



**CONSTITUTION OF THE**

***Sustainable Energy Engineering Student Society***

**OF**

**SIMON FRASER UNIVERSITY**

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## **Terms of Reference**

<b>SEESS</b>	Sustainable Energy Engineering Student Society
<b>Executive Council</b>	The elected body that manages all business of the SEESS
<b>Executive Member</b>	A member of the SEESS that sits on the Executive Council
<b>Regular Member</b>	Any member of the SEESS
<b>General Meeting</b>	A meeting for all members of the SEESS. Called in order to adopt constitutional amendments, present the annual report, recall executives, receive general direction, and promote large-scale discussions
<b>Regular Meeting</b>	A meeting called to address regular business of the SEESS
<b>SFSS</b>	Simon Fraser Student Society
<b>SFU</b>	Simon Fraser University
<b>Director</b>	A Class representative who assists in the duties of a an executive member of the SEESS
<b>CRO</b>	Chief Returning Officer

## **Title I: The Constitution**

### **Article 1: Name**

1.1 The official name of the Society shall be the Sustainable Energy Engineering Student Society (“SEESS”)

### **Article 2: Purpose**

2.1 The purpose of the SEESS shall be:

- i) To promote school spirit.
- ii) To advocate and practice sustainability in all society activities
- iii) To provide access to volunteering and career opportunities to increase the experience of SEE students.
- iv) To improve the quality of education in conjunction with the school of Engineering Science and school of Mechatronics Systems Engineering at Simon Fraser University.
- v) To develop SEESS members’ interests in extra-curricular activities.
- vi) To take an active role in promoting Engineering as a profession.
- vii) To maintain communications with other Engineering groups and professional Engineering associations.
- viii) To give SEESS members a vehicle to develop organizational and leadership skills.
- ix) To represent the interests, and to resolve the issues of the members of the SEESS as relating to Engineering Science at Simon Fraser University’s Surrey Campus, to all groups outside of the SEESS including but not limited to the ESSS, MSESS, SFSS, Engineering Science Administration, and University Administration as required.
- x) To promote communication between graduate and undergraduate students.
- xi) To engage students in local and global issues and opportunities.
- xii) To promote the health and well-being of SEE students.

### **Article 3: Membership**

3.1 Automatic membership in the SEESS shall be extended to all students within the Sustainable Energy Engineering program based at SFU's Surrey campus and shall include:

i) Current SFU students who in one of the previous three consecutive semesters were

I. Declared Majors

II. Declared Minors

III. Honours Students

ii) Any current SFU student that is enrolled in any course offered by the Sustainable Energy Engineering program within the School of Sustainable Energy Engineering.

iii) Honorary members, a symbolic gesture granted to persons who have contributed to SEESS and are not a regular member. Honorary members may be alumni of SEE or non-SEESS members who actively volunteer for SEESS. Honorary members do not have voting rights and their honorary membership is subject to a majority vote in a regular meeting.

3.2 The executive members of the SEESS shall be elected by the members of the SEESS and shall be registered as a Declared Major, Honours, Minor, or Undergraduate Student in the Sustainable Energy Engineering program. Honorary SEE students are also allowed to run as an executive of the SEESS.

3.3 The executive members of SEESS shall have completed 1 term as a declared major in the SEE program.

### **Article 4: Executive Council**

4.1 There shall be an Executive Council that will manage regular business of the SEESS as directed by its membership.

4.2 The Executive Council of the SEESS shall consist of the following positions:

i) President, who shall oversee all operations of the SEESS, guide the executives, and shall oversee interactions with corporate entities and professional organizations. The President will also maintain regular contact with SEE School Heads and administration.

ii) VP Internal, who shall oversee internal administration of the SEESS, including familiarizing the CRO with elections policy, and generally assisting the president in carrying out his or her duties. The VP-Internal is responsible for representing the interests of SEESS at SEE School Council Meetings. The VP-Internal is also responsible for the integrity of the SEESS office and any changes made to it. The VP-Internal is also in charge of managing and handing access to the SEESS email.

iii) VP External, who shall be the first point of contact with internal and external engineering student societies including but not limited to the SFU Engineering Science Student Society and the Mechatronics Systems Student Society. They shall also facilitate interactions with corporations involved with activities of the SEESS.

iv) VP Finance, who shall oversee matters concerning the finances of the SEESS. This may include funds for merchandise, conferences, events and career fairs. They will also be in charge of all financial accounts and records of the SEESS. They also manage and maintain relations with SEESS funding institutions, such as the School of Sustainable Energy Engineering, Faculty of Applied Sciences and the SFSS.

