



Dalhousie Undergraduate Engineering Society

Constitution

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Preamble

The document is the official constitution of the Dalhousie Undergraduate Engineering Society (DUES). The membership of the Dalhousie Undergraduate Engineering Society is comprised of the undergraduate engineering students at Dalhousie University in Halifax, Nova Scotia, Canada.

This Constitution shall form the binding terms of reference and shall supersede all previous constitutions, policy manuals and any other governing document. The Constitution is considered the governing document for all financial distributions and takes precedence in all matters. The DUES Constitution is the statement of the members, mission, and meaning of the DUES.

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SECTION 1 – BY-LAWS

By-Law I – Name and Purpose of the Society

The objective of the Dalhousie Undergraduate Engineering Society (hereafter referred to as the DUES or the society) is to coordinate, promote and direct the campus life, recreational, social and charitable activities of all undergraduate students in the Faculty of Engineering at Dalhousie University.

By-Law II – Membership

1. Any student enrolled within the Faculty of Engineering as a Diploma or Bachelor's student who pays the prescribed society fee at any point during the academic year is considered a Regular Member.
2. Any student enrolled within the Faculty of Engineering as a Diploma or Bachelor student who pays the prescribed society fee shall be referred to as an Active Member during the term in which the member's fee was collected.
3. Membership will not be limited by age, gender, race, or religion.
4. Only Regular Members of the DUES shall be entitled to vote in the DUES election.
5. Only Active Members of the DUES shall be entitled to hold elected or appointed offices on the DUES Executive subject to the provision of By-Laws III and IV, and Section 2.
6. Any Dalhousie University student who is not enrolled in the Faculty of Engineering may become an honorary member of the DUES by paying the prescribed student fee.
7. Honorary members are not entitled to vote during the DUES elections or general meetings.

By-Law III – Structure & Organization

1. The Executive

The DUES Executive shall consist of the following positions:

- a. President;
- b. Vice President, Internal;
- c. Vice President, Finance and Operations;
- d. Vice President, Academic;
- e. Vice President, Outreach;
- f. Vice President, External;
- g. Vice President, Communications; and
- h. Vice President, Social.

One person shall occupy each position.

1. The order of ascension of the executive shall follow the order outlined in By-Law III-1.
2. Each DUES executive member shall hold a minimum of two (2) office hours per week. The Vice President Diploma Relations must hold at least one (1) of their office hours on Sexton Campus, or virtually.
3. All members of the executive must be Active Members of the DUES.
4. Each member of the Executive shall orient their successor.
5. Each member of the Executive, DUES Coordinators, and Constituent Presidents shall produce an transition report for the incoming officer assuming their position at the end of their term of office. This report is to be uploaded to the shared DUES Google Drive folder. This report shall include, but not be limited to, the following:
 - a. Review of mandated and other projects;
 - b. Personal initiatives;
 - c. Detailed reports from trips and conferences attended;
 - d. Reflections on the year;
 - e. Suggestions for their successor and the new council in general;
 - f. Each member of the Executive shall keep accurate records and files concerning their activities and responsibilities;
 - g. List of relevant account logins
6. Each member of the Executive shall keep accurate records and files concerning their activities and responsibilities.
7. Minutes from meetings of the Executive shall be kept and made available to all members of DUES upon request.
8. The Fall Executive shall hold office from noon on April 30 until noon on December 31. The Winter Executive shall hold office from noon on December 31 until noon on April 30.
9. Each member of the Executive shall develop a work-plan for their term of office. These work-plans are to include the following sections: Orientation, Goals, Actions, Success Indicators and Follow-up/Results. These documents shall be presented at the first DUES General Meeting of the Fall and Winter term. With the exception of the first General Meeting of office, updated versions of these work plans must be available at the first General Meeting after the completion of their term of office and every General Meeting after the completion of their term. The work-plans are to be approved by the members at the first General Meeting of the Fall and Winter term.

2. President



The President shall be the chief executive officer of the DUES and shall be charged with the general management of the society. The President shall be capable of and responsible for the following:

- a. Serve as the primary representative and voice of the DUES, articulating the objectives, directions and opinions of the Society;
- b. Represent Engineering Students and their interests before:
 - i. the Dalhousie University administration;
 - ii. The Faculty of Engineering administration;
 - iii. the general public and other parties;
- c. Ensure smooth operation of the Society;
- d. Direct, monitor and assist the other members of the Council in their mandates;
- e. Develop both a short and long-range plan to encourage new initiatives and uphold traditional activities, as well as reviewing the current activities of the DUES;
- f. Act as chair of executive meetings;
- g. Arrange and facilitate monthly meetings with the Dean of Engineering to ensure each party is familiar with relevant issues and activities;
- h. Represent DUES at monthly Faculty Council meetings;
- i. Hold the non-voting position of the Past President until the end of the current President's term;
- j. Endeavor to promote the image of Engineers and Engineering Students to the general public;
- k. Actively promote interaction and communication between the DUES, constituent societies, affiliated groups, DSU Engineering Representative, DSU Sexton Coordinator, and Dalhousie Senate Representative;
- l. Supervise the following positions:
 - i. DUES Executives
 - ii. DUES Coordinators
 - iii. DUES Secretary
 - iv. Sexton Engineering Endowment Fund (SEEF) Chair
 - v. Senate Representative
 - vi. Elections Return Officer
 - vii. Engineering Student Council (ESC) Chair
 - viii. Constituent society presidents
- m. Participate in special projects of the DUES.

