



THE ENGINEERING STUDENT SOCIETY OF LAKEHEAD UNIVERSITY

CONSTITUTION

Created: 1974

Amended: November 2024

The Engineering Student Society of Lakehead University Constitution

Part 1: Society

Article 1: Name and Location

- 1.1.1 The name of the organization shall be “The Engineering Student Society of Lakehead University”, hereinafter referred as the ESS.
- 1.1.2 The governing body of the ESS shall be hereinafter referred to as the Executive.
- 1.1.3 The primary office of the ESS shall be located at Lakehead University in the city of Thunder Bay, Ontario, Canada.
- 1.1.4 The Engineering Student Society (ESS) of Lakehead University shall be an organization that collaborates with students, professors, and industry professionals to enhance the quality of students’ educational experience at Lakehead University. The purpose of the ESS shall be as follows:
 - a. To publicly promote the science of engineering and the knowledge of its membership in connection with all facets of engineering,
 - b. To promote and support educational, social, and athletic events,
 - c. To provide information to the membership regarding all professional engineering organizations,
 - d. To promote the history and traditions of the profession of engineering,
 - e. To hold and attend conferences, meetings, and exhibitions for the discussion of engineering problems and the exchange of views in matters related to engineering, and
 - f. To maintain and uphold the objectives of the ESS and to constantly encourage membership participation in ESS endeavours.

Article 2: Land Acknowledgement

- 1.2.1 The ESS respectfully acknowledges that it operates on the traditional lands of Indigenous peoples. Lakehead Thunder Bay is located on the traditional lands of the Fort William First Nation, Signatory to the Robinson-Superior Treaty of 1850. Lakehead Orillia is located on the traditional territory of the Anishinaabeg. The ESS acknowledges the history that many nations hold in the areas around our campus and is committed to a relationship with all First Nations.

Article 3: Equal Treatment

- 1.3.1 The ESS in all its affairs shall strive to ensure equal treatment of all individuals and groups without discrimination, bias or prejudice.
- 1.3.2 The ESS shall also strive to promote and advocate for diversity in all forms; ensuring all students are welcome and included in the engineering community.

Article 4: Constitution

- 1.4.1 This “Engineering Student Society of Lakehead University Constitution” hereinafter Constitution is the governing document for the ESS.
- 1.4.2 The provisions of this Constitution repeal and annul all previous Constitutions of the ESS to date.
- 1.4.3 The Constitution of the ESS may be repealed or amended by unanimous agreement of the alterations by the Executive. The proposed constitution must be signed by all Executive Officers and submitted to the Board of Directors. Upon unanimous agreement and signing of the new constitution by the Board of Directors, the constitution is ratified.
- 1.4.4 Otherwise the procedure to ratify a new constitution shall follow Clause 1.4.5.
- 1.4.5 Upon a super majority (2/3) agreement of the amendments by the Executive, accompanied by a list of at least one-tenth (1/10) of the active membership, complete with name and signature, along with a vote of non-confidence referendum of the amendments. Should the vote of non-confidence show the membership is in favour of the amendments and all other listed requirements be met, the constitution is ratified.
- 1.4.6 A newly ratified constitution shall not take effect or be acted upon until a copy has been submitted to LUSU, the Faculty Advisor, posted on the ESS website and kept in the ESS Google Drive.
- 1.4.7 The Constitution shall be re-evaluated at least every four (4) years. Should the Executive choose to not amend the Constitution they are to sign and date the Constitution and proceed with Clause 1.4.6.
- 1.4.8 The ESS and its Executive shall abide by the policies of the Lakehead University Student Union (LUSU) in all areas, unless different from this Constitution in principle, wording, or interest. This ESS constitution shall always precede the LUSU Constitution and ESS policies shall precede LUSU policies.

Article 5: Regulations

- 1.5.1 The ‘Engineering Student Society of Lakehead University Policy Manual’, hereinafter referred to as the policy manual, shall be a supplementary article to the Constitution detailing policies and events within the society.
- 1.5.2 The Executive may prescribe such rules and regulations not inconsistent with this Constitution relating to the management and operation of the ESS as they deem expedient, provided that such rules and regulations shall have force and effect only until the next General Meeting (GM) when they are confirmed and added to the Policy Manual.
 - 1.5.2.1 Any rule or regulation failing such confirmation at a GM shall from that time cease to have any force and effect.
- 1.5.3 Policies may be added and removed at the discretion of the executive with a two thirds majority vote held at the nearest executive meeting.
 - 1.5.3.1 The Policy Manual is to be re-evaluated each year by the newly elected executive.

