

BY-LAWS

OF THE RYERSON ENGINEERING STUDENT SOCIETY

Revised March, 2011

The Ryerson Engineering Student Society
By-Laws

March 2009

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BY-LAWS OF THE RYERSON ENGINEERING STUDENT SOCIETY

***Preamble:** These by-laws, with the accompanying Constitution, outline the operating procedures and the goals of the Ryerson Engineering Student Society. This document is not meant to stand-alone; it is to complement the Constitution, created in 1988.*

CHAPTER ONE: General Information

- 1.1 The official motto of RESS shall be: “Ventura Nobis Consilio”. Translated: “The future is ours by design”.
- 1.2 English is the official language of RESS.
- 1.3 Any responsibility not specifically laid out in these by-laws shall be considered to be the responsibility of the Executive of RESS as described in Appendix B.

CHAPTER TWO: Meetings

- 2.1 Meetings of the Board of Directors may be called by any member of the board of directors by giving not less than 5 days notice of the time and place of the meeting.
- 2.2 Quorum for meetings of the Board of Directors is one half (½) of the Board of Directors.
- 2.3 The executive prescribes rules and regulations consistent with these by-laws and the constitution created in 1988 relating to the management and operation of RESS. Such rules and regulations have force and effect only until the next Annual General Meeting when they shall be confirmed or, failing such confirmation, shall at and from that time, cease to have any force and effect.
- 2.4 All RESS meetings follow Robert's Rules of Parliamentary Procedure.
- 2.5 The chair of any RESS meeting does not cast a vote.
- 2.6 Quorum for RESS Annual General Meetings shall be twenty five (25) of the Membership.
 - 2.6.1 RESS will hold bi-weekly meetings during the academic school year (a minimum of 5 per semester, which includes the SAGM and AGM, and 4 meetings during the summer).
- 2.7 Voting Regulations
 - 2.7.1 A majority vote is defined to be 50% + 1 of the eligible members voting.
 - 2.7.2 A member of the Board who has an interest, directory or indirectly, in any contract, transaction, proposed contract or proposed transaction under consideration by the Board or a Committee shall:
 - (a) Declare to the Board the nature and extent of the interest as soon as possible and not later than the meeting at which the matter is to be considered;
 - (b) Refrain from taking part in any vote related to the matter; and
 - (c) Withdraw from the meeting when the matter is being discussed if required to do so by a majority of the members of the Board present at the meeting, or if the member in his or her discretion wishes to do so.

Provided that such an interest is not a financial interest, the Board member may vote on the matter, unless two-thirds of the Board members who have not declared such an interest then decide otherwise.
 - 2.7.3 Where the Board is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors may declare, by a resolution carried by two-thirds of the Board members present at the meeting, that a conflict of interest exists and in each such case the provisions of Section 2.7.2 (b) and (c) shall apply as if the member had declared the interest.
- 2.8 Motions for RESS meetings
 - 2.8.1 Meetings of the Board of Directors

Motions are decided by a simple majority vote. Votes are cast by a show of hands unless any member of the Board of Directors demands a secret ballot. Members of the Board of Directors have the option to withdraw from voting, or have their vote noted in the meetings minutes.

The chair holds the tie breaking vote in the event of a tie and does not vote otherwise. The Secretary does not vote. All other members of the Board of Directors hold one (1) vote.

2.8.2 General Meetings

Motions which require an amendment to the Constitution or By-Laws are determined by a two-thirds (2/3) majority vote, all other motions require a simple majority. Votes are cast by a show of hands unless any member in attendance demands a secret ballot. Members have the option to withdraw from voting, or have their vote noted in the meetings minutes.

The secretary of RESS does not hold a vote. All other individuals of the membership hold one (1) vote.

2.8.3 Meetings of the Executive

Motions are decided by a simple majority vote. Votes are cast by a show of hands unless any executive member demands a secret ballot. Members of the executive have the option to withdraw from voting, or have their vote noted in the meetings minutes.

The chair of the meeting of the Executive holds the tie breaking vote. All other members of the Executive hold one (1) vote.

CHAPTER THREE: The Board of Directors

3.1 Composition

The Board of Directors is composed of fifteen (15) members. Thirteen (13) of the fifteen members of the Board of Directors will be elected from the General Membership as per Chapter Four (4) of these by-laws. They include:

- President
- Vice-President Administration
- Vice-President External
- Vice-President Internal
- Vice-President Communications
- Eight (8) Discipline Directors: Aerospace, Chemical, Civil, Computer, Biomedical, Electrical, Industrial, and Mechanical.

