

Constitution for the Engineering Graduate Community Council (EGCC) (Version: December, 2015)

Article 1 – Name

1.1 The official name of the club shall be “Engineering Graduate Community Council”, also known as “EGCC”. No other name shall be used in the advertisement or representation of the club.

Article 2 – Purpose of the Club

- 2.1 To represent Engineering Graduate Students of University of Saskatchewan at the College and University level.
- 2.2 To enhance collaboration among different disciplines in the College of Engineering.

Article 3 - Membership

- 3.1 Membership shall be limited to Graduate Students in the College of Engineering at the University of Saskatchewan.
- 3.2 Undergraduate Students, Post-doctoral Researcher, Research Associates, Faculty and Staff of the University of Saskatchewan may be granted Associate Membership.

Article 4 – Executive

- 4.1 The Executive Committee shall consist of:
- a) President
 - b) Vice-President Finance
 - c) Vice-President Academic
 - d) Vice-President Student Affairs
 - e) Vice-President Communications
- 4.2 Executives can be from any Academic Council that is listed in Article 6 with no more than two from a same Academic Council.
- 4.3 The term of offices shall be one year and shall begin on October 1 of each year.

Article 5 – Duties of the Executive

- 5.1 President
- a) To coordinate, supervise and oversee the other members of the Executive Committee in their duties;
 - b) To chair all meetings;
 - c) To be liaison between EGCC executives and Councilors of Academic Councils listed in Article 6, and organize Annual General Meeting;

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- d) To cover responsibility of any Vice-President, in case they resign;
- e) To communicate with external parties;
- f) To have authority to update EGCC website and send mass emails to students;
- g) To represent the EGCC at College and University level Councils; and,
- h) To have co-signing authority for the Council.

5.2 Vice-President Finance

- a) To be responsible for all financial dealings;
- b) To organize at least one fund-raising event;
- c) To help other Vice-Presidents in case of financial needs for events;
- d) To guide GSA reps of Engineering to collect the maximum budget;
- e) To help in organizing Annual General Meeting;
- f) To assume all powers of the President in his/her absence; and,
- g) To have co-signing authority for the Council.

5.3 Vice-President Academic

- a) To organize at least one academic event/workshop;
- b) To attend college-wide academic meetings;
- c) To organize college-wide Graduate Town Hall meetings; and,
- d) To attend Safety meetings.

5.3.1 Safety meetings can be delegated to interested students or other executives

5.4 Vice-President Student Affairs

- a) To organize EGCC's annual big social event;
- b) To organize at least one orientation event; and,
- c) To organized other social events if possible.

5.5 Vice-President Communications

- a) To take minutes and prepare agenda for all meetings;
- b) To prepare posters and advertisement of events in cooperation with other Executives;
- c) To update the EGCC's Facebook page;
- d) To prepare EGCC's event calendar; and,
- e) To coordinate all EGCC meetings.
- f) To have co-signing authority for the Council.

Article 6 – Academic Councils

6.1 The EGCC shall work in close collaboration with the following Academic Councils of the Graduate Students' Association (GSA) at the University of Saskatchewan:

- a) Chemical Engineering Graduate Students' Society (CHEGSS)
- b) Biological Engineering Graduate Students' Society (BLEGSS)
- c) Biomedical Engineering Graduate Students' Society (BEGSS)
- d) Civil and Geological Engineering Graduate Students' Society (CEGSS)
- e) Electrical and Computer Engineering Graduate Students' Society (EEGSS)

f) Mechanical Engineering Graduate Students' Society (MEGSS)

6.1.1 This shall not prevent EGCC from collaboration with Academic Councils that are not in the list.

6.2 Each listed Academic Council shall be ratified individually with the GSA, with the memorandum of understanding that all finances related to the each Academic Council shall be handled by the EGCC.

6.3 The number of Councilors (Representatives in GSA) allowed on each Academic Council is determined according to the GSA Constitution.

6.4 Councilors shall be elected by direct vote of Engineering Graduate Students at Annual General Meeting of the EGCC for one academic year (see Constitution of each Academic Council for details).

5.6 All officers of the Executive Committee are entitled to represent their relevant Academic Council at the University of Saskatchewan GSA Council meetings at least as an alternative member, according to GSA Academic Council regulations.

5.6.1 All officers of the Executive Committee can also be a voting (main) Representative of their relevant Academic Council (if elected, see 6.4) as long as they fulfill all their duties in the EGCC.

Article 7 – Finances

7.1. There shall be no membership fee

7.2 The finances of the organization must be handled exclusively by the organization and kept separate from any other group.

7.3 Any surplus resulting from the yearly operation of the group should be transferred to reserve for future use and no part of the surplus shall be payable to any member.