- 1.5.4 The Policy Manual must be consistent with the Constitution.
- 1.5.5 In the event of a contradiction between the Constitution and the Policy Manual or confusion in their application, the Executive must convene a meeting to reach an immediate resolution.
 - 1.5.5.1 The Executive must also recommend the appropriate amendment so as to eliminate the original contradiction and/or source of confusion.
 - 1.5.5.2 Until a resolution can be reached, the Constitution has primacy.

Part 2: Membership

Article 1: Classes of Membership

- 2.1.1 Active – undergraduate engineering students of Lakehead University who have paid membership dues.
- 2.1.2 Alumni – given to all former active members that graduate with an undergraduate degree in engineering from Lakehead University.
- 2.1.3 Honorary – Shall be available to those persons nominated by the members and passed by a super-majority vote by the Executive. Honorary membership will be bestowed upon those persons in recognition of their outstanding contribution to the ESS, engineering, and/or the sciences.

Article 2: Membership Fee

- 2.2.1 Active Members of the ESS shall pay an annual membership fee for the school year through their Lakehead student account.
- 2.2.2 The cost of the membership fee shall be re-evaluated at least every four years at the same time as the Constitution.
- 2.2.3 Any change in the annual membership fee shall not come into effect until the commencement of the following academic year.
- 2.2.4 The annual membership fee shall be a fifty-dollar (\$50) fee to the ESS.

Article 3: Terms of Membership

- 2.3.1 Active membership in the ESS shall commence on the first day of the academic year for which the member has paid their membership fee and ends on the following Lakehead University academic fee deadline.
- 2.3.2 Honorary membership in the ESS shall commence immediately following the adjournment of the meeting in which the membership was approved.
- 2.3.3 Alumni membership in the ESS shall commence when the active member has graduated from their undergraduate degree and ceases to be an undergraduate engineering student registered at Lakehead University.
- 2.3.4 A member may request to withdraw their ESS membership without compensation by submitting a written or electronic copy of resignation to the VP Internal Affairs at any ESS Executive or General Meeting.

- 2.3.5 The Executive may, by resolution of supermajority vote at a Board of Directors meeting duly called for the purpose, suspend a member for the remainder of the society year.
- 2.3.5.1 A member may be suspended for failing to comply with a Constitutional Article, rule, regulation, or policy of the ESS; or whose conduct or activities are deemed detrimental to the functioning of the ESS and its members. Such as but not limited to conduct at:
- a. Conferences,
 - b. ESS Events,
 - c. ESS Meetings,
 - d. Community Events,
 - e. Lakehead University Events, and
 - f. Social Media.
- 2.3.5.2 The Executive must provide written and electronic mail notice to the member in question at least one (1) week before the meeting called for the purpose of suspension. The member in question shall be given the opportunity to present submissions and be heard during the debate of suspension.
- 2.3.5.3 The member in question may request a mediator (such as the ombudsperson) to be present at said meeting who will be given the opportunity to present submission and be heard during the debate of suspension.
- 2.3.5.4 Once the Board of Directors has adopted the resolution, the suspension will not be subject to appeal.
- 2.3.5.5 The member ceases to be in good standing once suspended.
- 2.3.6 Membership in the ESS terminates:
- a. At the completion of the term of membership,
 - b. Upon withdrawal from the Lakehead University Undergraduate Engineering Program,
 - c. Upon expulsion from the Lakehead University Undergraduate Engineering Program, or
 - d. Upon withdrawal of their ESS membership as per 2.3.4.

