



Bylaw 2 – Volunteers, Consultants, Council and Officers

Executive Summary: This Bylaw describes the structure of the Society roles inclusive of Volunteers, Consultants, Council and Executive Committee, their authorities, and the responsibilities.

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Contents

1 Volunteer 3
2 Consultant 4
3 Representative 5
4 Council 7
5 Executive Officer 8

1 Volunteer

1.1. Volunteers are non-elected General Members of the Society who are not representatives of their department/school

1.1.1. Does not have voting rights within the Society

1.1.2. Can participate as non-voting member in council meetings that are open to General Members

1.1.3. Cannot represent the Society internally (faculty) or externally (CUPE, GSA)

1.1.4. A Volunteer who is no longer a General Member must immediately step away from the Society

1.2. Volunteers can join the Society at any point throughout the year and do not have a term during which they support

1.3. Volunteers can support a committee inclusive of; event committee, online committee, student issues committee, METRIC, ideathon, travel awards

1.3.1. The committee chair must deem that there are vacancies on the committee for additional personnel

1.3.2. The Volunteer is encouraged to notify the committee chair if they will not be present at a meeting

1.4. A Volunteer can express interest in being a Representative of Department/School when fewer than three Representatives are present from that Department/School

1.4.1. Term can begin at any point, but will then end June 30th of that term cycle

1.4.2. The Volunteer must attend 3 consecutive council meetings to be eligible

2 Consultant

2.1. Consultants are General Members of the Society who are elected internally by Council and may serve in the capacity of General Constant

2.1.1. The General Consultant must abide by Bylaw section 4-Council

2.1.1.1. Does not hold voting capacity

2.1.1.2. Does not actively represent any one Department/School as a Representative

2.2. A Consultant must have held an Executive Officer role in the prior elected term

2.2.1. Must be willing to support the elected Executive Officer serving in the capacity of their previous role if an officer has been elected

2.3. It shall be the responsibility of the Consultant to:

2.3.1. Represent the interests and goals of the General Members of the Faculty of Engineering to Council, and not represent the interests of a select Department/School

2.3.2. To ensure that the affairs of the Society are made known to the General Members of the Faculty of Engineering

2.3.3. Attend all Council Meetings and the Annual General Meetings, unless excused by the President

2.4. No Consultant will receive financial compensation for any work done as a Consultant

2.5. The Term of Consultant begins on July 1st, and ends June 30th of the following year, unless recalled internally by council or General Members

3 Representative

3.1. Representatives are General Members of the Society who are elected by the General Members of their Department/School to sit on the Council

3.1.1. The Term of the Representatives begins on July 1st, and ends June 30th of the following year, unless Recalled

3.1.2. Representatives must remain General Members for the entire duration of their appointment

3.1.2.1. A Representative who is no longer a General Member must immediately vacate their position

3.1.3. There shall be no more than three Representatives from each Department/School

3.1.4. A Representative who transfers to a different Department/School or who begins new studies in a different Department/School during the term shall:

3.1.4.1. If serving as Council will vacate their existing position of Representative:

3.1.4.1.1. Can indicate interest in being a Representative of new Department/School when fewer than three Representatives are present from Department/School

3.1.4.1.2. Can act as Volunteer when no vacancies are open as Representative of new Department/School abiding by bylaw 1-Volunteer

3.1.4.2. If serving as Executive Officer will vacate their existing position of Representative:

3.1.4.2.1. Will be appointed as Representative of their new Department/School regardless of limitation of three Representatives present from Department/School

3.2. It shall be the responsibility of all Representatives to:

3.2.1. Represent the interests and goals of the General Members of their Department to the Council, and act upon all decisions made in their role on the Council