7.4 In the event of the dissolution of the group, all surplus and assets should be transferred to a similar group with the same membership and purpose.

7.5 Funds collected through membership fee and GSA will be used to support Graduate Student activities at the College of Engineering as decided by the Executive Committee.

Article 8 – Meetings

8.1 The EGCC shall hold regular and special Executive Committee meetings at such places and times as designated by the Executive Committee.

8.2 Quorum for any Executive Committee meeting shall consist of three out of five EGCC

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executives. No motion can be passed without quorum. With quorum, all motions may be passed by simple majority vote.

8.3 Voting members at the Executive Committee meetings shall be the EGCC Executives and one Councilor (or their alternative) from each Academic Council listed in Article 6, if they participate in any EGCC meeting.

8.4. If an EGCC officer also represents an Academic Council, he/she shall have only one vote.

8.5 Other individual(s) can attend Executive Committee meetings if invited by the President or by a vote of majority for Official Purposes.

8.6 All Meeting proceedings will be based on the latest edition of Robert's Rules of Order. Reference to Robert's Rules of Order shall be the Final recourse in the event of any procedural dispute.

Article 9 – Elections

9.1 All Officers of EGCC shall be elected by direct vote of Engineering Graduate Students at Annual General Meeting of the EGCC.

9.2 Should the election results be in violation of Article 4.2, the elected candidates of the positions in violation shall decide which position to withdraw from and the candidate with the next highest number of votes in the withdrawn position shall be elected.

9.3 Annual General Meeting and call for nominations shall be announced at least one week before the Annual General meeting time and date. Email shall be the primary means of announcement.

Article 10 – Amendments

10.1 Constitution shall be Amended by either of:

- a) Vote of majority at the Annual General Meeting
- b) Vote of majority at a constitution committee consisted of EGCC Executives and Councilors (or alternatives) of the Academic Councils listed in Article 6. At least three EGCC Executives and two Councilors (or alternatives) must be present in the meeting. If all Councilors are EGCC Executives as well, then at least four EGCC Executives must be present in the meeting. EGCC Executives and Councilors shall receive email announcement at least two weeks of prior to the meeting time and date.

Article 11 – Impeachment

11.1 A motion to ‘impeach and remove office’ any member of the Executive Committee shall be automatically tabled until the next Executive Committee meeting, at least one week later. At

this time, the motion will be brought to the floor, after the approval of the minutes and before the Executive Committee reports. The motion must be approved by two-thirds (2/3) of the voting members present at the meeting to be carried.

Article 12 – Certificates

12.1 Certificate of appreciation shall be given to Volunteers, Councilors (and alternatives) of the listed Academic Councils (See Article 6), and EGCC executive.

12.2 The certificates shall be issued on behalf of EGCC and are to be signed by EGCC president.

12.3 President's certificate is to be signed by at least two Vice-Presidents. President shall not sign his/her own certificate.

12.4 Volunteers and Councilors (and alternatives) shall receive certificate if they gain at least three-fifth (3/5) of EGCC executive votes.

12.5 Each Vice-President shall receive certificate if he/she gains at least two-thirds (2/3) of other EGCC executive votes. In case of necessity, president's vote shall break tie.

12.6 Certificates must include a section that describes completed tasks. Approval of completed tasks' list and content shall need the same voting/signing requirements as 12.3, 12.4 and 12.5.

12.7 If any Councilor (or alternatives) is EGCC Executive as well, he/she shall receive only one certificate describing all completed tasks as Councilor and EGCC Executive.

12.8 Councilors, alternatives and EGCC Executives shall receive certificates only at the end of each academic year.

12.9 Criteria to give certificate to Councilors (and alternatives) shall be:

- a) Attendance in GSA Council meetings: Each Academic Councils must have representative (Councilor or alternative) at all GSA Council meetings and miss no more than one meeting during an academic year.
- b) Close collaboration with EGCC Executives including
 - I. Providing assistance in organizing of events, as requested by EGCC Executives
 - II. Updating EGCC President regarding the GSA Council discussions and decisions

Appendix A – Revision History

Version	Changes to Previous Version
December, 2015	<ol style="list-style-type: none">1. Changed name of the Council2. Changed Structure of EGCC and therefore changed almost all Articles except Article 2.3. Added Article 12 - Certificates
September, 2013	<ol style="list-style-type: none">1. Separated the Chemical and Biological Representatives2. Removed Physics and Engineering Physics Representative3. Added description of Discipline Course Councils4. Elaborated on meeting procession5. Clarified Election candidate eligibility6. Changed the number of Discipline Representatives to one per Discipline7. Changed the Amendments to the Constitution Section
September, 2012	Initial Constitution