3. Vice President, Internal

The Vice President Internal shall be capable of and responsible for the following:

- a. Act as the President in all capacities in the latter's absence;
- b. Supervise and act on internal matters such as communication, transition and reports;
- c. Distribute and collect applications for the DUES appointed positions;
- d. Keep a record of the contact information for all DUES Executives, DUES Coordinators, DUES Student Groups and Constituent Societies, discipline department contacts, and engineering faculty contacts. This is to be updated at the start of each term;

- e. Prepare executive meeting agendas and upload to the shared DUES google Drive folder;
- f. Determine availability for biweekly executive meetings;
- g. Determine the availability of the executives and create the office hours schedule at the beginning of each term;
- h. Organize and sort all incoming society mail and other communications (i.e. “Contact us” website prompt);
- i. Facilitate services provided to both DUES Student Groups and Constituent Societies;
- j. Act as the liaison between the DUES and both Student Groups and Constituent Societies;
- k. Upkeep of the DUES office and storage rooms;
- l. Report to the President;
- m. Participate in the DUES special projects.

4. Vice President, External

The Vice President External shall be capable of and responsible for the following:

- a. Liaise and review affiliations with all student and professional organizations including:
 - i. Engineers Nova Scotia
 - ii. Atlantic Council of Engineering Students (ACES)
 - iii. Canadian Federation of Engineering Students (CFES)
- b. Collect and distribute all external DUES correspondence.
- c. Post notices and organize applications for conferences of relevance to the DUES, listed in BYLAW XII;
- d. Chair conference selection committees;
- e. Assist selected delegates of aforementioned conferences in raising money for flights and registration;
- f. Prepare a budget to be used as a fundraising resource to the selected delegates of the aforementioned conferences.
- g. Advertise all opportunities for conference bids, and open leadership positions within external organizations;
- h. Represent the President at CFES Canadian Engineering Leadership Conference, CFES President’s Meeting, ACES Annual General Meeting, ACES Engineering Leadership Summit, and CFES Canadian Engineering Spring Summit;
- i. Seek, and maintain sponsorship funding relations with outside sources;
- j. Provide the Yearbook Coordinator with sufficient content to be included in the annually published yearbook;
- k. Report to the President;
- l. Participate in special projects of the DUES.

5. Vice President, Finance and Operations

The Vice President Finance & Operations shall be capable of and responsible for the following:

- a. Be the primary person responsible for the DUES accounts, both at a bank and the funds on campus;
- b. Maintain and approve all ongoing society transactions and ensure all expenditures fall as outlined in the budget approved at the AGM;

- c. Ensure that the appropriate members (i.e., President, VP External and VP Internal) have signing authority to charge fees to DUES accounts;
- d. Receive all accounts due to the DUES;
- e. Pay all debts of the DUES from the DUES account(s);
- f. Prepare a budget for the DUES and make recommendations to the Council as to how financial resources should be allocated;
- g. Keep financial records in accordance with DSU regulations;
- h. Present any requests for funding at the DUES meetings;
- i. Prepare and present a budget at all General Meetings;
- j. Audit Constituent societies;
- k. Allocate funds to the Constituent societies according to the DUES Constituent society funding formula;
- l. Financially supervise the following positions:
 - i. DUES Executive
 - ii. VP Social
 - iii. VP Finance or Treasurer of all constituent societies;
- m. Report to the President;
- n. Participate in special projects of the DUES.

6. Vice President, Outreach

The Vice President Outreach shall be capable of and responsible for the following:

- a. Organize the student-run events on Associated Universities' Day in cooperation with the Engineering Faculty;
- b. Organize charity events of the DUES;
- c. Organize joint events between the DUES and other non-Sexton ratified societies of the DSU;
- d. Promote community events occurring within Halifax to members of the DUES;
- e. Promote the Engineering profession to high schools and junior high schools;
- f. Organize the special outreach projects of the DUES, including but not limited to:
 - i. Movember
- g. Report to the President;
- h. Participate in special projects of the DUES.
- i. Responsible for attending all DSU Council meetings as the DSU Faculty of Engineering Representative, and will serve as a voting member of council on behalf of all undergraduate engineering students.

7. Vice President, Academic

The Vice President Academic shall be capable of and responsible for the following:

- a. Work closely with the Assistant Dean of Students to inform students of the academic services available;
- b. Maintain regular contact with the Assistant Dean of Students to address any issues that arise;
- c. Keep records of all issues arising with each professor in the Faculty of Engineering;
- d. Represent the DUES at Undergraduate Studies Committee Meetings;

- e. Coordinate recognition from the student body for faculty, staff, and teaching assistants;
- f. Oversee the Tutoring Program, coordinate interviews, and a selection committee to select an appropriate administrator of the tutoring program.
- g. Partake in the selection process of the Tutoring Program Coordinator;
- h. Report to the President;
- i. Supervise the following positions:
 - a. Tutoring Coordinator
 - b. discipline society vp academics and/or student reps
- j. Participate in the special projects of the DUES.