Article 4: Rights of Membership

- 2.4.1 Every active member of the ESS in good standing shall be entitled to:
- a. Attend General Meetings and participate in any debates thereat,
 - b. Move or second motions at General Meetings,
 - c. Vote on any and all motions arising at General Meetings,
 - d. Vote in elections for elected positions and referendums which the member is eligible to vote, and
 - e. Stand for election to any position within the ESS Executive for which the member is eligible.
- 2.4.2 The rights and privileges of all members, or class of members, in good standing may include other rights and privileges as the Executive may confer upon them so long as

the rights or privileges are not inconsistent with the Constitution. Provided that no right or privilege of honorary or alumni members exceed those of Active members.

Part 3: Executive

Article 1: Composition

3.1.1 The property and business of the ESS shall be managed by a council, comprised of the eight (8) elected Executive Officers:

- a. President,
- b. Vice-President External Affairs,
- c. Vice-President Finance,
- d. Vice-President Internal Affairs,
- e. Vice-President Communications,
- f. Vice-President Student Life,
- g. Vice-President Sponsorship, and
- h. Vice-President Georgian.

3.1.1.1 As many Directors as the Executive deems appropriate for the good operation of the ESS.

3.1.2 Directors are appointed at the discretion of the Executive to assume the roles and responsibilities as delegated by the Executive.

Article 2: Eligibility

3.2.1 Executives must:

- a. Be active members in good standing of the ESS,
- b. Be at least eighteen (18) years of age with the power to contract under law, and
- c. Not be entering a co-op term lasting more than four (4) months,
- d. Not hold a LUSU Executive Position or be a member of the LUSU Board of Directors,
- e. Must not have been previously removed from an ESS executive office.

Article 3: Removal and Terms of Office

3.3.1 An Executive's term shall commence on the first day of April in the year they were elected and ends on the last day of March in the subsequent year.

3.3.2 In the case of an Executive elected in a by-election their term shall commence immediately following the ratification of the results at an Executive or General meeting.

3.3.3 An Executive not performing their duties as per the Constitution may be removed from office following a Board of Directors Meeting duly called for that purpose by resolution of supermajority vote, (2/3) majority.

- 3.3.4 The Executive member in question shall be given written and electronic mail notification not less than one (1) week prior to the meeting duly called for removal from office.
- 3.3.5 The Executive member in question may propose an alternate date for the Board of Directors meeting so long as it falls within one (1) week of the original date and the alternative is provided at least twenty-four (24) hrs in advance of the originally scheduled meeting.
- 3.3.6 The Executive member in question shall have the right to request a mediator to be present such as the ombudsperson.
- 3.3.7 The Executive member in question shall have the right to present submissions and be heard during debate of removal from office.
- 3.3.8 Upon passage of the resolution, the Executive member shall be removed from office and must relinquish all ESS property and accounts immediately.
- 3.3.9 A director not performing their duties may be removed from their position by supermajority (2/3) vote of the Executive at any Executive or General meeting. The Director in question shall immediately relinquish all ESS property and accounts. 3.3.9.1 This shall not alter the membership status of the director.
- 3.3.10 Any Executive or Director may be removed at any time by a resolution passed by a supermajority (2/3) of active members present at a General meeting with quorum.
 - 3.3.10.1 This shall not alter the membership status of the individual in question.
- 3.3.11 The office of an Executive or Director shall be automatically vacated:
 - a. Upon passage of a resolution calling for that individual's removal,
 - b. If the individual ceases to be eligible to hold that office as per clause 3.2.1,
 - c. If the individual resigns the office by delivering written or electronic mail copy resignation to the President,
 - 1. In the event the President is resigning they shall provide written or electronic mail copy to the Executive.
 - d. And upon expiry of their term of office.
- 3.3.12 If a vacancy occurs in the office of an Executive for any reason a by-election shall be held within one (1) month of the vacancy to fill the position.
 - 3.3.12.1 This may be deferred upon resolution of the Executive up to a maximum of three (3) months.

Article 4: Authority

- 3.4.1 The Executive may administer the affairs of the ESS in all things, such as any contract into which the ESS may lawfully enter, fulfill the objectives of the Standard Operating Procedure and this Constitution and any other act or objective the ESS is authorized to execute.
- 3.4.2 Without restricting the generality of the foregoing, the Executive may:
 - a. Administer the property and funds of the ESS,
 - b. Authorize expenditures on behalf of the ESS, and

- c. Take steps as it deems requisite to enable the ESS to acquire, accept, solicit, or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever for the purpose of furthering the objectives of the ESS so long as it is not illegal.
- 3.4.3 The Executive may establish and update policies governing the ESS.
- 3.4.4 The Executive may at any time review, alter, or reverse any act of decision of any Office or committee of the ESS.

