

CONSTITUTION OF THE
MECHATRONIC SYSTEMS ENGINEERING STUDENT
SOCIETY
OF
SIMON FRASER UNIVERSITY

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Terms of Reference

MSESS	Mechatronic Systems Engineering Student Society
Executive Council	The elected body that manages all business of the MSESS
Executive Member	A member of the MSESS that sits on the Executive Council
Regular Member	Any member of the MSESS
General Meeting	A meeting for all members of the MSESS. Called in order to adopt constitutional amendments, present the annual report, recall executives, receive general direction, and promote large-scale discussions
Regular Meeting	A meeting called to address regular business of the MSESS
SFSS	Simon Fraser Student Society
SFU	Simon Fraser University

Title I: The Constitution

Article 1: Name

1.1 The official name of the Society shall be the Mechatronic Systems Engineering Student Society (“MSESS”).

Article 2: Purpose

2.1 The purpose of the MSESS shall be:

- i) To promote school spirit.
- ii) To improve the quality of education in conjunction with the Engineering Science Faculty at Simon Fraser University.
- iii) To develop MSESS members’ interests in extra-curricular activities.
- iv) To take an active role in promoting Engineering as a profession.
- v) To maintain communications with other Engineering groups and professional Engineering associations.
- vi) To give MSESS members a vehicle to develop organizational and leadership skills.
- vii) To represent the interests, and to resolve the issues of the members of the MSESS as relating to Engineering Science at Simon Fraser University’s Surrey Campus, to all groups outside of the MSESS including the ESSS, SFSS, Engineering Science Administration, and University Administration as required.
- viii) To promote communication between graduate and undergraduate students.

Article 3: Membership

3.1 Automatic membership in the MSESS shall be extended to all students within the Mechatronic Systems 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 Mechatronic Systems Engineering program within the School of Engineering Science.

3.2 The executive members of the MSESS shall be elected by the members of the MSESS and shall be registered as a Declared Major, Honours, Minor, or Undergraduate Student in the Mechatronic Systems Engineering program.

3.3 The President and Vice-President (“VP”) Internal shall have completed, at SFU, at least 50 credit hours toward a Major or Honours Engineering Science Degree.

Article 4: Executive Council

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

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

- i.) President, who shall oversee all operations of the MSESS, guide the executives, and shall oversee interactions with corporate entities and professional organizations.
- ii) VP-Internal, who shall oversee internal administration of the MSESS, including familiarizing the Chief Returning Officer (“CRO”) with elections policy, and generally assisting the president in carrying out his or her duties.
- iii) VP-External, who shall oversee interactions with external engineering student societies, and who shall oversee interactions with the School of Engineering Science Committees.
- iv) VP-Finance, who shall oversee matters concerning the finances of the MSESS.
- v) VP-Events, who shall oversee events organized by the MSESS.
- vi) VP-Communications, who shall oversee the internal and external publications and information distribution mechanisms of the MSESS, including regular email bulletins to inform membership about upcoming events.
- vii) VP-Services, who shall oversee such matters concerning the promotion of the MSESS such as the building and maintenance of the website and oversee and lead the MSESS merchandise sales.

viii) VP-Professional Relations, Will oversee the organization of the Mech-Expo which includes networking with various companies to be a part of this major annual event! And organizing its other event details

4.3 More detailed descriptions of executive duties and responsibilities shall be specified by MSESS policies.

4.4 Executive members must attend all meetings of the MSESS. Failure to attend two consecutive meetings without due cause or report to the Executive Council will result in the automatic recall of the Executive Member.

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 MSESS and the Executive Council. Class Representatives shall also sit on MSESS Committees, as per MSESS policies.

5.2 The Class Representatives to the MSESS shall consist of a maximum of:

- i) two Second-Year Representatives
- ii) one Third-Year Representative
- iii) one Fourth-Year Representative
- iv) one Fifth-Year Representative
- v) four Representatives from any year
- vi) one Transfer Student Representative

5.3 The SFSS Forum Representative, an additional position whose holder will sit on the Executive Council but is subject to election only among the Council members, shall liaise between the SFSS membership as it is represented at the Forum level and the MSESS Executive Council. Students from all years shall be eligible for the position though it is advised that the strongest member of the Executive Council – often the president – be selected to fulfill this position.

5.4 Class Representatives to the MSESS 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. Failure to attend two successive meetings where called to attend, without due cause or report to the Executive Council, will result in the automatic recall of the Class Representative.

5.5 Notwithstanding 5.4, the Forum Representative must attend three-quarters of all regular MSESS meetings.

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 by a petition containing the name and signatures of at least six MSESS members.

6.4 General meetings may be called at the request of any member by a petition containing the names and signatures of at least twenty MSESS 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 MSESS members.

6.8 Any room, readily accessible by all MSESS members, on any SFU campus shall serve as the venue for MSESS meetings.

6.9 Further stipulations of notice requirements, methods of communication, and location of venues shall be specified by MSESS policies.

Article 7: Quorum

7.1 Quorum for regular meetings shall be determined by the SFSS Student Union Organiser.

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 twenty-five regular members.

7.3 Quorum for meetings where the MSESS constitution will be amended will be 40 MSESS members, excluding AGM where the set 25 quorum will be acceptable

i) Two members of each year where year will be defined by the majority of their course load and its level

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.

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 regular meetings under due cause, as defined by MSESS policies.

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 All general elections shall be administered by a Chief Returning Officer ("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 MSESS members, as specified by MSESS 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, 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 MESS members must be communicated to the vast majority of MESS members, as specified by MESS policies.

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 six months. As the number of students enrolled in the Mechatronic Systems Engineering program increases, this period shall be minimized accordingly.

12.2 Should council members resign their seat before the full term is served, including that of the forum representative, a by-election shall be held within one month of the vacancy's creation.

12.2 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 at a regular meeting called for the purpose. The candidate receiving the most 'yes' votes shall be elected. Secret ballot voting may occur online.

12.6 All by-election notice announcements must be communicated to the vast majority of MSESS members.

Article 13: Amendment of the Constitution

13.1 This Constitution may be amended by the MSESS 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 MSESS becomes inactive, all assets of the MSESS 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 MSESS 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 MSESS 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 MSESS.

Article 15: Signing Authority

15.1 Signing officers for the MSESS 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.

Article 17: Standing Orders, Policies and Procedures

17.1 Standing orders, policies, and procedures designed to regularize the business of the MSESS, 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, MSESS Constitution, or SFSS policies as defined in the SFSS Policy Manual.

17.5 All MSESS 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.

Article 19: Branding Guide

19.1 The branding guideline as presented in “Branding_Guide_2017_2018.pdf” will be adopted by the MESS

Title II: Amendment History

As of this version there are no amendments. However, it should be noted that since the creation of SFU’s Surrey campus in 2004 there has been a growing rift between the Surrey and Burnaby student societies, as the population of the former has come to increasingly rival that of the latter. In 2007 the MESS (or “ESSS-Surrey” as it was known at the time) gained political autonomy from its Burnaby Mountain counterpart, and was able to conduct its own elections. However, because it was only a ‘branch’ of the overarching ESSS Departmental Student Union (“DSU”), ESSS-Surrey received a portion of core funding equal to the number of Mechatronic students within the School of Engineering Science at large. This effectively stymied ESSS-Surrey’s activity, which due to a lack of funding was unable to host events to raise its public profile – a vicious cycle of insufficient resources hampering student involvement that could only be broken by access to increased financial support. After the MESS became established as a DSU in January 2010, its core funding increased five-fold, thereby providing a politically-autonomous body with the financial resources needed to host events, provide services, and so on.