Constitution

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## Revision History

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Chapter 1: General

Section A: General
1. The name of the organization shall be “UWaterloo EngiQueers” hereinafter called “EngiQueers”
2. There shall not exist differing EngiQueers for the separate Waterloo A-Society and B-Society.
3. UWaterloo EngiQueers will be an affiliate organization under The University of Waterloo Engineering Society, hereinafter called “the Society”
4. UWaterloo EngiQueers will be a member group of EngiQueers Canada, which is liaison between other LGBTQ+ groups across Canada.

Section B: Terms
1. In this document:
   a. “Members” shall mean members of EngiQueers, as specified in Chapter 2;
   b. “Directors” shall mean members of the UWaterloo EngiQueers Advisory Board, as specified in Chapter 5;
   c. “Board” shall mean the UWaterloo EngiQueers Advisory Board, as specified in Chapter 5;
   d. “Faculty” shall mean the Faculty of Engineering of the University of Waterloo;
   e. “Signing Executive Officer” shall mean a person who has the right to authorize financial transactions and submit expense statements to the Society on behalf of EngiQueers;
   f. “Academic Term” will refer to when students are on campus taking a full or reduced course load;
      i. It shall also be referred to as “On-Term”
   g. “Co-op Term” will refer to when students are enrolled in a University of Waterloo Engineering program and are not on an Academic Term;
      i. It shall also be referred to as “Off-Term”
   h. “Executive Officers” shall mean the President and all Vice-Presidents of EngiQueers, as specified in Chapter 3; and
      i. “LGBTQ+” is a blanket term for the community represented EngiQueers.
2. All other words defined in the Society constitution shall carry the meaning defined within the Engineering Society constitution
3. All other words shall carry their common dictionary definitions

Section C: Objectives
1. The objectives of EngiQueers shall be:
   a. To represent the interest of LGBTQ+ students within the Engineering Society;
b. To promote academic and recreational interest of the Waterloo Engineering community through extracurricular activities; and
c. To abide by and adhere to the Society affiliate group policies.

2. EngiQueers will conduct itself in a manner such that:
   a. It will carry out the objectives defined above; and
   b. It will always act in the best interest of the largest number of LGBTQ+ students.

3. The Mission of EngiQueers shall be:
   “UWaterloo EngiQueers exists to represent LGBTQ+ students in Waterloo Engineering. UWaterloo EngiQueers will strive to create a community and provide them with social and educational events. Further, UWaterloo EngiQueers will advocate on behalf of LGBTQ+ students to the Society and University of Waterloo.”

4. The Vision of EngiQueers shall be:
   “UWaterloo EngiQueers will work to bring inclusivity training opportunities to the Engineering Society. UWaterloo EngiQueers will strive to improve diversity and acceptance through the engineering community.”
Chapter 2: Membership and Fees

Section A: General
1. All members of the Society who have paid membership fees to the Society for their current or most recent Academic Term and identify as part of the LGBTQ+ community or as an ally of the LGBTQ+ community are eligible to be members of EngiQueers.
2. There shall be two (2) types of Members:
   a. Full Members; and
   b. Associate Members.

Section B: Qualifications of Membership
1. Full Members are those Members that:
   a. Are full time University of Waterloo Engineering students who identify as part of the LGBTQ+ community or as an ally of the LGBTQ+ community;
   b. Have registered as a member of the UWaterloo EngiQueers with an Executive Officer in the past eight (8) months;
   c. Are enrolled as a Full Time Undergraduate according to the Faculty;
   d. Have paid and not withdrawn the Engineering Society Fee for their current or most recent Academic Term; and
   e. Have agreed to follow the EngiQueers Code of Conduct as outlined in Chapter 6.
2. Associate Members are those Members that:
   a. Have registered as a member of the UWaterloo EngiQueers with an Executive Officer in the past eight (8) months;
   b. Did not pay, or paid and withdrew, the Engineering Society Fee for their most recent Academic Term as an enrolled Full Time Undergraduate, according to the University of Waterloo; and
   c. Have agreed to follow the EngiQueers Code of Conduct as outlined in Chapter 6.

