



**University of Regina  
Engineering Graduate Students' Association  
Constitution**

December, 2015

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## CONSTITUTION

A by-law relating to the affairs of the  
UNIVERSITY OF REGINA – ENGINEERING GRADUATE STUDENTS' ASSOCIATION  
BE IT ENACTED as a by-law of the corporation as follows:

### 1. Name

The name of the corporation will be the "University of Regina- Engineering Graduate Students' Association" hereinafter referred to as the UR EGSA.

### 2. Mission Statement

The purpose of the UR EGSA is to:

- a. Provide representation on behalf of all engineering graduate students so that their interests and concerns may be efficiently communicated to the faculty and administration.
- b. Aid each student in their academic and research pursuits by facilitating workshops, programs, and seminars designed to enhance research and learning.
- c. Improve student life on campus by promoting social and cultural events of interest to the engineering graduate students' society.

### 3. General Membership

Membership is automatically granted to all students who are enrolled in a graduate program through the faculty of Engineering and Applied Science. All members are entitled to participate in any activity associated with the UR EGSA. All members are eligible to vote, or run, for the UR EGSA executive board.

### 4. Executive Board

The executive board shall oversee and coordinate all UR EGSA-related activities. It will have the power to approve budget expenditures by majority vote. Executive board meetings are to occur at an interval no greater than three months. Members of the board include the following:

#### President

The duties of the President include, but are not limited to, the following:

- a. To be accountable for the actions, activities, and guidance of the UR EGSA.
- b. To serve as chief executive officer of the UR EGSA and preside over all meetings of the executive board.
- c. To be the spokesperson for the UR EGSA.
- d. To call executive board meetings.
- e. To call elections to reinstate members of the executive board.
- f. To approve all financial transactions authorized by the executive board.

#### Vice-President – Academic

The duties of the Vice-President – Academic include, but are not limited to, the following:

- a. To report directly to the president and the executive board.
- b. To perform the duties of the president in his/her absence from the chair.

- c. To occupy the chair of the president upon his/her loss or resignation until a special election can be held for the position of president.
- d. To represent the academic interests of graduate students on the executive board.

### **Vice-President – Communications**

The duties of the Vice-President – Communications include, but are not limited to, the following:

- a. To report directly to the president and the executive board.
- b. To disseminate information to the UR EGSA members.
- c. To maintain the UR EGSA website and social media.
- d. To notify executive board members of upcoming meetings.

### **Vice-President – Student Affairs**

The duties of the Vice-President – Student Affairs include, but are not limited to, the following:

- a. To report directly to the president and the executive board.
- b. To coordinate meetings with the University of Regina - Graduate Students' Association (UR GSA).

### **Vice-President – Social Programs**

The duties of the Vice-President – Social Programs include, but are not limited to, the following:

- a. To report directly to the president and the executive board.
- b. To organize and prepare annual events and other social gatherings.

### **Vice-President – External Relations**

The duties of the Vice-President – External Relations include, but are not limited to, the following:

- a. To report directly to the president and the executive board.
- b. To advertise planned events.
- c. To organize fundraising events.

### **Faculty Council Representative**

The duties of the Faculty Council Representative include, but are not limited to, the following:

- a. To attend all faculty council meetings.
- b. To record and report relevant information to the executive board.

### **Secretary**

The duties of the Secretary include, but are not limited to, the following:

- a. To report directly to the president and the executive board.
- b. To record minutes during executive board meetings.
- c. To disseminate meeting minutes.
- d. To compose meeting agendas.
- e. To provide assistance to the vice-president of communications in the preparation of documents and the dissemination of information.

### **Treasurer**

The duties of the Treasurer include, but are not limited to, the following:

- a. To report directly to the president and the executive board.
- b. To oversee all financial transactions of the UR EGSA.
- c. To report the financial status of the UR EGSA at executive board meetings.
- d. To assist the president in the preparation of the budget.
- e. To approve all financial transactions authorized by the executive board.

### **Special Representatives**

The duties of the Special Representatives include, but are not limited to, the following:

- a. To report directly to the president and the executive board.
- b. To attend all UR EGSA general board meetings.

### **5. Elections**

Of the executive board:

- a. The nine executive board officers will be elected annually at the AGM at the start of September.
- b. The vice-president academic, vice-president student affairs, faculty council representative, and secretary shall be elected on alternating years from the other executive board members to allow for proper transition and function of the executive board.
- c. There are no limitations on how many terms a member may run for or hold office.
- d. Votes shall be cast anonymously.

### **6. Amendments to the Constitution**

This constitution can only be amended by a majority vote cast in a referendum called for such a purpose.

### **7. By-Laws**

Section 1: Representation and Attendance:

- a. Absence from or inability to attend by proxy for three or more consecutive UR EGSA executive board meetings will result in a representative's termination.