

University of British Columbia Electrical and Computer Engineering Graduate Student Association Constitution

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Definitions

In this document:

- "UBC" shall refer to the University of British Columbia;
- "ECEGSA" shall refer to the Electrical and Computer Engineering Graduate Student Association of UBC;
- "ECE" shall refer to Electrical and Computer Engineering;
- "the membership" shall refer to all registered graduate students in ECE at UBC;
- "the Executive" shall refer to the Executive members of the ECEGSA;
- "the department" shall refer to the ECE department at UBC;
- "the account" shall refer to the bank account of the ECEGSA; and
- "the financial year" shall refer to the year starting May 1 and ending April 30, or thereabouts;

Article I - Name

The name shall be the Electrical and Computer Engineering Graduate Student Association, or ECEGSA.

Article II - Purpose

The purpose shall be to:

- A. promote the well-being of graduate students in the ECE department; and
- B. provide official representation for graduate students in the ECE department to the department and external organizations.

*To incorporate the amendment passed in the Annual General Meeting held on June 29, 2012

Article III - Membership

Membership in the ECEGSA shall be automatically granted to registered full-time and part-time graduate students at UBC in Electrical and Computer Engineering. Membership shall be discontinued when a member is no longer a registered full-time or part-time graduate student in ECE at UBC.

Article IV - Executive

- A. All members shall qualify to become an Executive member.
- B. The Executive offices shall be:
 - 1. President, who shall:
 - a. coordinate business of the ECEGSA;
 - b. call meetings of the ECEGSA;
 - c. represent the ECEGSA externally;
 - d. chair meetings of the ECEGSA where he/she is present; and
 - e. act as auxiliary administrator of the ECEGSA bank account with signing authority as defined in the ECEGSA Financial Policy.
 - 2. Secretary, who shall:
 - a. act as President when the President is absent;
 - b. coordinate the communication of the ECEGSA;
 - c. keep minutes of meetings and make them available to the membership; and
 - d. act as auxiliary administrator of the ECEGSA bank account with signing authority as defined in the ECEGSA Financial Policy.
 - 3. Treasurer, who shall:
 - a. maintain ECEGSA finances;
 - b. direct the formulation of the ECEGSA annual budget;
 - c. report on ECEGSA finances as defined in the ECEGSA Financial Policy; and
 - d. act as primary administrator of the ECEGSA bank account with signing authority as defined in the ECEGSA Financial Policy.
 - 4. VP Academic, who shall:
 - a. respond to academic concerns of the membership; and
 - b. coordinate professional development events and activities for the membership.
 - 5. VP Social External, who shall:
 - a. coordinate social events and activities involving ECEGSA and other student communities in UBC;
 - b. foster a sense of community between the members of ECEGSA and members of other student communities of UBC.
 - 6. VP Social Internal, who shall:
 - a. coordinate social events and activities within the membership; and
 - b. foster a sense of community amongst the membership.
- C. Executive members shall be expected to attend all meetings and assist with all events and activities of the ECEGSA where possible.
- D. Executive members who are absent from campus for more than two months shall have a temporary replacement designated during their absence or shall be removed from their office. The temporary replacement can be any individual agreed upon by the

Executive, except in the case of the President, for whom the temporary replacement shall be the Secretary.

Article V - Elections

- A. Elections for all Executive positions shall be held in April of each year, such that the newly elected Executive takes control on or before May 1.
- B. Call for nominations of candidates to the Executive shall be made at least two weeks before the deadline for nominations. Nominations shall require the signatures of three ECEGSA members.
- C. There shall be at least two weeks between the deadline for nominations and the start of the election period.
- D. Positions with more than one candidate shall require votes choosing one of the candidates. Positions with only one candidate shall require votes confirming the candidate or re-opening the position for a new nomination period.
- E. The length of the election period and implementation of the election shall be determined by the Executive and sufficiently long for ECEGSA members to have a reasonable opportunity to vote.
- F. Votes shall not be counted until after the end of the election period. Counting shall be performed by at least two individuals, neither of whom is a candidate for election, in the presence of at least one witness.
- G. Positions shall be decided by a simple majority of votes.
- H. Each Executive member shall be responsible for training their successor.

Article VI - Meetings

- A. Meetings of the Executive shall:
 - 1. Be held at least monthly at the discretion of the President;
 - 2. Require the presence of at least 60% of the Executive members for quorum; and
 - 3. Be attended by other individuals at the discretion of the President.
- B. The Annual General Meeting shall:
 - 1. Be held annually, preferably early in the financial year;
 - 2. Be announced to the membership with an agenda at least one week in advance; and
 - 3. Require the presence of at least 5% of the membership for quorum.

Article VII - Amendments

- A. This Constitution and other formal policies shall only be amended by a 2/3 majority vote at the Annual General Meeting.