Section C: Rights of Membership
1. All members shall have access to the following:
   a. The status of the UWaterloo EngiQueers solvency, upon request made to a UWaterloo EngiQueers signing officer
2. “Full Members” shall enjoy the following rights of Membership:
   a. If not holding an Executive Officer position, the ability to act as assistant event coordinators;
   b. All other rights and responsibilities of Members described in this document shall pertain only to Full Members, unless otherwise stated.
3. “Associate Members” shall enjoy only the following rights of Membership:
   a. The right to speak at General Meetings;
b. The right to use all facilities and services provided by UWaterloo EngiQueers; and
c. The right to be represented by UWaterloo EngiQueers.

Chapter 3: Executive Officers

Section A: General

1. There shall be two (2) groups of Executive Officers, one (1) for the A-Society Membership and one (1) for the B-Society Membership
   a. A-Society Executive Officers must be part of the A-Society Membership; and
   b. B-Society Executive Officers must be part of the B-Society Membership.

2. Unless otherwise specified, in this Chapter all references to the Executive Officers shall be for those that are On-Term
   a. Each Executive Officer must be an On-Term Member of the Engineering Society; and
   b. Each Executive Officer must be taking classes at the University of Waterloo during the Academic Term during their term of office.

3. The Executive Officers of EngiQueers shall be the President, Vice-President Media, and Vice-President Events

4. Each Executive Officer shall be appointed by the incoming President, as defined in Chapter 4

5. The Executive Officers shall act as the leaders of EngiQueers while maintaining accountability to the Society

6. In case of infirmity, death, resignation, or other form of ineligibility of an Executive Officer other than the President:
   a. The President shall assume said Executive Officer’s responsibilities; and
   b. Accept applications from members for the Executive Officer’s position as early as possible as described in Chapter 4
      i. Any Executive Officer appointed in this way shall have the same term of office as the existing Executive Officer’s

7. No person may hold more than one (1) Executive Officer position simultaneously, except in the case of A.6

8. The term of office for each Executive Officer shall commence one (1) day following the last day of the examination period of the Academic Term in which they were elected

9. The term of office for each Executive Officer shall end after eight (8) months, upon ratification of the next Executive

10. If, following an Academic Term, an Executive Officer is “Required to Withdraw from Engineering” according to the academic regulations of the Faculty, that Executive Officer shall resign their position
Section B: President

1. In the case of infirmity, death, resignation, or other form of ineligibility of the President, the remaining Executive Officers shall assume all responsibilities, until the office is filled
2. The President shall be the official representative of EngiQueers
3. The President shall be responsible for the security of EngiQueers’ property and offices, and overseeing access thereto
4. The President shall keep a copy of the Constitution of EngiQueers as amended and be responsible for the publication of revisions
5. The President shall be responsible for the recording, filing, and distributing of the minutes of all General Meetings
6. The President shall be the Signing Officer for EngiQueers
7. The President shall be responsible for presenting appropriate stances on behalf of the Executive Officers, and conducting research regarding implications of potential stances, including both those put forth by the Executive Officers and Members, and presenting these findings to the Membership
8. The President shall be responsible for representing EngiQueers to EngiQueers Canada
   a. In the event the President is a member of the Executive Council of EngiQueers Canada, the Off-Term President may represent EngiQueers
   b. In the event both Presidents are members of the Executive Council of EngiQueers Canada, an EngiQueers Canada representative may be appointed according to the process outlined in Section E

Section C: Vice-President Media

1. The Vice-President Media shall be responsible for maintaining the Social Media presence of EngiQueers, content published on the Society website, and content published on EngiQueers Canada website

Section D: Vice-President Events

1. The Vice President Events shall be responsible for organizing events

Section E: EngiQueers Canada Representation

1. In the event that both On- and Off-Term Presidents are ineligible to represent UWaterloo EngiQueers to EngiQueers Canada, a representative will be chosen by the Presidents through an application open to EngiQueers members, which must be open a minimum of seven (7) days
Section F: Recall

1. At least one (1) of the following conditions must be met to consider potential impeachment:
   a. Absence from a General Meeting where adequate notice of the meeting was given and the individual in question did not provide appropriate notice of their absence;
   b. Failure to fulfil the duties specified in the above member’s responsibilities, or as requested by the President for a specific event;
   c. Inappropriate behaviour or any behaviour that seriously offends any other person;
   d. Inability to follow the requirements for Safety and Conduct as described in Chapter 6; or
   e. Any other such act that indicates an inability or disinterest in working on the Executive.