3.2.2. Ensure that the affairs of the Society are made known to the General Members of their Department/School

3.2.3. Be in attendance at:

3.2.3.1. Council Meetings, unless excused by the Administrative Officer

3.2.3.2. Annual General Meeting, unless excused by the President prior to meeting

3.3. No Representative will receive financial compensation for any work done as a Representative

3.4. A Representative shall be removed from their role if:

3.4.1. With respect to Council:

3.4.1.1. Absent from 3 consecutive council meetings without being excused by Administrative Officer

3.4.1.2. Is unresponsive to President, Vice-President External, Vice-President Internal for 2 consecutive weeks when contacted through notified communication channels

3.4.2. With respect to Committees:

3.4.2.1. Absent from 3 consecutive committee meetings without being excused by the chair of the committee

3.4.2.2. Is unresponsive to Committee Chair for 2 consecutive weeks when contacted through notified communication channel

3.4.2.3. When tasks are not completed repeatedly following 3 verbal warnings made by Committee Chair

4 Council

4.1. The Council shall be formed by no more than three Representatives from each Department/School

4.1.1. Unless deemed necessary under Section 3.1.4.2.

4.2. The Council shall have the following powers and authorities:

4.2.1. To adopt Bylaws, Policies, and other actions, subject to the Constitution and any other duly-enacted documents, for the achievement of the purposes and goals of the society

4.2.2. To hold Council Meetings in accordance with the Constitution

4.2.3. To form Standing and Ad hoc Committees that are mandated to conduct specific tasks or to advise the Council on specific aspects of the Society

4.2.4. To appoint Representatives to External Committees

4.2.5. To scrutinize the decisions of any Committee

4.2.5.1. An Ad hoc Committee may be formed to investigate a contested decision with a majority vote by the Council

4.2.6. To endorse the validity and ratify the results of all Elections and Referenda

4.2.7. To appoint Consultants defined in Bylaw 2-Consultant

4.3. Observership may be extended to non-Representative members at the discretion of Council

4.4. A Representative as part of Council:

4.4.1. Must be an active member of at minimum one (1) of; Events Committee, Online Committee, Student Issues Committee

4.4.2. Can choose to be an active member of; METRIC, ideathon, Travel Awards

5 Executive Officer

5.1. The Executive Officer roles will be held by Representatives

5.2. An Executive Officer:

5.2.1. Will uphold bylaws as stated in section 4-Council

5.2.2. Must be an active member of at minimum one (1) of; Events Committee, Online Committee, Student Issues Committee

5.2.3. Must be an active member of at minimum one (1) of; METRIC, ideathon, Travel Awards

5.3. There shall be the following positions, which are the Officers of the Society:

5.3.1. President

5.3.2. Vice-President External

5.3.3. Vice-President Internal

5.3.4. Academic Officer

5.3.5. Administrative Officer

5.3.6. Social Media and Promotions Officer

5.3.7. Events Officer

5.3.8. Graduate Student Life Officer

5.3.9. Graduate Ambassador

5.4. The President shall:

5.4.1. Act as the Executive Officer of the Society

5.4.2. Be ultimately responsible for maintaining the integrity of the Society

5.4.3. Develop both short-term and long-term plans to encourage new initiatives and uphold traditional activities, as well as reviewing the current activities of the Society

5.4.4. Arrange and facilitate meetings with the Associate Dean of Engineering Graduate Studies at minimum triannually to ensure each party is familiar with relevant issues and activities

5.4.5. On an annual basis prior to the end of fiscal period (April 30th), arrange and facilitate the Society's financial proposal with the Associate Dean of Engineering Graduate Studies and Vice-President Internal

5.4.6. Be responsible for communications between the Society and the Faculty of Engineering, and with societies and clubs at the graduate and undergraduate level

5.4.7. Chair all Council and Executive Committee meetings

5.4.8. Supervise and guarantee the fulfillment of responsibilities of the following positions:

5.4.8.1. Vice-President External

5.4.8.2. Vice-President Internal

5.4.9. The President or a Vice-President must hold the role of Co-Chair for ideathon, METIC, and travel awards committee

5.4.9.1. Determine who will hold each Co-Chair role following Executive Officer elections

5.4.10. Maintain on-going relationships with engineering graduate student volunteers

5.5. The Vice-President External shall:

5.5.1. Act as the President in all capacities in the latter's absence

5.5.2. Oversee graduate student life within the Faculty of Engineering

5.5.3. Ensure the Society is represented on the various McMaster University Committees and Councils; and encourage feedback from those representatives to the Council