Two (2) of the fourteen Board of Directors positions:

- First Year Engineering Board President
- Vice-President Finance

shall be filled as described below.

The First Year Engineering Board President will be elected by the first year membership within the first month of the fall semester, according to Chapter Four (4) of these by-laws. The position shall be vacant from May 1 until the election results are tallied.

The Vice-President Finance is appointed by the executive after serving at least one (1) semester as Under-Treasurer. The Under-Treasurer will serve as the Vice-President Finance's assistant and learn the role of Vice-President Finance to fill the position in the next term following approval from the Dean of the Faculty of Engineering and Applied Science. The Under-Treasurer is chosen by the Executive from membership applications. The deadline for applications shall be the last day of class of the fall semester. In the event that the Vice-President Finance position cannot be filled by these means, the Executive will appoint a member to the position with the approval of the Dean.

3.1.1 President

The President's duties include but are not limited to those listed below. The President shall:

- a) Be the Chief Executive Officer of RESS.
- b) Be the official spokesperson on behalf of RESS.
- c) Act in the interests of RESS according to the direction of the Board of Directors.
- d) Be an ex-officio member of all committees of RESS.
- e) Ensure good relations between RESS and member organizations, professional organizations, and administrative bodies.
- f) Have the power to call a meeting of the Executive.
- g) Have signing authority for all legally binding contracts and have signing authority in conjunction with the Vice-President Finance over the RESS chequing accounts.
- h) Prepare an operating budget in conjunction with the Vice-President Finance.
- i) Be the liaison between the FYEB and RESS and shall oversee the operations of the FYEB.
- j) Be responsible for the content appearing in the RESS publications.
- k) Ensure that all events sponsored by RESS follow the Risk Management Guidelines set forth by the University.

- l) Shall be responsible for appointing, managing and overseeing the Equity commissioner.
- m) Shall be responsible for managing and overseeing the Discipline Directors.

3.1.2 Vice-President Administration

The Vice-President Administration's duties include but are not limited to those listed below. The Vice-President Administration shall:

- a) Be the acting-President in the absence of the President.
- b) Have the authority to call meetings of the Executive.
- c) Be responsible for all General Meetings as well as the upkeep and distribution of the official RESS Constitution and By-Laws.
- d) Be responsible for maintaining the integrity of the professional operations within the RESS Office.
- e) Be responsible for ensuring a good transition between the incoming and outgoing Board of Directors, in conjunction with the Vice-President Administration-Elect.
- f) Have signing authority in conjunction with the Vice-President Finance over RESS chequing accounts.
- g) Be responsible for the maintenance and acquisition of RESS equipment and facilities.
- h) In the absence of the Secretary or Chair, appoint a replacement for the duration of the meeting in question.
- i) Shall be responsible for appointing, managing and overseeing the Chair, Secretary and Academic Commissioner.
- j) Handle room bookings and room allocations for RESS.
- k) Maintain the RESS email server.

3.1.3 Vice-President External

The Vice-President External's duties include but are not limited to those listed below. The Vice-President External shall:

- a) Maintain communication and information interchange between RESS and professional organizations, industries, and external student organizations.
- b) Be responsible for interviewing all applicants and recommending delegates for all conferences to which the Board of Directors chooses to send representation.
- c) Be responsible for the registration and travel of all delegates.
- d) Act as the Head-Delegate for all conferences.
- e) Appoint a replacement Head-Delegate for any conference that he/she is unable to attend.
- f) Be responsible for appointing a chair to organize the Ryerson Engineering Competition.
- g) Shall be responsible for appointing, managing and overseeing the Alumni Chair.
- h) Shall be responsible for appointing, managing and overseeing the Charity Commissioner.
- i) Shall be responsible for appointing, managing and overseeing the Outreach Commissioner and the National Engineering Week Chair.
- j) Be the liaison between the Bug Committee and RESS and shall oversee the operations of the Bug Committee.