v) VP Social, who shall oversee the SEESS social media, the SEESS website, and the promotion of internal and external opportunities. They will also lead the design, contact of manufactures, and distribution of merchandise.

vi) VP Sustainability, who shall support other executives in carrying out their duties in a sustainable manner as well as promoting independent initiatives regarding sustainability. The VP Sustainability will be responsible for auditing the society's practices on sustainability and overseeing the ethical sourcing of products from the SEESS. The VP Sustainability will also be responsible for managing the website and any additions to it.

vii) VP Academic, who shall support student learning regarding courses and program curriculum. They shall also connect with student representatives on any course conflicts. They are also responsible for representing the SEESS in the Undergraduate Curriculum Committee meeting and reporting any updates to the executive committee.

viii) VP Events, who shall be responsible for creating events that facilitate connection among students. They shall also provide expense reports of the event as well as gather any supplies/resources necessary.

ix) SFSS Council Representative, who shall be responsible for representing the interests of SEESS at SFSS Council meetings. The SFSS Council Representative will also be the first point of contact between the SEESS and SFSS Council Representatives from other societies.

4.3 Any other specific details of each executive's duties will be decided by the current student society. Additionally, a short transition period may exist if both the old and new student societies agree to it. This period will have the old and new executives working in tandem to help the new team adjust to their new positions.

4.4 Executive members must attend all meetings of the SEESS. In the event of failure to attend two consecutive meetings without due cause or report to the Executive Council, Article 16.4 will take effect

## **Article 5: Class Representatives**

5.1 There shall also be a body of Class Representatives that will communicate and maintain mutual understanding between the members of the SEESS and the Executive Council. Class Representatives shall also sit on SEESS Committees, as per SEESS policies. Class Representatives must hold meetings at least once a semester with students from their respective year to discuss any class conflicts or successes. These must then be presented in SEESS's meeting with the SEE Faculty.

5.2 The Class Representatives to the SEESS shall consist of:

- i) A minimum of one and a maximum of three First Year reps.
- ii) A minimum of one and a maximum of two Second Year reps.
- iii) A minimum of one and a maximum of two Third Year reps.
- iv) A minimum of one and a maximum of two Fourth Year reps.

5.3 Class Representatives to the SEESS must attend at least half of all regular meetings, or when called to a meeting by any member, and in addition, must attend all general meetings. In the event of failure to attend two successive meetings where called to attend, without due cause or report to the Executive Council, Article 16.4 will be in effect.

5.4 Class Representatives, during the nomination period can indicate which executive of the SEESS they can act as directors for. It is not mandatory for a class representative to run for a director position alongside their nomination, however they may choose to take a director role later on in their term.

5.5 Only year class representatives may act as directors for SEESS Executives.

## **Article 6: Meetings**

- 6.1 There shall be at least one properly constituted regular meeting per month, and a minimum of four properly constituted regular meetings per semester.
- 6.2 There shall be at least one properly constituted general meeting per year.
- 6.3 Regular meetings may be called at the request of any member and agreed upon by at least four SEESS members.
- 6.4 General meetings may be called at the request of any member and agreed upon by at least twelve SEESS members.
- 6.5 Notice of regular meetings must be at least three days.
- 6.6 Notice of general meeting must be at least fourteen days.
- 6.7 Notice of meetings must be communicated to the vast majority of all SEESS members.
- 6.8 If the meeting is in person, any room, readily accessible by all SEESS members, on any SFU campus shall serve as the venue for SEESS meetings.
- 6.9 Further stipulations of notice requirements, methods of communication, and location of venues shall be specified by SEESS policies.
- 6.10 Regular meetings and general meetings may take count as a video call

## **Article 7: Quorum**

- 7.1 Quorum for regular meetings shall be determined by the VP Internal
- i) Until the DSU Outreach staff person calls for an expansion of the Executive Council by creating more positions to accommodate membership growth, quorum for regular meetings shall be no fewer than three members.
- 7.2 Quorum for general meetings shall be 20 members not including executive members
- 7.3 Quorum for meetings where the SEESS constitution will be amended will have a minimum of 10 members, which may include SEESS Executives. Vote for amendments will be done through web survey made available to all students so as to maximize input from SEESS members.
- i) The web survey must have a 15% response representation of the total number of SEESS members to vote on an amendment.



ii) Constitutional Amendment meetings can be called by any member of the SEESS with the support of at least 6 members.