8. Vice President, Communications

The Vice President Communications shall be capable of and responsible for the following:

- a. Upkeep the DUES social media accounts;
- b. Actively communicate with students on a regular basis;
- c. Actively promote communication within the DUES, Constituent societies, administration and other relevant entities;
- d. Distribute posters and other DUES advertisements throughout Sexton Campus and make available for Studley Campus members;
- e. Report to the President;
- f. Participate in the special projects of the DUES.

9. Vice President, Social

The Vice President Social Events shall be capable of and responsible for the following:

- a. Organize and chair all extracurricular and social activities of the DUES;
- b. Work with other Active members to brainstorm and plan events throughout the year;
- c. Organize joint events between the DUES and other Sexton ratified societies of the DSU;
- d. Collect photos from events or activities on campus to be published to DUES social media, website, and yearbook.
- e. Supervise the following events, positions, and committees:
 - i. Engineering Fall Banquet Committee;
 - ii. Iron Ring Committee;
 - iii. Engibeering
 - iv. E-Week
 - v. Orientation
- f. Chair the Engineering Orientation Day if on the executive during the Fall Semester;
- g. Keep up to date budgets of events and coordinate with the VP Finance and Operations;
- h. Report to the President;
- i. Participate in special projects of the DUES.

10. Vice President, Diploma Relations

The Vice President Diploma Relations shall be a full-time enrolled first- or second-year engineering student and must represent all first- and second-year engineering students to the DUES executive. The DES Vice President Internal shall act as the Vice-President Diploma Relations

unless the DES-VPI position is unfilled, in which case the DES President shall act as VPDR. The Vice President Diploma shall be capable of and responsible for the following:

- a. Taking a leadership role in organizing and coordinating Diploma of Engineering program events;
- b. Ensure information about services and events are made available to all first- and second-year engineering students;
- c. Participate in special projects of the DUES.

The following positions shall be non-voting members of DUES.

1. DAL Denim & Store Coordinator

The DAL Denim Coordinator shall be a non-voting member capable of and responsible for the following:

- a. Act as the primary point of contact between DAL Denim and DUES;
- b. Organize DAL Denim orders during the fall semester, where jackets may be sold to students of the Dalhousie Faculty of Engineering;
- c. Work with the Vice President Communications to promote DAL Denim and Dal Eng merchandise to Engineering students through social media and advertising campaigns and/or giveaways;
- d. Organize jacket sizing clinics for students to order their DAL Denim jackets;
- e. Work on designs for new patches for DAL Denim Jackets;
- f. Work with the Vice President Finance to keep a record of all jacket sales in an Excel spreadsheet, or other document as specified by the President;
- g. Report to the President;
- h. Participate in the DUES special projects.

2. Equity Coordinator

The Equity Coordinator shall be a non-voting member capable of and responsible for the following:

- a. Act as the primary point of contact between DUES and the faculty Equity, Diversity, Inclusion, and Accessibility Committee;
- b. Promote initiatives for Equity, Diversity, and Inclusion in engineering;
- c. Keep an up-to-date list of all advocacy services and resources for undergraduate engineering students, to be communicated to the student body by the VP Communications and IT Coordinator;
- d. Report to the President;
- e. Participate in the DUES special projects.

3. Information Technology Coordinator

The Information Technology (IT) Coordinator shall be a non-voting member capable of and



responsible for the following:

- a. Act as the primary point of contact for accessing, updating, and developing the DUES website;
- b. Manage public facing documents on the website;
- c. Work with the DUES Vice President Finance to ensure the website and domain subscriptions have been paid each year;
- d. Report to the President;
- e. Participate in the DUES special projects.

4. Yearbook Coordinator

The Yearbook Coordinator shall be a non-voting member capable of and responsible for the following:

- a. Designing/assembling, printing, and distributing the Dalhousie Engineering yearbook (Tech Flash);
- b. Compiling a database of photos throughout the academic year (event photos, student life, societies, Iron Ring recipients, etc.);
- c. Working with the DUES executive to connect with Sexton societies and the student body for written content (names of society executive, descriptions of events, etc.)
- d. Train an assistant yearbook editor to take over the Yearbook Coordinator position for the following academic year;
- e. Report to the DUES President and VP Finance and Operations regarding the advertising contract and publishing contract.
- f. Participate in the DUES special projects.

5. Volunteer Coordinator

The Volunteer Coordinator shall be a non-voting member capable of and responsible for the following:

- a. Managing student involvement in the Gearheads Volunteer Program (see 5.b)
 - i. Recruiting volunteers
 - ii. Maintaining the email list of volunteers
 - iii. Informing Gearhead volunteers of different volunteer and leadership opportunities on and off campus
- b. Gearheads Volunteers is a program intended to help students who want to participate in leadership and community involvement in a low commitment environment or in addition to other roles students may already be participating in. Students may sign up for as many, or as few, volunteer activities as they wish throughout the year.

6. DUES Secretary

- a. Take meeting minutes during DUES executive meetings and ESC meetings;
- b. Participate in the DUES special projects.