3.1.4 Vice-President Internal

The Vice-President Internal's duties include but are not limited to those listed below. The Vice-President Internal shall:

- a) Act as the liaison to the faculty and services of the University.
- b) Be the Chair of the Events Planning Committee as described in section 3.3.
- c) Be the liaison between RESS and internal student organizations.
- d) Be responsible, in cooperation with the Vice-President Communications and Vice President Administration, for informing the member students of all events and activities by any means deemed appropriate by the Board of Directors.
- e) Shall be responsible for appointing, managing and overseeing the Orientation Week Chair, National Engineering Week Chair, Women In Engineering Commissioner and Social Commissioner.

3.1.5 Vice-President Communications

The Vice-President Communications' duties include but are not limited to those listed below. The Vice-President Communications shall:

- a) Be responsible for the management of all RESS publications and must follow the procedures as outlined in the Editorial Mandate and Guidelines of Ryerson Engineering Student Society Publications (Appendix A).
- b) Be responsible, in cooperation with the Vice-President Internal, for informing the member students of all events and activities by any means deemed appropriate by the Board of Directors.
- c) Oversee the following RESS publications and their Commissioners:
 - Student Handbook, Handbook Engitor
 - The Golden Ram Newspaper, Golden Dram Engitor
 - Yearbook, Yearbook Engitor
 - Website, Information Technology Commissioner
- d) Shall be responsible for appointing, managing and overseeing the Handbook Engitor, Golden Ram Engitor, Yearbook Engitor, Information Technology Commissioner, Photographer, Outreach Commissioner, Women In Engineering Commissioner.

3.1.6 Vice-President Finance

The Vice-President Finance's duties include but are not limited to those listed below. The Vice-President Finance shall:

- a) Be responsible for the financial operation of RESS.
- b) Prepare an operating budget in conjunction with the President.
- c) Will maintain the operating budget for RESS and will be accountable in this regard.
- d) Have an annual financial audit conducted.
- e) Have signing authority for RESS chequing accounts in conjunction with either the President or the Vice-President Administration.
- f) Approve or reject all RESS financial agreements and financial documents and cheques.
- g) Ensure good financial transition by training the Under-Treasurer to the roles of the Vice-President Finance.
- h) Be responsible in conjunction with the Academic Commissioner for maintaining the operations of the RESS Thesis Grants.
- i) Be responsible, in conjunction with the Academic Commissioner, and the Events Planning Committee, for the promotion of the RESS Endowment Fund.

3.1.7 Secretary

The Secretary's duties include but are not limited to those listed below. The Secretary shall:

- a) Be responsible for taking minutes at all meetings, the distribution of past meetings' minutes, and maintaining the files of RESS.
- b) Be responsible for maintaining an inventory of all merchandise retained by RESS.
- c) Directly report to and work in full cooperation with the Vice President Administration.
- d) Be responsible for the creation and upkeep of the archive. The archive will contain the transition, governance and working documents of the board and shall be held for five (5) years before being disposed of.

3.1.8 Academic Commissioner

The Academic Commissioner's duties include but are not limited to those listed below. The Academic Commissioner shall:

- a) Be responsible for the organization of academic extra-curricular events.
- b) Schedule and plan, in full cooperation with the Vice-President Internal and the Events Planning Committee, no less than three (3) events promoting engineering in both the fall and winter semesters.
- c) Be responsible in conjunction with the Vice-President Finance for maintaining the operations of the RESS Thesis Grants.
- d) Be responsible, in conjunction with the Vice-President Finance, and the Events Planning Committee, for the promotion of the RESS Endowment Fund.
- e) Be responsible for receiving and acting upon any academic concerns that the membership brings to the attention of the Board of Directors.
- f) Be responsible for maintaining and expanding the exam bank.
- g) Directly report to and work in full cooperation with the Vice President Administration.

3.1.9 Social Commissioner

The Social Commissioner's duties include but are not limited to those listed below. The Social Commissioner shall:

- a) Be responsible for the organization of non-academic extra-curricular events.
- b) Work in full cooperation with the Vice-President Internal and within the Events Planning Committee to deliver a minimum of three (3) social events in both the fall and winter semesters.

3.1.10 Discipline Directors

The Discipline Directors' duties include but are not limited to those listed below. The Discipline Directors shall:

- a) Be responsible for advertising and promoting RESS events within their discipline.
- b) Attend meetings held by their respective course union, provided the meetings are open to the discipline director.
- c) Provide updates on all activities of the course union and for the engineering students throughout the year to the Board of Directors.
- d) Have the option to appoint representation for each year in their respective discipline to liaise between the director and the student body.
- e) Represent the interests and the concerns of the membership of their discipline.
- f) Have the option of being an active member of the Events Planning Committee.
- g) Directly report to and work in full cooperation with the President.

