executive Committee Roles and Responsibilities

It is the responsibility of the Executive Committee Members to facilitate the smooth functioning of the EGS Council and to assist the Council to achieve the goals set forth in the mandate outlined in the Constitution.

The following tasks are nominally assigned to specific roles and can be delegated to other representatives. It is the responsibility of the executive members to ensure that their roles are fulfilled within the Council.

- 12.1. The President shall:
 - 12.1.1. Be ultimately responsible for maintaining the integrity of the Society.
 - 12.1.2. Enforce compliance with the Constitution, by-laws, policies and regulations of the EGS
 - 12.1.3. Supervise all activities of the Society and its affiliated committees.
 - 12.1.4. Develop both a short and long-term plan to encourage new initiatives and uphold traditional activities, as well as reviewing the current activities of the EGS
 - 12.1.5. Be responsible for assisting in the development of goals for Council members, and actively tracking those goals for the duration of his/her term.
 - 12.1.6. Be responsible for approving any activities on behalf of the EGS and ensuring they comply with Environmental and Occupational Health and Safety Services
 - 12.1.7. Arrange and facilitate meetings with the Associate Dean of Engineering Graduate Studies trimesterly to ensure each party is familiar with relevant issues and activities.

- 12.1.8. Actively promote interaction and communication between the EGS and GSA, CUPE, clubs, Faculty and Departments.
 - 12.1.9. Liaise and review affiliations with all relevant student, academic, and professional organizations, including but not limited to:
 - Professional Engineers of Ontario (PEO)
 - Engineering Student Societies Council of Ontario (ESSCO)
 - 12.1.10. Liaise with other engineering faculties in Ontario and in Canada.
 - 12.1.11. Act as an unbiased chair for EGS Council Meetings and General Meetings.
 - 12.1.12. Supervise the following positions:
 1. Vice President.
 2. Returning Officer.
 3. Finance Officer.
- 12.2. The Vice President shall:
- 12.2.1. Act as the President in all capacities in the latter's absence.
 - 12.2.2. Supervise and act on internal matters such as communication, transition and reports.
 - 12.2.3. Supervise the activities and initiatives of the Department Representatives
 - 12.2.4. Review changes made to the By-Laws
 - 12.2.5. Responsible for taking all meeting minutes for the EGS
 - 12.2.6. Supervise the following positions:
 1. Academic Officer
 2. Student Life Officer
 3. Events Officer
 4. Communications Officer
- 12.3. The Finance Officer shall:
- 12.3.1. Be responsible for the EGS accounts, both at a chartered bank or trust company and on campus
 - 12.3.2. Ensure accurate and complete financial records are kept.
 - 12.3.3. Prepare the operating budget of the EGS before the university fiscal year end and continually update it in order to keep track of money spent and advise on further disbursement.
 - 12.3.4. Arrange for the custody and disbursement of funds of the EGS.
 - 12.3.5. Investigate and coordinate the investment of EGS funds
 - 12.3.6. Ensure that the appropriate members (i.e. President, Finance Officer) have signing authority to charge fees to EGS accounts.
 - 12.3.7. Be audited by an outside accounting firm for the purpose of official statements if requested by Financial Services to receive Society fees.
 - 12.3.8. Be governed by the EGS Financial Policies
- 12.4. The Returning Officer shall:

- 12.4.1. Maintain order and integrity in all EGS Council Meetings and General Meetings in accordance with the Roberts Rules of Order.
 - 12.4.2. Be in charge of organising all referenda and election processes of the EGS and ensuring they are run according to EGS By-Laws.
 - 12.4.3. Update the EGS Policy Manual and Constitution to reflect changes approved at a General Meetings or by Council.
 - 1. Ensure that Constitutions are maintained and distributed to relevant bodies
 - 12.4.4. Coordinate with Department's membership concerning the timely nomination, appointment, or election of Department representatives to the EGS Council.
 - 1. Facilitate elections for Department representatives if required by Department's membership.
 - 12.4.5. Coordinate election of Executive Committee from EGS Council members.
- 12.5. Communications Officer shall ensure that the EGS Council:
- 12.5.1. Collect and distribute all external Society correspondence.
 - 12.5.2. Effectively distribute information about competitions, conferences, scholarships and grants made aware to the EGS which are available to all members.
 - 12.5.3. Advertise all opportunities for conference bids, and open leadership positions within external organizations made aware to the EGS which are available to all members.
 - 12.5.4. Maintain the EGS calendar.
 - 12.5.5. Maintain the EGS website state and content.
 - 12.5.6. Maintain all online and social media presences for the EGS.
 - 12.5.7. Broadcast the wording of all society Referenda to the EGS members.
 - 12.5.8. Communicate all society correspondence to EGS members.
 - 12.5.9. Approve copy of all EGS media prior to distribution.
- 12.6. Events Officer shall ensure that the EGS Council:
- 12.6.1. Social events of the EGS are organized, such as:
 - 1. Road Trips
 - 2. Karaoke
 - 3. Engineering Knowledge Pub Quiz
 - 12.6.2. Liaise with Environmental and Occupational Health and Safety Services and ensure all EGS social activities abide by its guidelines.
 - 12.6.3. Organize and/or chair all internal social events committees
 - 12.6.4. Organise at least one activity per trimester and ensure the overall schedule of events offers a variety of activities that will appeal to many different groups.
 - 12.6.5. Coordinate with the Communications Officer to promote EGS activities.