Article 5: Remuneration

- 3.5.1 The Executives shall serve without remuneration and no Executive shall directly or indirectly receive any material gains from the position, provided that an Executive may be reimbursed expenses incurred in the performance of their duties.

Part 4: Duties of the Executive

Article 1: Executive Duties

- 4.1.1 Each executive shall exercise any power and perform all duties in accordance with the policies adopted by the Executive.
- 4.1.2 Each executive shall:
 - a. Perform all duties prescribed and inherent to their office,
 - b. Have such other powers and duties as may be required by the Executive,
 - c. Execute any mandate imparted upon the Executive by the members at a General Meeting, unless the mandate is later revoked by the members,
 - d. Perform all duties and responsibilities as directed by the ESS Policy and Standard Operating Procedures, and
 - e. Perform additional duties as required by the President or the Executive.

Article 2: Duties of the President

- 4.2.1 The President shall:
 - a. Be the chief executive officer of the ESS,
 - b. Manage the affairs of the ESS,
 - c. See that all orders and resolutions of the Executive or Members are carried into effect,
 - d. Be a non-voting member of every committee of the ESS of which the President is not a voting member,
 - e. Be the Chairperson of all meetings of the ESS,
 - 1. In their capacity of Chairperson, they may not move or second motions, nor vote, except in the event of breaking a tied vote,
 - 2. In the event where the President is the subject of a motion or question arising at a meeting of the Executive or Meeting of the Members, they

shall defer the position of Chair to the Vice-President External Affairs until the motion or question is resolved.

Article 3: Duties of the Vice-President External Affairs

4.3.1 The Vice-President External Affairs shall:

- a. Ensure the ESS remains in good standing with Engineering Student Societies' Council of Ontario (ESSCO) and Canadian Federation of Engineering Students (CFES) through:
 1. Attending all conferences and teleconferences as required or provide an appropriate proxy vote for such conferences,
 2. Ensuring all ESSCO and CFES delegate and membership fees are paid in a timely manner,
 3. Bidding on conferences on behalf of the ESS as required or assembling a team to bid in the place of the ESS.
- b. Communicate to the ESS Executive all non-Lakehead University engineering student initiatives, and
- c. During the absence or disability of the President, perform the duties and exercise the powers of the President.

Article 4: Duties of the Vice President Financial

4.4.1 The Vice-President Financial shall:

- a. Prepare a budget in conjunction with the Executive for the upcoming ESS fiscal year,
- b. Prepare a monthly record of finances and present it to the Executive,
- c. Ensure the timely settlement of all ESS financial transactions,
- d. Ensure that the process for reimbursement of ESS expenses are known by those who accrue them on behalf of the ESS, and
- e. During the absence or disability of the President and Vice-President External Affairs, perform the duties and exercise the powers of the President,
- f. Assume the role of EEEF chair should the position be unfilled after an acceptable bi-election be held and the Vice President Sponsorship position be unfilled.

Article 5: Duties of the Vice President Internal Affairs

4.5.1 The Vice-President Internal Affairs shall:

- a. Attend engineering faculty meetings as set by the Engineering Dean's office or send a suitable proxy in their place,
- b. Act as the liaison between the student body and the Faculty of Engineering,
- c. Record and distribute the minutes of any and all ESS meetings in a timely fashion, and
- d. Develop and maintain programs and events to promote inclusivity in Engineering.

- e. During the absence or disability of the President, Vice-President External Affairs, and Vice-President Finance perform the duties and exercise the powers of the President.

Article 6: Duties of the Vice-President Communications

4.6.1 The Vice-President Communications shall:

- a. Ensure the proper and timely publication of the “Engenda” each year prior to the start of the Fall Semester,
- b. Ensure the proper and timely publication of the fall and winter semester editions of the “RACK”,
- c. Maintain and update the ESS website and social media outlets,
- d. Ensure the proper and timely distribution and promotion of any Writ of Election or By-Election once approved by the Executive and submitted by the CRO, and
- e. Ensure the proper and timely distribution and promotion of any ESS event information.

