



CONSTITUTION

2017-2018



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1 DEFINITIONS

1.1 PARTIES

- 1) “EngOut” is the party defined by this constitution and by the policies set by its Executive Committee.
- 2) The “Executive Committee” shall be the body within the student group as defined by this constitution.
 - a) It shall also be referred to as “the Executive.”
- 3) EngOut will be an affiliate organization under The Ryerson Engineering Student Society.
 - a) The Ryerson Engineering Student Society shall also be referred to as “RESS”
- 4) EngOut will be a chapter of EngiQueers Canada, which is a partnership body that liaises with other LGBTQ+ student Engineering groups across Canada.

1.2 TERMS

- 1) A “signing officer” is defined as a member of the executive committee authorized to sign on behalf of EngOut as defined in this constitution.
 - a) Signing officers are the members of the Executive who can submit cheque requisitions to RESS.
- 2) A “quorum” shall be defined as fifty percent, plus one member of the Executive Committee.
- 3) “LGBTQ+” is a blanket term for the community represented by EngOut.
 - a) It shall also be referred to as “LGBTQ”, “LGBT” or “queer”.

2 PURPOSE

- 1) The purpose of EngOut is:
 - a) To promote academic and recreational interest of the Ryerson Engineering LGBTQ community through extracurricular activities.
 - b) To abide by and adhere to the RESS affiliate group policies.
 - c) Act as a visible body of LGBTQ students in engineering.
- 2) EngOut will conduct itself in such a way as to do the following:
 - a) To carry out the purpose as described above.
 - b) To always act in the best interest of the greatest number of LGBTQ engineering students.

3 MEMBERSHIP

3.1 GENERAL MEMBERSHIP

- 1) Membership is limited to full time Ryerson Engineering students who identify as an ally of the LGBTQ community or as part of the LGBTQ community. No teaching faculty member may be a member of EngOut. Members of RESS Board of Directors may be a member of the student group, however, under certain circumstances decided upon by the president of EngOut, may be unable to vote. In the case that the President of EngOut is a member of the RESS Board of Directors, the Executive Committee, excluding any other members of the RESS Board of Directors, will decide on the certain circumstances where those members may be unable to vote.
- 2) All general members may have access to the following:
 - a) The status of the student group solvency, upon request made to the finance director, with approval of one other signing officer
 - b) The agenda and minutes of all EngOut meetings, upon request made to the communications director.
- 3) All general members of EngOut not holding an EngOut Executive position are entitled to act as assistant event coordinators.
 - a) Assistant event coordinators will act as assistants to the Executive by means of event promotion and logistics. Their attendance is as required by the Executive and they do not hold a vote in any executive meetings.

4 ENGOUT STRUCTURE

4.1 EXECUTIVE COMMITTEE

- 1) The Executive committee is responsible for planning the activities and projects of EngOut. Each member of the Executive must be a full-time student enrolled in a Ryerson Engineering program in good academic standing. Students on an internship leave are excluded from holding an executive position, except when deemed appropriate by the President. The roles and responsibilities of each executive member are outlined below.
- 2) **President**
 - a) Chairs all meetings
 - b) Is responsible, in conjunction with the Finance Director, to the members of EngOut for all monies through fundraising.
 - c) Will act as a liaison to RESS.
 - d) Will oversee all events and ensure that EngOut is adequately represented at all meetings.
 - e) Is a signing officer
 - f) Has a term of one year, and is appointed annually by the outgoing president.
 - g) The incoming president cannot be on internship during their term unless deemed appropriate by the outgoing president.

3) Vice President

- a) Be the acting-president in the absence of the president
- b) Is responsible for the design and co-ordination of EngOut merchandise, including:
 - i) Apparel (T-Shirts, Sweaters, Scarves, etc.)
 - ii) Any additional merchandise the current Executive wishes to create
- c) Be responsible for maintaining an inventory of all merchandise retained by EngOut.
- d) Is a signing officer.
- e) Has a term of one year and is appointed annually by the incoming President.

4) Finance Director

- a) Is responsible, along with the president, for the fiscal solvency of EngOut.
- b) Shall keep up-to-date accurate financial records.
- c) Shall attempt to make industry and campus partner contacts for the purpose of EngOut sponsorship.
- d) Shall keep minutes of each meeting which shall be made available to all members of the student group upon request,
- e) Shall assist the executives with any word processing or record keeping needs.
- f) Has a term of one year and is appointed annually by the incoming president.
- g) Is a signing officer.