- 12.7. Student Life & International Officer shall ensure that the EGS Council:
- 12.7.1. Monitor and report upon the state of Student Life in the University and bring to light major issues to the EGS.
 - 12.7.2. Liaise with University Student Life officers and officials to ensure that the EGS can contribute to university efforts as a whole, such as:
 1. Assistant dean of grad student life and research training.
 2. CUPE International Officer
 3. IGSA
 4. Director, Outreach and Community Engagement in The Faculty of Engineering
 - 12.7.3. Connect international students with English courses and programs
 - 12.7.4. Liaise with University resources regarding Visa and study permit extensions, permanent resident applications and filing taxes.
 - 12.7.5. Manage the Welcome Package, such as:
 1. Buddy System
 2. Welcome booklet
 3. Overseeing Welcome week activities
 - 12.7.6. Liaise with University, Faculty and FRCs in any matter regarding welcome week activities.
- 12.8. Academic and Professional Development Officer shall ensure that the EGS Council:
- 12.8.1. Present relevant accreditation issues to the EGS Council.
 - 12.8.2. Represent the EGS at any accreditation visits or send an appropriate delegate in his or her place.
 - 12.8.3. Liaise with Faculty, Department and Program Representatives, and students regarding educational and academic issues.
 - 12.8.4. Ensure the faculty and Departments are represented on the various University committees and Councils and encourage feedback from those representatives to the EGS.
 - 12.8.5. Actively investigate educational and academic issues for graduate engineering students.
 - 12.8.6. Organize at least one event per year to promote professional development affairs focusing upon engineering graduate students, such as:
 1. Interaction with Alumni
 2. Job fairs
 3. Networking events
 - 12.8.7. Assist the relevant Alumni related programs with the Dean's office
 - 12.8.8. Assist the Faculty in the development of Academic Skills in engineering graduate students through existing or organised events/programs.
 - 12.8.9. Assist the Faculty in the organization of a Faculty wide Academic Conference

12.9. FRCs

- 12.9.1. Faculty Representatives to the GSA Council sit on the Council as the liaison between the EGS Council and the GSA.
 - 1. Abide by all GSA regulations as to the roles and responsibilities of the GSA.
- 12.9.2. Attend all required meetings of the GSA to represent the views and interests of the EGS.
- 12.9.3. Report to Council meetings of the EGS on the workings of the GSA.
- 12.9.4. Are to assist the Executive Committee, when requested.

13. Finances

- 13.1. The financial budget, prepared by the treasurer and subject to approval by a majority vote of the Council.
- 13.2. All expenditures of the EGS shall be subject to approval by the Finance Officer and the President or Vice President.
 - 13.2.1. All funding approvals shall be held in writing by the Finance Officer.
 - 13.2.2. Any expenditure \$250 above the budgeted amount shall be subject to approval by the Council as a whole by majority vote.
- 13.3. The EGS shall be the owner of at least one account at an outside chartered bank or trust company.
- 13.4. All cheques shall be made out to the “McMaster Engineering Graduate Society”.
- 13.5. The Finance Officer shall administer the chartered bank account which shall be a corporate account requiring two authorised signatories.
 - 13.5.1. The authorised signatories shall be the Finance Officer, President or Vice President.
- 13.6. The finances of the EGS shall be subject to review by the Council at the AGM in the form of a budget to be prepared by the Finance Officer.
- 13.7. All personal expenditures on behalf of the EGS Society made shall be presented to the Finance Officer for reimbursement.
 - 13.7.1. Expenditures more than 100% but not more than 110% of the approved amount may be refunded by the Finance Officer directly.
 - 13.7.2. All expenditures exceeding 10% of the approved amount must be approved by a majority vote of the Council.
- 13.8. The Finance Officer shall track all harmonized sales tax (HST) and report it to the Canada Revenue Agency in accordance with strictures imposed on non-profit organizations.
 - 13.8.1. All HST returns shall be filed with the CRA on a quarterly basis.

14. Disclaimer

- 14.1. The views and actions of the EGS Council should and will reflect the views and wishes of the members. These actions, however, may not necessarily reflect the views or wishes of the council members who are tasked to fulfil them.