Article 7: Duties of the Vice President Student Life

4.7.1 The Vice-President Student Life shall:

- a. Plan and direct all social ESS events,
- b. Recruit volunteers as needed for the success of ESS events,
- c. Coordinate with other societies as needed for the success of ESS events,
- d. Ensure the Vice-President Communication is apprised of all event information in a timely manner to allow for event promotion on the ESS website and social media outlets, and
- e. Ensure the creation and distribution of all other event promotional materials.

Article 8: Duties of the Vice-President Sponsorship

4.8.1 The Vice-President Sponsorship shall:

- a. Oversee the procurement of donations, sponsorships, gifts and other external financing,
- b. Develop and maintain relationships between the ESS and any sponsors or businesses,
- c. Plan and execute a professional development event during the academic year, and
- d. Cooperate with all fundraising and sponsorship efforts for any CFES or ESSCO conference hosted at Lakehead University,
- e. Assume the role of EEEF chair should the position be unfilled after an acceptable bi-election be held.

Article 9: Duties of the Vice-President Georgian

4.9.1 The Vice-President Georgian shall:

- a. Be an Engineering Student at Lakeheads Georgian Campus.
- b. Represent all Lakehead-Georgian students to the ESS and engineering faculty of Georgian and Lakehead.
- c. Ensure that all Lakehead-Georgian students are made aware of all opportunities provided to them by the ESS.
- d. Hire a diverse team of directorships to run events and personal development opportunities for Lakehead-Georgian students.

Part 5: Election Procedures

Article 1: Scheduling and Voting

5.1.1 A general election shall be held every year in the Winter semester before the end of February.

5.1.2 Voting shall be done online and/or at the polling station to be set up by the Chief Returning Officer (CRO).

Article 2: Chief Returning Officer

5.2.1 A CRO shall be appointed at a meeting of the Executive.

- a. The CRO shall be impartial and have the unanimous support of all Executives.

5.2.2 The CRO shall:

- a. Present a Writ of Election or By-Election for Executive approval, the Executive may amend or reject a writ when it is presented but may not make further modifications once it has been approved.
 1. A Writ of Election or By-Election shall include:
 - (a) The list of elected offices to be filled and the number of nomination signatures required for each,
 - (b) Where nomination forms may be obtained,
 - (c) All important dates, times, and locations for the various election components, and
 - (d) The members of the electoral committee as selected by the CRO and approved by the Executive.
- b. Provide the Writ of Election or By-Election to the Vice-President
- c. Resolve all questions concerning the validity of any nomination, 1. All invalid nominations must be declared as soon as possible such that the candidate may correct their nomination form.
- d. The CRO shall: set up a voting station online through LUSU and posted to where members of both Georgian College and Lakehead University have

- access to the link, and have the said link be live for 24 hours from the time voting begins unless the CRO grants an extension due to what they may deem extenuating circumstances.
- e. Use their discretion to approve all campaign material and request a candidate to cease or remove offending campaign material or practices in the event of a campaign rule violation,
- f. Use their discretion concerning a nominee wishing to change the position of their candidacy, and
- g. Not vote in the election except in the case of a tie, where the CRO shall cast the deciding vote.

Article 3: Nomination

- 5.3.1 Each nomination shall be accompanied by at least ten (10) signatures from active ESS members in good standing and verified by the CRO.
- 5.3.2 A nominee may not be a candidate for more than one (1) Executive position.
- 5.3.3 Each nominee shall meet all Eligibility requirements as previously stated in this Constitution.
- 5.3.4 Nominees may change or withdraw their candidacy for any executive position at any time until polls open, subject to the CRO's approval.
- 5.3.5 Each nominee shall:
 - a. Attend a meeting with the ESS executive prior to the start of campaigning to discuss what each position entails,
 - b. Not spend more than \$20 on their campaign,
 - c. Not pool or share funds with other nominees,
 - d. Not post campaign material on ESS bulletin boards, in the ESS Office, or on ESS social media platforms,
 - e. Provide the CRO with a budget of all monies spent on campaign materials.
 - f. Not loiter near or around the voting station, and
 - g. Abide by all rulings of the CRO.