### **Article 8: Rules of Order**

8.1 The Chair, as elected by the membership present at the meeting, shall adopt Robert's Rules of Order for the conduct of all meetings. If no chair is elected or no election is called, then the President acts as the chair, with the VP Internal acting as deputy chair.

### **Article 9: Decision-making and Voting Procedures**

9.1 Proxy votes are not allowed.

9.2 Voting on any motion must be done at a properly constituted meeting by either a show of hands, or by secret ballot on the request of any member.

9.3 Notwithstanding 9.2: Remote voting will be permitted at general meetings under due cause, as defined by SEESS policies and the SEESS Constitution.

9.4 A motion shall pass by majority vote of those members voting, except as defined in 13.1 and 17.1.

### **Article 10: Chief Returning Officer**

10.1 Removed "Chief Returning Officer" and added abbreviation "CRO"

10.2 A current executive member shall not be eligible for the CRO position.

10.3 The nomination period shall open no later than two weeks prior to the CRO election, shall remain open for no less than one week, and shall close no earlier than one week prior to the CRO election.

10.4 The nomination period shall be considered open once the Executive Council gives notice of a call for nominations and shall be considered closed once the Executive Council gives notice of the list of all candidates.

10.5 Self-nomination shall be accepted by the Executive Council.

10.6 Voting for the CRO shall be held by secret ballot at a regular meeting called for the purpose. The candidate receiving the most 'yes' votes shall be elected.

10.7 All CRO election notice announcements must be communicated to the vast majority of SEESS members, as specified by SEESS policies.

## **Article 11: General Elections**

11.1 Terms of office for the Executive Council and the Forum Representative shall be one year, beginning May 1st through April 30th of the following year.

11.2 Terms of office for the members of the Class Representatives shall be one year, beginning October 1st through September 30th of the following year.

11.3 Executive Council general elections shall take place in the Spring semester by no later than Week 10 of regularly scheduled classes.

11.4 Class Representative general elections shall take place in September.

11.5 The nomination period shall open no later than two weeks prior to an election, shall remain open for no less than one week, and shall close no earlier than one week prior to an election.

11.6 The nomination periods shall be considered open once the CRO gives notices of a call for nominations and shall be considered closed once the CRO gives notice of the list of all candidates.

11.7 Nominations shall be accepted by the CRO in writing with the names and signatures of not fewer than 3 regular members.

11.8 Voting shall be by secret ballot at a polling station or online, readily accessible to all members. The polling station must remain open during the working hours, for no fewer than two days. The candidate receiving the largest number of 'yes' votes shall be elected.

11.9 All election, or CRO, notice announcements and communications to SEESS members must be communicated to the vast majority of SEESS members, as specified by SEESS policies.

11.10 Terms of office for the SFSS Council Representative shall be one year. General elections will take place from February 22nd to March 19th.

11.11 Terms of office for the CRO shall be one year, beginning October 1st through September 30th of the following year.

## **Article 12: By-Elections**

12.1 In the event that all positions are not filled during the annual election, a by-election shall be

held within two months. As the number of students enrolled in the Sustainable Energy Engineering program increases, this period shall be minimized accordingly.

12.2 Should council members resign their seat before the full term is served, a by-election shall be held within one month of the vacancy's creation. The nomination period for by-elections shall open no later than two weeks prior to a by-election, shall remain open for no less than one week, and shall close no earlier than one week prior to a by-election.

12.3 The nomination periods shall be considered open once the Executive Council gives notice of a call for nominations and shall be considered closed once the Executive Council gives notice of the list of all candidates.

12.4 Self-nominations shall be accepted by the Executive Council.

12.5 Voting for all by-elections shall be held by secret ballot online. The candidate receiving the most 'yes' votes shall be elected.

12.6 Nomination forms for the Executive Council position in consideration shall be open to any SEESS member who has completed a minimum of one complete semester in the SEE program. However, if no nomination forms are received within the nomination period then forms shall be open to all SEESS members.

12.7 If an executive is to resign their position, they should give a minimum of three days notice before leaving their duties to the president.

12.8 If a class representative is to resign their position, a by-election is not necessary as long as there is at least one other class representative in that same year.

i) A by-election to fill empty class representative positions can be called if deemed necessary by the remaining class representatives or the president.

### **Article 13: Amendment of the Constitution**

13.1 This Constitution may be amended by the SEESS Membership called for the purpose, by a 2/3 majority vote of those present and voting.

13.2 No amendment shall be valid until ratified by the SFSS Student Union Organizer.

13.3 Notice and descriptions of an amendment shall at least be prominently included in the notice of the general meeting called for that purpose. Copies of the amended constitution shall be made available to all members upon request.