- h) Submit an article for each publication of the Golden Ram.

3.1.11 First Year Engineering Board President

The FYEB President's duties shall include but are not limited to those listed below. The FYEB President shall:

- a) Liaise between the FYEB and the President.
- b) Chair all meetings of the FYEB.
- c) Be the Chief Executive Officer of the FYEB.
- d) Be the official spokesperson on behalf of FYEB.
- e) Act in the interests of the First Year Membership according to the direction of the First Year Membership.
- f) Be an ex-officio member of all committees of the FYEB.

3.1.12 Ryerson Engineering Competition Chair

The REC Chair's duties include but are not limited to those listed below. The REC Chair shall:

- a) Be responsible for organizing and promoting the Ryerson Engineering Competition.
- b) Directly report to and work in full cooperation with the Vice President External.
- c) Form a committee which must receive the approval of the Vice President External.
- d) If a vacancy occurs, a suitable replacement may be appointed by the Board of Directors

3.1.12.1 Eligibility

Candidates for the position of REC chair must meet the following requirements:

- a) Must have attended at least one of the REC, OEC, CEC as a spectator or participant
- b) Must have one year experience in the organization of REC
- c) No member shall chair the REC for more than one year

3.1.13 Charity Commissioner

The Charity Commissioner's duties include but are not limited to those listed below. The Charity Commissioner shall:

- a) Be responsible for organizing and promoting the various charity events. These events include, but are not limited to, Shinerama and 24-hour Bug Push.
- b) Have the option to appoint people to help organize charity events (e.g. a Shinerama Director).
- c) Directly report to and work in full cooperation with the Vice President External.

3.1.14 National Engineering Week Chair

The National Engineering Week Chair's duties include but are not limited to those listed below. The National Engineering Week Chair shall:

- a) Be responsible for organizing and promoting events throughout National Engineering Week.
- b) Work in full cooperation with the Charity Commissioner to organize the 24-hour Bug Push.

- c) Directly report to and work in full cooperation with the Vice President External and Vice President Internal

3.1.15 Photographer

The Photographer's duties include but are not limited to those listed below. The Photographer shall:

- a) Be responsible for taking pictures at all RESS events, both academic and social.
- b) Directly report to and work in full cooperation with the Vice President Communications.

3.1.16 Outreach Commissioner

The Outreach Commissioner's duties include but are not limited to those listed below. The Outreach Commissioner shall:

- a) Be in constant contact with the school boards around Ryerson and coordinate the communication between RESS and these schools' science and math departments; providing them with literature on engineering.
- b) Coordinate days when schools can visit Ryerson to learn more about engineering.
- c) Coordinate days when engineering students at Ryerson can go to speak to high schools about engineering at Ryerson.
- d) Directly report to and work in full cooperation with the Vice President External.

3.1.17 Women in Engineering (WIE) Commissioner

The WIE Commissioner's duties include but are not limited to those listed below. The WIE Commissioner shall:

- a) Work in conjunction with the Outreach Commissioner, communicating with the female population in high schools.
- b) Coordinating days where female students are invited on campus to learn more about engineering at Ryerson.
- c) Directly report to and work in full cooperation with the Vice President Internal.
- d) Liaison between RESS and WIE office.

3.1.18 Web Engitor

The Web Engitor's duties include but are not limited to those listed below. The Web Engitor shall:

- a) Maintain the RESS Websites, the Frosh Website and the RESS Forum.
- b) Directly report to and work in full cooperation with the Vice President Communications.

3.1.19 Equity Commissioner

The Equity Commissioner's duties include but are not limited to those listed below. The Equity Commissioner shall:

- a) Be responsible for organizing and promoting events throughout National Engineering Week.
- b) Work in full cooperation with the Charity Commissioner to organize the 24-hour Bug Push.

- c) To help deliver peer training programs in human rights to student leaders from the membership at least once a year.
- d) To create and revise a Positive Space training specific to engineering, involving researching, editing and synthesizing materials in partnership with the Ryerson Positive Space Committee.
- e) To liaise between groups on campus such as RyePRIDE, Women's Centre, RyeACCESS, Access Centre, Working Students' Centre, Ryerson Aboriginal Services for Students
- f) To compile a survey each year and provide a report summarizing their findings.
- g) Directly report to and work in full cooperation with the President.