Article 4: Election Rules

- 5.4.1 The Executive by resolution passed by super majority, two-thirds (2/3) vote, may prescribe further election rules not inconsistent with this Part, which shall come into effect at the next posting of a writ of election.
- 5.4.2 No election rule prescribed by the Executive shall restrict the eligibility of a Member for any office beyond the restrictions and regulation outlined in this Constitution.

Article 5: Executive-Elect Responsibilities

- 5.5.1 All Executive elects must attend ESS meetings for which they receive an invitation. a. Should any Executive-elect fail to attend any meeting prior to the start of their term, with no proxy, suitable regret, or excused absence; that Executive-elect shall forfeit their position.

Part 6: Meetings of Members

Article 1: Meeting & Notice

- 6.1.1 Unless other rules are adopted by the Executive, the rules contained in the most current edition of “Robert’s Rules of Order” shall be used at all meetings insofar as they are not inconsistent with this constitution.
- 6.1.2 Unless otherwise stated, all notice of meetings shall be given in-person or electronic mail.
- 6.1.3 Any person entitled to meeting notice may, at any time, waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken at said meeting.
- 6.1.4 If there is an error or omission in giving notice of a meeting to any person entitled to such notice, that person may invalidate any or all proceedings taken at said meeting.
- 6.1.5 Should no meeting minutes be taken, any and all proceedings at said meeting shall be deemed void.

Article 2: Scheduling and Location

- 6.2.1 All meetings of the members shall be held in a room located at Lakehead University Thunder Bay campus as prescribed by the Executive and/or on an officially run platform by the ESS which allows for proper online communication such as the ESS Discord. The meetings shall always be accessible by Lakehead and Georgian campus students to where they should not have to travel to either campus to attend a meeting.
- 6.2.2 The time and date of each meeting shall be determined by the Executive.
- 6.2.3 Every meeting must be held on a weekday that is also a school day.

Article 3: General Meetings

- 6.3.1 There shall be at least two (2) general meetings held each year as follows: a. The Fall General Meeting, held during the month of September, and b. The Winter General Meeting held during the month of March.
- 6.3.2 At every General Meeting, in addition to any other business that may be transacted, the following business shall be conducted:
 - a. The financial statements shall be presented, and
 - b. The activities of the ESS since the last General Meeting shall be reviewed.
- 6.3.3 Notice of any General Meeting shall be given to the Members and the Executives of the ESS.
- 6.3.4 Notice of a General Meeting shall be given:
 - a. By electronic mail or other communication facility to each member entitled to vote at the meeting at least seven (7) days before the meeting, and/or

- b. By affixing notice, no later than fourteen (14) days before the meeting, to a notice board where information about ESS activities is regularly posted in a location where members are known to congregate, and
 - c. In addition to the above, notice may also be given in person, or in any official medium of the ESS.
- 6.3.5 A General Meeting of the ESS must be called upon receipt of a petition requesting such a meeting, signed by at least one-tenth (1/10) of the active membership. a. This meeting must be held within one (1) month of receipt of the petition with proper notice being given.
- 6.3.5 At any General Meeting, one-twentieth (1/20) of the active membership shall constitute a quorum.
- 6.3.6 Each active member in good standing shall be entitled to exercise one (1) vote in person at every General Meeting.

Article 4: Executive Meetings

- 6.4.1 Meetings of the Executive may be held at any time and place to be determined by the President, or any two Vice-Presidents.
- 6.4.2 Notice of an Executive Meeting shall be given seventy-two (72) hours in advance, notice of such meeting shall be given to each member of the Executive in-person or by electronic mail or other suitable means such as an instant messenger.
- 6.4.3 A simple majority of Executives shall constitute a quorum for any meetings of the Executive.
- 6.4.4 Each Executive is authorized to exercise one (1) in person vote.
- 6.4.5 A member of the Executive may participate in a meeting by means of suitable teleconference or other communications facilities and said member shall be deemed present and have voting rights at the meeting.
- 6.4.6 At all Executive meetings every motion shall be determined by a simple majority of votes cast, unless otherwise required by this Constitution, the law, or any rule of order adopted by the Executive.
- 6.4.7 Any Meeting of the Executive may be opened to Directors and/or the general membership of the ESS upon resolution of the Executive.
- 6.4.8 The minutes of all meetings shall be available to all ESS members.
- 6.4.9 In the event of emergency business, proper notice for a meeting may be waived by a resolution adopted at said meeting by a simple majority vote of the Executive.
- 6.4.10 Attendance of all Executive Meetings by the Executive is mandatory.
- 6.4.11 In the event an Executive Officer is absent from an Executive Meeting, the regret shall be provided within forty-eight (48) hours from that scheduled meeting.
 - a. The Officer regret shall include any and all information required to be discussed to determine if the absence should be excused.
- 6.4.12 If an Executive Officer accumulates three (3) unexcused absences, an removal from office hearing shall be held.