2. A signed statement by a member of the Executive or minimum three (3) members requesting an Advisory Board Meeting to discuss a vote of impeachment is required before any such meeting can be held

3. Any impeached member is eligible to be appointed to an Executive position in a subsequent year
Chapter 4: Elections and Succession

Section A: President

1. The outgoing President shall act as the Chief Returning Officer. In the event the outgoing President is running in the Presidential Election the Off-Term President shall act as the Chief Returning Officer.

2. The Presidential Election shall be open to EngiQueers members who:
   a. Have an average of at least 60% in their latest Academic Term; and
   b. Will be on an Academic Term for the second half of their term of office.

3. The Presidential Election shall be conducted in the following process:
   a. The Chief Returning Officer shall make notice of the Election at least five (5) days before the General Meeting;
   b. The Election shall be conducted at the General Meeting;
   c. A member shall be considered nominated upon receipt by the Chief Returning Officer of their intent to run;
   d. Each candidate shall be given the opportunity to make a campaign speech at the General Meeting; and
   e. Each member shall have one (1) vote in the Presidential Election.

4. The CRO shall be responsible for overseeing the determination of results.

5. Prior to the determination, the CRO shall record their vote and place it in a sealed envelope. In the event of a tie, the envelope shall be opened and the tie shall be broken. In all other cases, the envelope shall be destroyed and the vote shall remain uncounted.

6. If the CRO's vote does not break the tie, then that race shall be declared a tie, and the race must be re-run. Note that in the case of a tie, there should be a recount before the CRO's vote is cast, thus ensuring that there is indeed a tie.

Section B: Executive

1. The Executive of EngiQueers shall be chosen by the incoming President through an application process:
   a. The application process shall be open to EngiQueers members who:
      i. Have an average of at least 60% in their latest Academic Term; and
      ii. Will be on an Academic Term for the second half of their term of office.
   b. The President shall open applications for a minimum of fourteen (14) days.

2. After applications have closed the President must hold interviews:
   a. The President is required to take minutes of all interviews;
   b. The President must interview all eligible candidates; and
   c. The application must clearly state the requirements of each position, as defined in Chapter 3.

3. All Executive Officer appointments must be ratified by the Advisory Board.
4. In the event that it is determined by a General Meeting that the interests of the membership are best served by an elected Executive, rather than an appointed one, the outgoing President must propose an amendment to this Constitution to implement an election procedure for the UWaterloo EngiQueers Executive Officers similar to that of the Society Executive.
Chapter 5: UWWaterloo EngiQueers Advisory Board

Section A: General
1. The business and affairs of EngiQueers shall be managed by an Advisory Board

Section B: Membership
1. The Board shall be comprised of all:
   a. The two (2) Presidents of the Society or designate;
   b. The two (2) Presidents of EngiQueers; and
   c. Two (2) Non-Executive At-Large Representatives from the EngiQueers Membership
      i. A Member of A-Society
      ii. A Member of B-Society

Section C: Elections and Term of Office
1. The Advisory Board shall appoint the At-Large Representatives
   a. The At-Large Representatives can apply to Board through an application open to EngiQueers members, which must be open for applications for a minimum of seven (7) days; and
   b. The At-Large Representatives will be decided by a vote of the Advisory Board.
2. The term of office for each At-Large Representative shall start September 1 of the year they are elected.
3. The term of office for each At-Large Representative shall last twelve (12) months.
4. No Board Member may hold more than one (1) voting position on the Board.
5. If a Board Member graduates during their term of office, they shall remain in their position on the Board until their term of office is complete.

Section D: Votes and Proxies
1. Each Board Member shall have one (1) vote on each question to be decided by the Board.
2. Board Members may not proxy their vote.
3. Board Members may attend and vote remotely at meetings if required.

Section E: Operations
1. The On-Term EngiQueers President or Designate will
   a. Chair the Advisory Board Meetings;
   b. Give notice of the Advisory Board Meetings electronically or in writing to every Board Member at least ten (10) days before the time chosen for such a meeting;
c. Ensure an agenda is circulated to all Board Members five (5) days before the meeting; and
d. Be responsible for the filing and publishing on the Society Website of the minutes.

2. Advisory Board Meetings shall occur at least once per Academic Term
3. Quorum shall be two thirds (2/3) voting members present.
4. Only Board Members, unless otherwise approved by the Advisory Board
   a. Have the right to attend Advisory Board Meetings; and
   b. Have the right to move motions, second motions, and speak at Advisory Board Meetings.