3.1.20 Alumni Chair

The Alumni Chair's duties include but are not limited to those listed below. The Alumni Chair shall:

- a) Liaise with Office of Alumni relations, RESS and faculty representative and coordinate joint initiatives and events
- b) Attend meeting initiated by the and participate in alumni events as a RESS representative
- c) Chair the Alumni affairs committee
- d) Write articles when required for the alumni to maintain continuous communication with alumni regarding RESS activities and initiatives.
- e) Encourage the involvement and support of alumni in RESS activities and initiatives.
- f) Directly report to and work in full cooperation with the Vice President External.

3.1.21 Chair

The Chair's duties include but are not limited to those listed below. The Chair shall:

- a) Be the Chair of all Meetings of the Board of Directors.
- b) Be responsible for meeting Engendas and for finding a suitable chair with knowledge of Robert's Rules of Order for both the Semi-Annual General Meeting and the Annual General Meeting.

3.2 The term of each position of the Board of Directors position is from May 1 to April 30 of the following year, with the exception of the FYEB president.

3.3 Events Planning Committee

The Events Planning Committee (EPC) must consist of at least 6 members. Two of these members will work toward logistics. Another two will work toward marketing of the events. The last two members will work toward event finance. Any additional members to the EPC may opt to join any of these three areas.

Any member of RESS may join the Events Planning Committee, subject to approval by the VP Internal. The VP Internal shall chair the Events Planning Committee meetings, which will be held at least once per month. The chair is responsible for appointing a secretary for each meeting and for submitting the minutes of these meetings to RESS at the next meeting of the Board of Directors. Quorum for the Events Planning Committee meetings will be three (3) or more members.

This committee shall plan, promote, and implement co-curricular activities for RESS. These events shall include one (1) guest speaker in the field each of the eight (8) disciplines.

This committee will act as liaison to all recognized Ryerson design teams and are to maintain direct contact with these teams throughout the year.

3.4 Bug Committee

The Bug Committee must consist of a minimum of four (4) members. One of these members will be appointed by the Board of Directors of RESS and will be the chair of the committee.

The Bug Committee is open to all members of RESS and would be responsible for modifying the VW Beetle every year primarily for National Engineering Week's Bug Push.

The Bug Committee will liaison with the RESS Board of Directors through the Vice President External of RESS.

3.5 Special Positions

RESS Board of Directors will be responsible for appointing people to non-voting positions including, but not limited to:

- The Ram Guard
- Equity Commissioner
- Academic Commissioner
- Chair
- Ryerson Engineering Competition Chair
- Charity Commissioner
- Alumni Chair
- National Engineering Week Chair
- Orientation Week Chair (for the following year)
- Social Commissioner
- The Golden Ram Engitor
- Photographer
- Outreach Commissioner
- Women In Engineering Commissioner
- Bug Committee Chair

The Chair, the Social Commissioner, and the Academic Commissioner have mandatory attendance at RESS meetings. The remaining appointed positions do not have mandatory attendance at RESS meetings, unless requested.

3.6 Members of the Board of Directors of RESS may not concurrently hold an appointed position unless a suitable replacement cannot be found except if the appointed position is their only position on RESS.