### **Article 14: Dissolution**

14.1 In the event that the SEESS becomes inactive, all assets of the SEESS shall revert to the Simon Fraser Student Society, to be held in trust for a minimum period of two years. For the purpose of this article, the SEESS shall be determined inactive if the membership does not hold the minimum number of properly constituted meetings as required by this constitution for four consecutive semesters.

14.2 If, during the aforementioned time period, the SEESS is properly reconstituted to fulfill the mandate of this constitution the trust shall be dissolved and all assets shall be at the direct disposal of the SEESS.

### **Article 15: Signing Authority**

15.1 Signing officers for the SEESS shall be:

- i) The President
- ii) The VP Finance
- iii) Up to two other executive members as appointed by the Executive Council
- iv) The SFSS Student Union Organizer

### **Article 16: Recall of Executive Council Members and Representatives**

16.1 The membership may recall any person elected to represent them by a 2/3 majority vote of the members present at a properly constituted general meeting called for the purpose.

16.2 Notice of a motion to recall must be clearly stated in the notice of the meeting.

16.3 Recall of the Forum Representative shall be handled in accordance with By-Law 16 – Resignation, Impeachment, or Abandonment of the SFSS Constitution.

16.4 In the event of an Executive's breach of duty as stated in article 4.4, or Class Representative breach as stated in article 5.5, the SEESS President and VP Internal must conduct an investigation into the individual's absence. A report should be given to the executive committee. The remaining executives hold the right to present a motion to trigger article 16.1.

### **Article 17: Standing Orders, Policies and Procedures**

17.1 Standing orders, policies, and procedures designed to regularize the business of the SEESS, or amendments to the same, shall require approval of the membership by a

2/3 majority vote of those voting at a meeting called for the purpose.

17.2 Notice and descriptions of changes shall at least be prominently included in the notice of the meeting called for that purpose. Copies of the amended policies shall be made available to all members upon request.

17.3 No change to the standing orders, policies, or procedures shall be valid until ratified by the SFSS Student Union Organizer.

17.4 Standing orders, policies and procedures shall not violate the SFSS Constitution, SEESS Constitution, or SFSS policies as defined in the SFSS Policy Manual.

17.5 All SEESS standing order, policies, and procedures shall be accompanied by the constitution.

### **Article 18: Enabling Period**

18.1 During a semester break the Executive Council may allocate no more than a total of \$150 in funds.

18.2 All decisions made during the aforementioned period in 18.1 must be reviewed and ratified at the next properly constituted regular meeting.

## **Title II: Amendment History**

### **December 20th, 2020**

Article 2.1 xii added

Article 4.2 ii amended from: “VP Internal, who shall oversee internal administration of the SEESS, including familiarizing the Chief Returning Officer (“CRO”) with elections policy, and generally assisting the president in carrying out his or her duties. The VP-Internal is responsible for representing the interests of SEESS at SFSS Council meetings.”

Article 4.2 viii added

Article 11.10 added

Article 12.1 amended from: “In the event that all positions are not filled during the annual election, a by-election shall be held within six months. As the number of students enrolled in the Sustainable Energy Engineering program increases, this period shall be minimized accordingly.”

Article 12.7 added

Article 12.8 added

Article 12.9 added

### **February 21st, 2021**

Article 4.2 v amended from: “VP Social, who shall oversee events organized by the SEESS and its promotion. The VP Social is responsible for creating events that facilitate connection among students.”

Article 4.2 ix added

Article 4.2 ii amended from: “VP Internal, who shall oversee internal administration of the SEESS, including familiarizing the Chief Returning Officer (“CRO”) with elections policy, and generally assisting the president in carrying out his or her duties.”

Article 4.2 viii removed: “The SFSS Council Representative, who shall be responsible for representing the interests of SEESS at SFSS Council meetings.”

Article 4.3 amended from: “More detailed descriptions of executive duties and responsibilities shall be specified by SEESS policies.”

Article 5.2 amended from: “The Class Representatives to the SEESS shall consist of a maximum of: i) three First Year reps, ii) two Second-Year Representatives, iii) one Third-Year Representative, iv) one Fourth-Year Representative, v) at least one representative from every year.”

Article 6.3 amended from: “Regular meetings may be called at the request of any member by a petition containing the name and signatures of at least four SEESS members.”

Article 6.4 amended from: “General meetings may be called at the request of any member by a petition containing the names and signatures of at least twelve SEESS members.”