Section F: Recall and Vacancy

1. Any Board Member, other than the Presidents, may be recalled by Resolution of a Meeting called to that end.
   a. A-Society Representatives may only be removed by the A-Society Membership.
   b. B-Society Representatives may only be removed by the B-Society Membership.
2. Any Board Member that has two (2) unexcused absences may be recalled from the Board following the second occurrence.
3. In the event of a vacancy among the elected Board Member, the Advisory Board may appoint a replacement from the A-Society Membership or the B-Society Membership, as applicable.
   a. A Board Member elected to fill a vacancy holds the same term of office as the rest of the Board of Directors.

Section G: Responsibility

1. Upholding accountability of EngiQueers to the Society
2. Ratification of the incoming Executive Officers
3. Approving Constitutional amendments
4. Receiving a request for impeachment
5. A meeting at which the impeachment of an Executive Officer of EngiQueers is to be discussed shall:
   a. Be scheduled in such a way as to give the subject of the meeting an opportunity to be present if they so desire;
   b. Be conducted in adequate time so as not to impede the progress of the Executive in the absence of the member or conflict there between; and
   c. If a President is the subject of impeachment they may not vote.
6. Successful impeachment shall require:
   a. A concurrent vote of no fewer than 50% plus one (1) member of the Advisory Board
Chapter 6: Safety and Conduct

Section A: Due Consideration for Safety

1. Due consideration for the safety of all participants must be given before any event can be sponsored by UWWaterloo EngiQueers
2. All participants must be informed of all inherent or explicit risks involved in any event sponsored by UWWaterloo EngiQueers
   a. For any event where risk is assumed by the participants, or any event deemed noteworthy by the Executive, participants must sign a waiver attesting to their understanding and assumption of that risk
3. The Executive must follow the guidelines for safety and liability as set out by the policies of the Engineering Society
   a. This will include completion of formal risk assessment of any events taking place off University of Waterloo campus
4. The use of third party services to increase safety or decrease liability is encouraged. Examples include:
   a. Hiring third party transportation for any events taking place off campus; and
   b. The use of services made available through the Engineering Society, such as POETS.

Section B: Code Of Conduct

1. EngiQueers aims to promote an inclusive and respectful environment where everyone feels safe, welcome, and valued
2. EngiQueers expects all members, Executive Officers, and those attending events to behave in an inclusive and respectful manner
3. Members of EngiQueers must commit to:
   a. Value other people’s experiences;
   b. Embody a spirit of respect and fellowship;
   c. Maintain respectful communication regardless of disagreements;
   d. Have an open mind for new ideas and information;
   e. Refrain from behaving in a manner that degrades, insults, or otherwise negatively affects others;
   f. Support their peers; and
   g. Grow and develop professionally, academically, and socially.
Chapter 7: General Meetings

Section A: General
1. The duties specified in this chapter are the responsibility of the On-Term President

Section B: Calling a Meeting
1. A General Meeting shall be called once per term, during March, July, or November
2. At any time, a Special General Meeting may be called by one (1) of the following
   a. A President;
   b. The receipt of a petition requesting such a meeting signed by fifteen (15) Members; or
   c. A Resolution passed at a General Meeting
3. Any Resolution or petition must specify the purpose of the Special General Meeting
4. The President shall make notice of a General Meeting at least seven (7) days before the meeting is held

Section C: Agenda
1. The agenda for each General Meeting shall include:
   a. If Necessary, Presidential Election;
   b. Executive Updates;
   c. EngiQueers Canada Update; and
   d. Feedback
2. Motions shall be added to the agenda of a General Meeting upon receipt of a notice in writing at any time earlier than four (4) days prior to the meeting
3. The agenda of any Special General Meeting shall contain only those motions included in the call of the Special General Meeting

Section D: Voting
1. At each General Meeting, each Member holds one (1) vote
2. A Member may proxy their vote at a General Meeting to another Member
   a. A method of proxy, approved by the Executive, shall be defined in the notice of the meeting
3. No Member may hold more than two (2) proxy votes at a General Meeting
Chapter 8: Amendments

1. This Constitution shall specify the fundamental organization of EngiQueers.
2. This Constitution may only be amended by:
   a. A vote which has the support of not fewer than 50% plus one (1) member of the entire voting members; at a General Meeting that has no less than 60% of the voting membership in attendance; and
   b. Any new constitution or ratification must also be approved by the Advisory Board