By-Law IV – The Engineering Student Council

1. The Engineering Student Council shall be the governing body of the DUES and is responsible for approving the policy manual and appointment of all committees.
2. The voting members of the council shall be:
 - a) the President;
 - b) the Vice President Internal;
 - c) the Vice President Finance;
 - d) the Vice President External;
 - e) the Vice President Communications;
 - f) the Vice President Outreach;
 - g) the Vice President Academic;
 - h) the Vice President Social;
 - i) the Vice President Diploma Relations;
 - j) a Diploma of Engineering Representative Year I;
 - k) a Diploma of Engineering Representative Year II;
 - l) two elected representatives for each constituent discipline society, who must be in any academic term of the years 3, 4, or 5;
 - m) the DSU Senate Representative.
3. Voting members of council must be Active Members of the DUES.
4. The Senate Representative shall be selected during the general election and shall be capable of and responsible for the following:
 - a) Attend bi-weekly DSU Senate Caucus meetings;
 - b) Attend bi-weekly DUES Engineering Student Council (ESC) meetings;
 - c) Attend and engage in any additional Senate meetings based on any seats to which the member has been elected.
5. Non-voting members of Council shall include the following people, who must be Regular Members of the DUES and who shall be appointed to hold office for the full academic year by the DUES Executive:
 - a. ESC Chair;
 - b. DUES Secretary;
6. The appointment process for non-voting members of council shall consist of the following steps:
 - a) Members of the DUES Executive shall send an application form to all members of DUES, and the application form should:
 1. Outline the description, requirements, and responsibilities of the position;

2. Request a statement of intent from the member in some capacity, perhaps in the form of a resume (to outline applicable experience) and a short explanation of their motivation for applying.
 - b) Members of the DUES Executive shall review all applications;
 - c) Members of the DUES Executive shall consider interviewing top candidates;
 - d) Members of the DUES Executive shall select a final candidate by majority vote.
7. The Chair shall be capable of and responsible for the following:
 - a. Ensuring that all councilors know when the DUES council meetings are by publicizing the date and time of upcoming council meetings;
 - b. Preparing an agenda and booking the room for the DUES council meetings;
 - c. Presiding over the DUES council meetings, ensuring that they are conducted according to the Policy Manual and Roberts Rules of Order;
 - d. Overseeing the actions of the President and ensuring that they are fulfilling their responsibilities.
 - e. Shall be responsible for leading efforts towards keeping the constitution and policy manual up-to-date, especially in the weeks leading up to general meetings.
 - f. Shall be responsible for updating governing documents after amendments have been approved at general meetings.
8. The DUES Secretary shall be capable of and responsible for the following:
 - a. Acting as the recording secretary for the DUES council;
 - b. Distributing DUES council meeting agendas to all voting members;
 - c. Distributing DUES council meeting minutes to all attendees.
9. No one person shall hold more than one (1) council position, with the exception of the following position(s):
 - a) DSU Representative
10. Constituent Societies are responsible for appointing representatives which fall within their constituent group.

By-Law V – Constituent Societies

1. Organizations under the jurisdiction of the DUES shall hereby be referred to as Constituent Societies. All Constituent Societies shall be subject to the rules and regulations of the DUES and the Dalhousie Student Union.
2. The Constituent societies of the DUES are:
 - A. The Mechanical Engineering Student Society
 - B. The Industrial Engineering Student Society

- C. The Civil Engineering Student Society
 - D. The Chemical Engineering Student Society
 - E. The Environmental Engineering Society
 - F. The Electrical/Computer Engineering Society
 - G. The Mineral Resource Engineering Society
 - H. The Diploma of Engineering Society
3. Societies A through G of the above list shall be considered 'Discipline Constituent Societies'; society I shall be considered the 'DES Constituent Society'.
 4. Discipline Constituent Societies shall include, but are not limited to, the following executive:
 - a) President;
 - b) Treasurer;
 - c) Social Representative;
 5. Constituent Society executives must do a formal transition with incoming executives either by a written report and/or meeting;
 6. Discipline Constituent Societies under DUES cannot offer honorariums;
 7. Constituent Society disbursements shall be distributed as outlined in Section 5;
 8. Societies shall follow the following Communications Guidelines:
 - 1) Societies must use **inclusive language** in all content.
 - 2) Ensure that Dal Eng communications keep up with the changing media landscape so that news and information is accessible throughout the increasingly multi-platform web environment.
 - 3) Societies must use their society email for exchanges and creating social media accounts.
 - 4) The following guidelines were taken from the *Dalhousie Social Media Responses Guidelines*:
 - a) Transparency — Societies must disclose their connection to Dal Eng or affiliate organizations.
 - b) Sourcing—Cite available sources when available using links, videos or other references.
 - c) Tone—Responses should be honest, considerate, and reflect positively on the reputation of Dal Eng. Remember that a comment from a Dal Eng representative may be understood by readers as a reflection on Dal Eng as a whole.
 - d) Timeliness—It's important to join the dialogue while your contribution is still relevant. This does not mean rushing a response and regretting it later, but it generally means that comments should be responded to within hours, not days.
 - e) Value—All responses should provide something meaningful to the conversation: this can be a solution, an explanation, some insight or simply a recognition that the university hears the concerns being raised. If you have nothing meaningful to contribute, do not.

f) Responding to negative mentions

i) When to consider a response

“Misguided”: When the post or comment has its facts wrong. If you are in a position to point out the errors, do so in a constructive manner, providing evidence or web links whenever possible.