CHAPTER FOUR: Election Procedures

- 4.1 The elected positions of the Board of Directors shall be elected from the general membership by May 1 in accordance with the Ryerson University Election Procedures.
- 4.2 All candidates for a Board of Directors position shall have a clear academic standing or a conditional academic standing with a grade point average greater than or equal to two point zero (2.00)
- 4.3 Any co-op student with a work term falling on the fall or winter semesters nominated for a position on the Board of Directors must have a second member as a running mate who will fill the position while the nominated student is on work term. The two students must run as a team for one position. Co-op students with a work term falling on the fall or winter semesters may not run for an Executive Position, to ensure continuity throughout the year.
- 4.4 If the President's position becomes vacant before the end of term, the Vice-President Administration shall become President.
- 4.5 If the FYEB President position becomes vacant before the end of term, the FYEB shall nominate a replacement and present the nominee to the Board of Directors for approval by the executive.
- 4.6 Should a Board of Directors position, other than those mentioned in Article 4.4 and 4.5, become vacant before the end of term, or if a position is not filled during the election, the executive shall appoint an interim replacement, or hold a by-election at their discretion.
- 4.7 Any member of the Board of Directors, with an accompanying petition signed by fifty (50) general members, may forward a motion for impeachment of an elected member of the Board of Directors, at a Meeting of the Board of Directors. A special general meeting must be called within two (2) weeks of the date the motion was made, and a two-thirds (2/3) majority vote of the general membership attending this meeting is required for impeachment. If the motion is successful, the position is declared vacant and the procedures listed in Sections 4.1-4.5 are to be followed.
- 4.8 Nominees for the positions of Vice-President Administration, Vice-President Internal and Vice-President External, and Vice-President Communications require one (1) full year of experience on the Board of Directors, or other experience deemed appropriate by the Board of Directors.
- 4.9 Unless other experience is deemed appropriate by the executive, The President is required to have either:
 - a) No less than two full years experience, consecutive or non-consecutive, on the board of directors, one full year of which is served in a Vice President capacity or
 - b) No less than one full year of experience on the board of directors and one full year serving as an engineering course union president.
- 4.10 The nomination forms for executive positions need 25 signatures, none of which can be from concurrent Members of the Board of Directors. All other non-appointed positions require 10 signatures appropriate to the position, none of which would be from concurrent Members of the Board of Directors.

CHAPTER FIVE: Amendments to the By-Laws

- 5.1 Amendments to these by-laws require a two-thirds ($2/3$) majority vote at a General Meeting.
- 5.2 Any motion for amendment to the By-Laws may be made by the Executive or by a typed motion submitted ten (10) days prior to the General Meeting from the general membership accompanied by fifteen (15) members' signatures, names and student numbers.

CHAPTER SIX: Operating Procedures

PREAMBLE: Purpose of Chapter Six

The following procedures have been included in these by-laws to maintain continuity and direction in the year-to-year operation of RESS. Its function is not to restrict the operations of each new member of the Board of Directors but to provide direction in important matters involving RESS each year.

6.1 Conference Delegates

- 6.1.1 The Vice-President External will advertise and make available conference delegate applications to the membership within the first two (2) weeks of the fall semester.
 - 6.1.1.1 These applications must be submitted to the Vice-President External no less than four (4) weeks prior to any given conference. At the discretion of the Vice-President External and the President, this deadline can be changed as required for travel/accommodation and funding purposes.
- 6.1.2 The Board of Directors shall view all submitted applications and vote on delegates for each conference.
- 6.1.3 Delegates attending any of the following conferences agree to pay to RESS ten (10) dollars per night of the conference to a maximum of fifty (50) dollars:
 - a) Engineering Students Societies' Council of Ontario (ESSCO) Annual General Meeting
 - b) Canadian Federation of Engineering Students (CFES) Presidents' Meeting
 - c) Ontario Engineering Societies' Presidents' (OESP) Meeting
 - d) CFES Congress
 - e) First Year Integration Conference (FYIC)
 - f) Professional Engineers of Ontario (PEO) Conference
 - g) Ontario Engineering Competition (OEC)
 - h) National Conference for Women in Engineering (NCWIE)RESS' Head Delegate of the conference is exempt from the above fee.

RESS agrees to pay one hundred (100) percent of the remaining conference registration fees, one hundred (100) percent of the remaining lodging fees, and one hundred (100) percent of the remaining travel expenses for the above conferences incurred by the delegation. The RESS Executive prior to departure must have approved the number of delegates, as well as the means of travel and lodging.

Additional Conferences or Competitions may be subsidized by RESS at the discretion of the Executive.

- 6.1.4 Delegates to ESSCO AGM, CFES Congress and FYIC agree to pay an additional fifty (50) dollar refundable damage and ancillary deposit before leaving for the conference. The deposit will be refunded if all of the following criteria are satisfied:
 - a) The organizers from the attended conference do not charge RESS for damage fees.
 - b) The delegate submits a report no shorter than one hundred and fifty (150) words, outlining the proceedings of the attended conference. This report must be submitted to the Vice-President External within fourteen (14) days of the final day of the attended conference. This report will then be reviewed and entered into a file by the Vice-President External for future reference
 - c) The delegate, at the discretion of the head delegate, has been deemed to have attended the seminars at the conference.