5.5.4. Liaise and review affiliations with all relevant student, academic, and professional organizations, including but not limited to:

5.5.4.1. Professional Engineers of Ontario

5.5.4.2. Engineering Student Societies Council of Ontario

5.5.4.3. Ontario Society of Professional Engineers

5.5.4.4. Canadian Federation of Engineering Students

5.5.5. Liaise with other Engineering Faculties in Canada

5.5.6. Supervise and guarantee the fulfillment of responsibilities of the following positions:

5.5.6.1. Events Officer

5.5.6.2. Academic Officer

5.5.6.3. Graduate Ambassador

5.5.7. Oversee Counselors assigned to attend external committees

5.5.8. The President or a Vice-President must hold the role of Co-Chair for ideathon, METIC, and travel awards committee

5.5.8.1. Determine who will hold each Co-Chair role following Executive Officer elections

5.6. The Vice-President Internal shall:

5.6.1. Act as the Treasurer and Financial Officer of the Society, with the following responsibilities:

5.6.1.1. Be responsible for all Society accounts, both at a chartered bank, or trust company, and all internal accounts at McMaster University

5.6.1.2. Ensure accurate and complete financial records are kept

5.6.1.3. Prepare the operating budget of the Society before McMaster University's fiscal year end (April 30th)

5.6.1.4. Continually update the budget, keeping track of monies spent, and advise on future disbursement(s)

5.6.1.5. Arrange for the custody and disbursement of funds of the Society

5.6.1.6. Investigate and coordinate the investment of any Society funds

5.6.1.7. Ensure that only authorized members have signing authority to access Society accounts

5.6.1.8. Be audited by an outside accounting firm for the purpose of official statements if requested by McMaster University

5.6.1.9. Be governed by the Society Bylaws and Financial Policies

5.6.1.10. Ensure that all proceeds collected through any medium is properly accounted for

5.6.2. Oversee graduate student life within the Faculty of Engineering

5.6.3. Ensure compliance with University Health and Safety policies, including the EOHSS procedures

5.6.4. Supervise and guarantee the fulfillment of responsibilities of the following positions:

5.6.4.1. Graduate Student Life Officer

5.6.4.2. Administrative Officer

5.6.4.3. Social Media and Promotions Officer

5.6.5. The President or a Vice-President must hold the role of Co-Chair for ideathon, METIC, and travel awards committee

5.6.5.1. Determine who will hold each Co-Chair role following Executive Officer elections

5.7. The Academic Officer shall:

- 5.7.1. Coordinate the planning of all Academic Events, Workshops, and Professional Development Programs
- 5.7.2. Sit on Society run conference METRIC committee
- 5.7.3. Liaise with the Academic Officer of relevant undergraduate clubs as well as graduate clubs
- 5.7.4. With the Events Officer, co-supervise the activities of events volunteers
- 5.7.5. Present relevant accreditation and academic issues to the Council
- 5.7.6. Organize at least one academic event per semester
- 5.7.7. Assist the Faculty in the development of Academic Skills in Engineering Graduate Students through existing or organized events/programs. In particular, working alongside the Engineering Careers and Co-op Services
- 5.7.8. Coordinate with the Vice-President Internal to ensure that all events meet Environmental and Occupational Health and Safety Services guidelines
- 5.7.9. Communicate all communication needs (email, social media, website) to the Social Media and Promotions Officer to promote activities