“Unhappy customer”: Someone who is unhappy with a service at the university. If you are able to rectify the negative experience that the person is complaining about, doing so can be to everyone’s benefit.

“Reasoned discussion”: When a comment is a well-written piece of constructive criticism. The issues raised may be important enough to warrant a university response but do so in such a tone that avoids a harsh or prolonged debate.

ii) When to avoid responding

“Troll”: Posts that are senselessly aggressive, angry or harsh. These comments are trying to bait an argument, and readers generally know not to take them seriously. We should not either.

“Rager”: Rants that do not mention specific concerns to respond to. People often go online to vent, so unless you can offer a solution to the problem, it is best to consider these comments, but not respond to them.

“Social solution”: When others in the Dalhousie community (or elsewhere) have sufficiently responded to the concern. Sometimes our community members are better spokespeople than we are, because they have more credibility with their friends and online network.

By-Law VI – Student Groups

1. Any group of students consisting primarily of members of the DUES may apply for Student Groups Status. All Student Groups shall be subject to the rules and regulations of the DUES and the Dalhousie Student Union.
2. Applications for student group status shall be approved by the DUES council.
3. Student Groups shall be entitled to:
 - a. Student Group Service and resources provided by the DUES;
 - b. Promotion through the DUES web page and events;
 - c. Budget reviews from the VP Finance;
 - d. Filing space in the DUES office filing cabinet;

- e. Assistance with turnover between semesters.

By-Law VII – Regular and General Meetings

1. For all meetings, motions pass with 50% approval from those in attendance. For any constitutional change motions must be passed abiding the regulations outlined in Section 4.
2. For all meetings, voting shall be done by show of hands. Motions will be voted upon by secret ballot upon request of any person in attendance with the right to vote. Ballot counting will be handled by the chair of the meeting.
3. Council meetings shall be held, but are not limited to, every two weeks while classes are in session for both the Fall and Winter terms. Quorum for council meetings shall be 50% of the council.
4. Executive meetings shall be held as needed by the discretion of the executives, with a minimum of two meetings per month. Quorum for executive meetings shall be above 50% of the executives.
5. The agenda for both an executive meeting and a council meeting must be made available at least 48 hours prior to the meeting.
6. If a discipline councilor is not represented at a DUES council meeting, this will count as one strike against the discipline, to a maximum of one strike per meeting. If more than two strikes are accrued per discipline per term their funding will be withheld.
7. A minimum of one general meeting shall be held in both the fall and winter terms. They shall occur within the first 45 days of each term. Quorum for a general meeting shall be 3% of the full-time students in session.
8. Notice for a General Meeting must be sent to students five (5) days prior to the meeting, and an agenda must be made available five (5) days prior to the meeting.

By-Law VIII – Impeachment

1. No member of the Council shall be recalled without just cause, or in any manner not specified in this By-law.
2. Where not otherwise specified in this By-law, just cause means:
 - a. non-compliance without reasonable excuse on the part of an Executive Member with any mandatory requirement of the By-laws,
 - b. conduct likely to bring the DUES into disrepute,

- c. other gross misconduct;
3. A request to impeach a member of the Executive or the DSU Representative must be signed and submitted in writing to the Chair; a request to impeach the Chair must be signed and submitted in writing to the President.
4. The request for impeachment shall be reviewed by the Chair and President within one (1) week of receipt. If the request for impeachment has been made against the Chair or President, then the Vice President Internal will be substituted in their place.
5. A person up for impeachment shall be informed of the no later than one (1) week after receipt of the impeachment request.
6. The person up for impeachment must be notified at least one (1) week before a motion to impeach is discussed at a council meeting. Impeachment motions shall be reviewed at the first Council meeting following the 1-week notification period.
7. The Chair shall allow the person who the impeachment request is against to plead their case to Council.

By-Law IX – Policy Manual

1. DUES policies can be found in the Policy Manual, which is a supplement to the constitution.
2. In the event of a conflict between the Policy Manual and the DUES constitution, the constitution will take precedence.
3. Policies are binding on Executive and Councilors.
4. Policy can be rescinded or amended by a majority vote of Councilors present at any council meeting during the Fall and Winter terms.

By-Law X - Summer Commission

1. The Summer Commission will run from May 1st until August 31st. The commission shall be responsible for events and activities during the summer and communicating general concerns to the executive.
2. The Summer Commission will consist of
 - a. The Summer Commissioner
 - i. The Summer Commissioner should be the President unless they are unable to. In that case another executive will be chosen.

- b. VP Finance
3. The other commissioners will be comprised of the Fall/Winter DUES Executives that are able/willing to work over the summer. The Summer Commission will be selected by April 31st. The responsibilities of the summer commission will be to:
 - a. Assign signing officers of the DUES for the summer term;
 - b. Maintain an organized office and financial ledger;
4. The responsibilities of the summer commissioner will be to:
 - a. Act as chair of the Summer Commission;
5. Grants (personal or group) shall not be given in the summer term.