6.2 Funding Proposals

- 6.2.1 RESS accepts funding proposals from Ryerson Chapters of Professional Societies, Ryerson Engineering Clubs which are not directly funded by the Ryerson Students' Union, and Ryerson Engineering Competition Teams. Each proposal must have an accompanying budget.
- 6.2.2 RESS funding be separated into two individual payment periods corresponding to the Fall and Winter semesters. All parties who receive RESS funding must be prepared to submit a report detailing distribution of given funds. This report should be submitted no later than 2 weeks after it has been requested by a RESS executive.
- 6.2.2.1 For the fall semester, the application deadline will be no later than exactly 3 weeks before the final day of Fall classes as outlined by Ryerson University for the year in question. Applications are to be processed and funding released no later than 2 weeks after the submission date.
- 6.2.2.2 For the winter semester, the application deadlines will be no later than exactly 3 weeks before the last day of Winter classes as outlined by Ryerson University for the year in question. Applications are to be processed and funding released no later than 2 weeks after the submission date

6.3 RESS accepts thesis grant applications from members who are enrolled in a thesis course, or an equivalent design course. The Academic Commissioner makes applications available to candidates and ensures that all candidates meet the approved criteria as outlined on the application. The President and Vice-President Finance decide on grant amounts after hearing recommendations given by the Academic Commissioner.

6.3.1 Thesis Grant Guidelines

- 1) The deadline for submission of a thesis grant application will be on or immediately after the submission deadline for the particular department for that academic year.
- 2) All listed expenditures in the application must be accompanied by receipts or copies of receipts.
- 3) Grants will not be given for items not yet purchased.
- 4) Cheques will only be given to the approved applicant after submission of a stamped hardcopy of their completed thesis and a softcopy of their completed thesis.
- 5) A cover page must be submitted, on time and together, or the application will be immediately rejected.

6.4 The Executive must approve budgets and expenses from all RESS Committees before any funds will be provided by RESS. The Vice-President Finance has final veto of all expenditures, and financial agreements. Any veto should include a reason and be documented for reference should the proposal be brought up at a later time. This documentation is for use as reference to provide a mindset behind the veto not to limit the actions of future Boards of Directors.

6.5 The fiscal period of RESS is May 1 to April 30 of the following year.

6.6 The President and the Vice-President Finance, on behalf of the RESS Executive, must submit a copy of the budget for their fiscal period to the Dean of Engineering and Applied Science by the end of June of each year. Also, a financial statement outlining all budgetary spending of the previous fiscal period must be submitted to the Dean by the end of November of each year.

- 6.7 RESS' policy on the December 6 Memorial follows the guidelines of the "Association des Étudiants de Polytechnique" and the statement from the Canadian Federation of Engineering Students.
- 6.8 All members of the Board of Directors are subject to a "3 strike" rule in which strikes will be assigned at the discretion of the President and the Vice-President Administration. Once a member of the board has been assigned three (3) strikes in their term in office, the individual in question is immediately called in front of a Meeting of the Board of Directors to defend their position on the board. A vote of the Board of Directors is then called, in which a two-thirds (2/3) majority vote results in the immediate termination of the individual in question from their position.
- 6.9 All members of the Board of Directors, and appointed positions are required to take the Positive Space seminars offered by Ryerson's Discrimination, Harassment Prevention Services office at the beginning of each fall semester.

CHAPTER SEVEN: Long Term Goals

7.1 RESS will have created a self-sustainable endowment fund by May 1st 2028.

7.1.1 RESS will budget an acceptable portion of its revenue (no less than 2%) into investments (eg. GIC's, Mutual Funds, etc.); in order to build principal for the endowment fund.

7.2 In order to incorporate in the near future, RESS will attempt to operate in a more professional and responsible manner.

7.2.1 RESS will revamp the constitution to comply with the Canada Business Corporations Act.

7.3 Alumni Board

The Alumni Board must consist of at least four (4) members. One (1) of these members must be the Alumni Chair (outlined in Section 3.1.20 of these By-Laws). At least two (2) of these members must have held positions on RESS. Members of the Alumni board will be appointed by the Board of Directors of RESS. All members, with the exception of the Alumni Chair must have graduated from an Engineering program at Ryerson University. Members of the Alumni Board are not voting members of the Board of Directors of RESS.