5) Communications Director

- a) Responsible for the maintenance and upholding of all EngOut media outlets, including but not limited to:
 - i) Facebook page
 - ii) Twitter account
 - iii) Website
 - iv) Instagram
 - b) Shall formulate and distribute to the EngOut membership all announcements pertaining to EngOut events and activities
 - c) Is responsible for the design and distribution of all EngOut posters, pamphlets, and other EngOut promotional materials.
 - d) Has a one year term and is appointed annually by the incoming president.
- 6) In the event that not all the above mentioned position are individually filled, the remaining executive shall intervene to ensure that the main responsibilities of the vacant position(s) is met. Should there be any vacant executive positions, the president may carry out the application process at any time, as defined in this constitution, to fill these positions for the remainder of the fiscal year.
- 7) Positions in the executive committee are limited to those defined above.
- 8) The roles of all executives are specifically designated, however all executives are expected to assist with the planning and execution of any event as required.
- 9) The Executive shall be responsible for the ratification and any subsequent amendment of this constitution. This shall be done in accordance with the relevant operational procedures defined herein.

5 EXECUTIVE APPLICATIONS

5.1 APPLICATION PROCESS

- 1) The Executive Committee of EngOut shall be chosen by the incoming president through an application process.
- 2) The application process must be open to all full-time Ryerson undergraduate Engineering students in good academic standing
- 3) The president shall open applications for a minimum of two weeks.
- 4) After applications have closed the president must hold interviews
 - a) The president is required to take minutes of all interviews
- 5) The application must clearly state the requirements of each position, as defined in Section 4.1 of this constitution.
- 6) The president shall select their executive before July 1st to allow adequate time to prepare for the coming school year.

6 ELECTIONS

- 1) In the event that the interests of the membership are best served by an elected Executive, rather than an appointed one, the outgoing president must amend this constitution to implement an election procedure for the EngOut Executive similar to that of the RESS Board of Directors.

7 OPERATIONAL PROCEDURE

7.1 CONSTITUTION

- 1) The adoption of any constitution or ratification thereof must be done by a vote which has the support of not fewer than fifty percent plus one member of the entire executive committee; at a meeting that has not fewer than sixty percent of the Executive in attendance. Any new constitution or ratification must also meet the approval of RESS.

7.2 REMOVAL FROM OFFICE

- 1) A matter of such importance must be carefully and seriously considered with all due fairness by all those involved. At least one of the following conditions must be met to consider potential impeachment:
 - a) Absence in a minimum of three (3) meetings within the year,
 - b) Absence from two consecutive meetings where adequate notice of the meetings were given and the individual in question did not provide appropriate notice of their absence.
 - c) Failure to fulfil the duties as specified in the above member's responsibilities, or as requested by the president for a specific event.
 - d) Inappropriate behaviour or any behaviour that seriously offends any other person.
 - 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 3 general members requesting an open meeting of The Executive to discuss a vote of impeachment and stating the reasons for impeachment is required before any such meeting can be held.
- 3) A meeting at which the impeachment of a member of the student group is to be discussed shall:
 - a) Have at least sixty percent of the members of the EngOut Executive in attendance.
 - b) Be scheduled in such a way as to give the subject of the meeting an opportunity to be present if they so desire.
 - c) Be conducted in such a way so as to reflect the seriousness of the situation.
 - d) 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.
- 4) Successful impeachment shall require
 - a) A statement as outlined above
 - b) A meeting conducted under the conditions outline above
 - c) A concurrent vote of no fewer than fifty per cent plus one member of the entire executive committee.
- 5) Any impeached member is eligible to be appointed to an executive position in a subsequent year.

7.3 DUE CONSIDERATION FOR SAFETY

- 1) Due consideration for the safety of all participants must be given before any event can be sponsored by the student group or EngOut.
- 2) All participants must be properly informed of any inherent or explicit risk involved in any event sponsored by the student group or EngOut
 - a) For events 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 risk.
- 3) The Executive must follow the guidelines for safety and liability as set out by the policies of RESS.
 - a) This will include the completion of a formal risk assessment for any events taking place off campus.
- 4) The use of third party services to increase safety or decrease liability is encouraged. Examples include the following:
 - a) Hiring third party transportation for any events taking place off campus.
 - b) The use of services made available through Ryerson, such as Oakham House, or Aramark.

This constitution was ratified on August 1st, 2017 in the presence of executives of EngOut currently enrolled in a Ryerson Engineering program at Ryerson University.

Madeline Sialtsis
President

Wei S. Yu
Vice President