By-Law XII – Conferences

1. The conferences officially supported by the DUES include:
 - a) Canadian Federation of Engineering Students (CFES) Canadian Engineering Leadership Conference;
 - b) CFES Presidents' Meeting;
 - c) CFES Conference on Diversity in Engineering;
 - d) Atlantic Engineering Competition;
 - e) Canadian Engineering Competition;
 - f) Atlantic Council of Engineering Students (ACES) Annual General Meeting.
 - g) ACES Leadership Summit;
 - h) CFES Conference on Sustainability in Engineering.

Constituent societies may present the DUES with a list of conferences relevant to their discipline for assistance in fundraising.

2. A budget will be submitted by the VP External to be used as a fundraising resource to the selected delegates of the aforementioned conferences. This is to be used to aid delegates in applying for funding.
3. In order to select delegates for the following conferences, the DUES Executive shall form a selection committee, which will be started whenever the delegate selection process starts, and dissolves after the conference is held:
 - a) CFES Canadian Engineering Leadership Conference (CELC)
 - b) CFES Conference on Diversity in Engineering (CDE)
 - c) ACES Atlantic Engineering Competition (AEC)
 - d) ACES Engineering Leadership Summit (ELS)

The selection committee shall consist (at a minimum) of the Vice President External for the term during which the conference is held, the DES Vice President External, and the DUES President.

Additional members may be added at the discretion of the DUES Executive if it is appropriate for the conference in question (i.e., Women in Engineering/EngiQueers President for CDE). Ideally, the committee shall have an odd number of members in case there are disputes.

Selection committees shall evaluate conference applications and determine both the number of attendees and who those attendees shall be. For the Atlantic Engineering Competition, the selection committee can select groups for interviews at their discretion if they require more information about teams before making selections.

In any cases where a member of the selection committee has a conflict of interest, that member must declare this conflict and remove themselves from considering any applications where this conflict is relevant. This could include, but is not limited to, occasions where a committee member is applying to a conference they are not required to attend, cases where a committee member's romantic or sexual partner (past or present) is applying to a conference, or cases where a committee member's family member is applying to a conference.

4. All delegates selected to attend conferences on behalf of the Society shall adhere to the Conference Code of Conduct in the Policy Manual, Appendix C.
5. All delegates must submit a confirmation of enrollment to the VP External upon selection to verify that they are engineering students

By-Law XIII – DSU Requirements

1. The society's activity must not infringe upon federal, provincial, or municipal laws, or University regulations.
2. The society's activity must not infringe upon the Bylaws and Policies of the Dalhousie Student Union.

By-Law XIV – Governing Documents

1. The official and only governing documents in order of governance of the DUES are:
 - a. Constitution
 - b. Policy Manual
2. In the case of conflict or contradiction between any of the governing documents, the constitution shall take precedence.
3. The most recently updated version of the DUES Constitution and Policy Manual as voted upon at the most recent AGM shall be made publicly available to all members through the DUES website, or another appropriate medium, no later than three weeks from the date of the AGM.

SECTION 2 – NOMINATIONS AND ELECTIONS

Jurisdiction

1. The jurisdiction of this resolution shall extend to include all members of the DUES.
2. The provisions of this resolution shall apply to the DUES elections and by-elections.

Positions

General elections shall be held for the positions of:

- A. President
- B. Vice-President Internal (Fall)
- C. Vice-President Internal (Winter)
- D. Vice President External (Fall)
- E. Vice President External (Winter)
- F. Vice President Finance
- G. Vice President Outreach (Fall)
- H. Vice President Outreach (Winter)
- I. Vice President Communications (Fall)
- J. Vice President Communications (Winter)
- K. Vice President Academic (Fall)
- L. Vice President Academic (Winter)
- M. Vice President Social (Fall)
- N. Vice President Social (Winter)
- O. Senate Representative
- P. Presidents of all Discipline Constituent Societies

Election Timetable

Subject to changes approved by a two-thirds (2/3) majority of Council, the election timetable shall be as follows:

1. Appointment of Elections Return Officer
 - a. Appointment of an Elections Return Officer (hereafter referred to as the ERO) shall take place no later than January 31.
2. Nominations
 - a. The nomination period must close no later than the date as given by the Chief Returning Officer of the Dalhousie Student Union Elections.
 - b. Nomination forms must be received a minimum two (2) days prior to the commencement of the official campaign period.

- c. A list of approved candidates shall be released prior to the beginning of the campaign period from both the ERO and the DSU CRO.
- 3. Campaign Period
 - a. The campaign period shall begin no more than two (2) days after the end of the nomination period.
 - b. The campaign period shall last the length of the DSU Election Campaign Period, ending at 8:00 pm Atlantic Time the school day preceding the voting period.
- 4. Voting Period
 - a. Voting shall last a minimum of one (1) school day.
 - b. All members of the society, including all members who pay levy, shall be given a vote.