- 6.4.13 The outgoing Executive shall call an Executive Transition Meeting with the Executive elect before March 31; at which the official transfer of power shall take place.
- a. ESS office keys, e-mails, website information and social media website information shall be passed to the Executive-elect,
 - b. The key and code to the safe, inventory list of all merchandise, all banking information and ESS cheques shall be given to the Vice-President Finance elect, and
 - c. Transfer of Banking signing authority shall occur.

Article 5: Board of Director Meetings

- 6.5.1 Board of Director (BoD) meetings shall be called by a majority of BoD members at least twice during the fall and winter semesters.
- 6.5.2 At any BoD meeting, a super-majority of BoD members shall constitute a quorum.
- 6.5.3 All BoD members shall have a vote in a BoD Meeting.
- 6.5.4 All BoD members and their executives and all ESS Executives shall have speaking rights at a BoD meeting.
- a. The Following are BoD members:
 1. The President of the Engineering Student Society (ESS),
 2. The Presidents of the Engineering Discipline Societies:
 - (a) Canadian Society for Mechanical Engineering (CSME),
 - (b) Canadian Society for Civil Engineering (CSCE),
 - (c) Canadian Society for Chemical Engineering (CSCHE),
 - (d) Institute of Electrical and Electronics Engineers (IEEE),
 3. Chairperson of the Lakehead University Student Chapter of the Institute of Electrical and Electronics Engineers (IEEE)
 4. Chairperson of the Engineering Equipment Endowment Fund (EEEF),
 5. Director of the Lakehead University Engineering Makerspace, and
 6. President of Lakehead EngiQueers
 - b. BoD Members must have valid ESS membership to be eligible for voting
- 6.5.5 The Chairperson for the next BoD meeting shall be elected by a majority vote of BoD members present at a meeting.
- 6.5.6 This article shall cease to have any effect should an Engineering Board of Directors Constitution be enacted.

Part 7: Financial Policy

Article 1: Fiscal Year

- 7.1.1 The ESS is financially responsible for its actions in previous years.
- 7.1.2 The ESS fiscal year shall start on October 1st and end on September 30th the following year.

- 7.1.3 The ESS must make available its annual financial statements to the members at a General Meeting or upon request.

Article 2: Banking

- 7.2.1 The banking business of the ESS shall be transacted with such banks, trust companies or other financial institutions as the Executive may designate and shall be transacted on behalf of the ESS by the Vice-President Finance.
- 7.2.2 The ESS account shall require single signing authority.
- 7.2.3 The ESS shall have three (3) signing authorities:
- a. President,
 - b. Vice-President External Affairs, and
 - c. Vice-President Finance.

Article 3: Budget

- 7.3.1 The Executive shall, prior to the end of the Fiscal Year, prepare and present to the Members at a General Meeting a budget setting forth estimated revenues and expenses of the ESS for the succeeding Fiscal Year.
- 7.3.2 The budget shall be reviewed by the members and prior to implementation shall be approved by the members at the General Meeting in the form presented or with such changes as the Members may resolve.
- 7.3.3 Upon any budget being approved, the Executive shall be entitled to carry out the actions contemplated by the budget and in compliance therewith without further authorization by the Members.
- 7.3.4 The Executive may, prior to or during the Fiscal Year to which a particular budget relates, may make amendments to the budget upon resolution passed by unanimous consent of the Executive.
- 7.3.5 The ESS shall not operate at a deficit unless approved at a General Meeting with quorum and the funds exist as savings in an ESS account.