5.8. The Administrative Officer shall:

- 5.8.1. Maintain order and integrity at all Council Meetings and General Meetings
- 5.8.2. Manage the Society's office, meeting room calendar, and Office Hours
- 5.8.3. Collect, edit, and publicize meeting minutes and action items, and acts of Council
- 5.8.4. Ensure the completeness of all governing society documents
- 5.8.5. Book rooms as needed
- 5.8.6. Enforce Acts of Council and Society Bylaws
- 5.8.7. Be in charge of organizing all referenda and election processes of the Society
- 5.8.8. Act as the Returning Officer of the Society

5.9. The Social Media and Promotions Officer shall:

- 5.9.1. Maintain and update Society Social Media channels, specifically:
 - 5.9.1.1. Facebook
 - 5.9.1.2. LinkedIn
 - 5.9.1.3. Twitter
 - 5.9.1.4. Instagram

- 5.9.2. Be responsible for publicizing activities on the Faculty of Engineering's televisions
 - 5.9.3. Manage the Society's website
 - 5.9.4. Maintain the Society's calendars
 - 5.9.5. Oversee media creation, including posters and any other marketing materials inclusive of banners, brochures, etc.
 - 5.9.6. Approve all Society media prior to distribution
 - 5.9.7. Liaise with the Faculty of Engineering's Social Media and Public Relations personnel
 - 5.9.8. Effectively distribute information about competitions, conferences, scholarships, open leadership positions, and grants made aware to the Society which are available to all members
 - 5.9.9. Broadcast the wording of all Society Referenda to the Society's members
 - 5.9.10. Communicate all Society correspondence to Society members or delegate, where appropriate, to the Administration Officer
- 5.10. The Events Officer shall:
- 5.10.1. Coordinate the planning of all of the Society's social events
 - 5.10.2. Coordinate no fewer than one social event per academic semester, including all Welcome Week activities
 - 5.10.3. Plan, coordinate, and execute at least one Council team-building event per semester
 - 5.10.4. Coordinate with the Vice-President Internal to ensure that all events meet Environmental and Occupational Health and Safety Services guidelines
 - 5.10.5. With the Academic Officer, co-supervise the activities of events volunteers
 - 5.10.6. Communicate all communication needs (email, social media, website) to the Social Media and Promotions Officer to promote activities
- 5.11. The Graduate Student Life Officer shall:
- 5.11.1. Remain informed of all issues relating to graduate student life
 - 5.11.2. Work to improve the quality of graduate student life
 - 5.11.3. Work to improve - as well as champion and - manage all graduate student issues (academic, supervisory, or otherwise)
 - 5.11.4. Report any pressing issues to Council

5.11.5. Be a Faculty Representative to the Graduate Student Association Council and abide by all their regulations

5.11.6. Represent the Society's viewpoints and interests to the Graduate Student Association Council

5.11.7. Ensure that international graduate students are represented in the community

5.11.8. Liaise with the Events Officer and Graduate Ambassador in any matter regarding Welcome Week activities

5.11.9. Communicate all communication needs (email, social media, website) to the Social Media and Promotions Officer to promote activities

5.12. The Graduate Ambassador shall:

5.12.1. Maintain external relationships with, and oversee the Society's appointment of representatives, to meetings with the:

5.12.1.1. Graduate Students Association

5.12.1.2. International Graduate Students Association

5.12.1.3. Canadian Union of Public Employees

5.12.2. Be a Faculty Representative to the Graduate Student Association Council and abide by all their regulations

5.12.3. Represent the Society's viewpoints and interests to the Graduate Student Association Council

5.12.4. Communicate all communication needs (email, social media, website) to the Social Media and Promotions Officer to promote activities

5.12.5. Sit on the Student Issues Committee

5.13. Executive Offers shall have the following levels of clearance

	Bank	Email	Social	Website
President	X	X	X	X
Vice-President External	X	X	X	X
Vice-President Internal	X	X	X	X
Academic Officer		X		
Administrative Officer		X		
Social Media and Promotions Officer		X	X	X
Events Officer		X		
Graduate Student Life Officer		X		
Graduate Ambassador		X		