Regulations for Elections

- 1. Nominations:
 - a. The elections return officer cannot run for an elected position.
 - b. Notice of elections and nomination process will be provided to members at least 2 weeks prior to the election.
 - c. Any member of the society will be eligible to submit their name for nomination.
- 2. Campaign Period:
 - a. Candidates shall submit campaign posters to the ERO 2 days prior to the campaign period to be posted in 5 designated locations distributed around Sexton Campus at the ERO's discretion;
 - b. Candidates may employ social media, emails, and word-of-mouth to campaign;
 - c. Any two acts of misconduct (repeat or not repeat offense) shall result in disqualification from the election. The ERO must notify the DUES President of any misconduct, who will then contact the candidate. Misconduct includes:
 - i. Harassment of fellow candidates;
 - ii. Posting posters other than the five posted by the ERO;
 - iii. Bribing students for their votes (i.e. handing out food, merchandise, etc...).
- 3. Voting Period:
 - a. All members of the society, including all members who pay a levy, shall be given a vote.

Administration of the Elections

- 1. Nominations:
 - a. Nominations shall be made through the DUES Nomination Form which is available from the DUES office or on www.daleng.ca;
 - b. The ERO shall verify the eligibility of all nominated candidates prior to the campaign period.

2. Campaign Period:
 - a. The ERO will follow the campaign rules established in the above “Regulations for Elections” section.

3. Voting Period:
 - a. Voting shall be conducted via the DUES online voting system.
 - i. Instructions for how to vote must be distributed one week prior to elections.
 - ii. If ballot boxes are employed, they must be made available at both Sexton and Studley campus for election day. The location of the ballot boxes must be advertised one (1) week prior to election day.
 - iii. Dal ID will be required to obtain a ballot for the election.
 - b. If a candidate is unopposed, the voting for that position shall be conducted by a yes/no ballot. The candidate must receive a simple majority yes vote to be declared the winner.
 - c. If there is more than one candidate for a position, the voting for that position shall be conducted by an instant runoff voting ballot. A majority vote is required to elect each position.
 - d. Quorum for elections shall be 20% of eligible voters.
 - e. In the case of a tie, a second voting period will be held.

Appeals of Election Results

1. If a candidate wishes to appeal the results of an election or a decision of the ERO, they must submit a formal complaint to the ERO.
2. Upon receiving a formal complaint, the ERO shall respond to the complaint within 48 hours.
3. If the candidate is dissatisfied with the response of the ERO, they may submit a formal complaint to the Executive.
4. Upon receiving a formal complaint, the Executive shall respond to the complaint within one (1) week and has the authority to overrule any decisions made by the ERO.

By-Elections

1. A by-election shall be held at the second council meeting of the Fall and Winter terms should vacant positions exist on the Executive. The procedure shall be as follows:
 - a. Notice shall be given to councilors of vacant positions two (2) weeks prior to a by-election taking place.
 - b. Nominations shall be made from the floor at the time of the by-election.
 - c. Each nominee shall be given 5 minutes to speak to the Council.
 - d. Voting shall be conducted by a secret ballot prepared by the Chair. An acceptable form of secret ballot for this vote is to have candidates leave the voting room and for Councilors to

- vote using an appropriate method such as a raise of placards. Should any of the candidates or any voting member of the Council request, a written ballot shall be held.
- e. Each candidate may select a scrutineer to observe the tallying of votes.
 - f. In the case of a tie, the Chair shall cast the deciding ballot.
 - g. Should a by-election take place during a General Meeting, all active members may vote.
 - h. Instant-runoff ballot voting is to be used for this election.
2. Should positions remain or become vacant, a by-election may take place during any council meeting.

Candidate Eligibility

1. Any person who will be an Active Member of the DUES during the upcoming academic year may run for a position. The ESC Chair will collect confirmation of enrollment from the elected individuals at the start of the term(s) for which they were elected.
2. Candidates must be scheduled to be in session for the academic terms in which they will hold office.
3. Candidates shall only run for one position per academic term.
4. Candidates for DUES executive positions must be in good academic standing (2.0 gpa) going into the term(s) for which they are elected. The ESC Chair will also confirm the elected individuals are in good academic standing. Those elected must submit a screenshot of their academic record from the most recent term they completed with the grades and GPA blacked such that only "In Good Standing" is viable as seen in Figure 1 below:

This is NOT an official transcript.

2022/2023 Fall	Credit Hrs	Grade	Median Grade	Enrol
Arch/Engin (Upper Div) GPA:	Term: [REDACTED]	Cumulative: [REDACTED]		
In Good Standing				

5. If the President of the DUES during the Winter term is not in the final semester of their degree, they must appoint a graduating student to take over the iron ring responsibilities. The President of the DUES during the Fall term must have completed five (5) academic terms.
6. Candidates running for Discipline President positions must:

- a. Enrolled in the Bachelors of Engineering program within the discipline for which they are running. This will be verified by the ESC Chair by having elected individuals submit a confirmation of enrollment at the start of the term(s) for which they were elected;
7. The Vice President Diploma Relations must be in the Diploma of Engineering program during the entire term.

SECTION 3 – COUNCIL RULES AND REGULATIONS

1. The Council shall follow a modified version of Robert’s Rules of Order as enforced by the Chair.
2. The Council shall follow the parliamentary style chosen by the Chair.

SECTION 4 –CONSTITUTIONAL AMENDMENTS

1. Any proposed changes to the constitution can be submitted by e-mail to either the President or Vice President Internal of DUES five (5) days prior to a General Meeting.
2. A person proposing a constitutional change will be allowed to plead their case at the General Meeting.
3. The DUES Council may, by two-thirds (2/3) vote at a General Meeting, make changes to this Constitution.
 - a. The General Meeting must be advertised to the student body a minimum of five (5) school days prior to the meeting.
4. All constitutional changes must be in accordance with the spirit of the Dalhousie Student Union's by-laws, regulations and policies.
5. Provisional Changes may be made to the constitution upon approval of 80% of the executive. Any provisional changes must be brought up for discussion at the next General Meeting.
6. Incomplete proposed changes to the constitution can be presented at the AGM for the general spirit or idea of the motion to be voted on, with the specific details and wording of the change to be tabled to the next ESC meeting.

SECTION 5 – FINANCES

General

1. Signing officers of the DUES shall be the President, VP Finance, and two other DUES Executives holding their positions for both the fall and winter terms. Note that the Vice President Diploma Relations cannot hold signing authority.
2. Each cheque must be signed by two (2) signing officers.
3. Signing officers may not sign cheques made out to themselves.
4. The fiscal period for the DUES shall be determined by the DSU.
5. A budget shall be presented and approved at the General Meeting which occurs at the beginning of the Fall and Winter term.
6. The VP Finance shall submit the DUES's financial records and budget to the DSU's VPFO for audit no later than the date specified by the DSU VP Finance Officer.

Disbursements

1. To receive funding from the DUES, each Constituent Society shall present the Council with its books for the semester for audit no later than the third Monday of October (for Fall term) and the third Monday of February (for Winter term). These dates may be extended at the discretion of the VP Finance. Items that must be included are:
 - a. A budget for the term.
 - b. A letter stating the number of students enrolled in classes on Sexton Campus for the term. (Students on work terms are NOT to be included. This letter must be signed by an appropriate university official (e.g., administrative assistant or department head).
 - c. A general ledger and cheque book, in which all transactions are recorded.
 - d. Transaction records from the month of the last audit up to and including the month of the current audit.
 - e. Bank reconciliations for each month from the month of the last audit up to and including the month of the current audit.
2. To receive any funding from the DUES, Constituent Societies must meet condition one above and the provision outlined in By-Law V.

3. Additional funding for any Constituent Society may be obtained from the DUES by making a formal written request to the Council.
4. The DUES Constituent, excluding the Diploma of Engineering Society funding is a base of \$100 per term plus \$3 per Active Member in that program. Students on work terms will not be included in this formula.
5. Funding for the Diploma in Engineering Society will be provided at a base per term of \$500 plus \$9 per Active Member in the Diploma of Engineering program.
6. A Constituent Society that does not have at least one representative at two (2) or more ESC meetings within an academic term will have its funding for the following term and grant requests withheld, at the discretion of the DUES executive. DUES must have taken the following measures to try to encourage attendance before denying a Society funding:
 - I. Missed meeting will not incur a strike if notice is given prior to ESC being called to order for absences due to:
 - i. Personal/other reasons. DUES withholds the right to deny exemption after the council members requesting exemption misses two (2) meetings with one day notice.
 - ii. An examination worth 15% or more of a course mark occurring within three (3) hours before or 24 hours after the meeting.
 - iii. A submission worth 15% or more of a course mark due within 24 hours after the meeting
 - iv. Medical reasons within one (1) week after missing the meeting.
 - II. Societies who have one of their council members resign will not receive strikes from having their seat unfilled for three weeks after the resignation date. This only applies if the VPI or the President of DUES is informed of the resignation via email prior to the meeting.
 - III. Societies must have been informed of the missed meeting strike within one (1) week of the missed meeting.
 - IV. Societies must be given a final warning, after which funds will be withheld from a society if they do not have full representation at meetings. This warning must be given at least 1 (one) week in advance of the missed meeting that causes loss of funding.
 - V. Revoked funding will be held by DUES and can be reclaimed by the society in later terms.
7. Other disbursements shall be distributed as outlined in the DUES Policy Manual.
8. Executive Honorariums:

- I. Executive Honorariums of Society Distributions are agreed upon every AGM by the general membership. Maximum disbursement for society honorariums is agreed upon at the AGM. The disbursements will be divided according to the following percentage:

Position	Honorarium Percentage
President	20
Finance	15
Academic	15
Social	10
Internal	10
Communications	10
External	10
Outreach	10

- II. Executives receiving honorariums must submit a work term report of the semester they were in office for and must perform a transition training to the incoming executive taking over their position. The President, VP Internal and VP Finance will evaluate all executive reports and vote on whether funds should be issued to the executive. A 2/3 vote approval must be met for the funds to be approved. The President, VP Finance and VP Internal reports must be evaluated by the remaining executives and must be approved by a majority executive vote.
- III. The percent of honorarium awarded can be increased or decreased by 5% of the total allotted budget at the discretion of the ESC.