

University of British Columbia

Electrical and Computer Engineering

Graduate Student Association Constitution

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Definitions

In this document:

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

Article I - Name

The name of the association is the Electrical and Computer Engineering Graduate Student Association, or ECEGSA.

Article II - Purpose

The purpose of ECEGSA is to:

- A. promote the well-being and professional development 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.

Article III - Membership

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

Article IV - Executive

IV.i Executive Roles and responsibilities

All members qualify to become an Executive member. The Executive comprises the following elected representatives:

1. **The President** role provides an excellent opportunity for a motivated and dedicated individual to exercise their leadership skills, collaborate with a dynamic team of executives, and make a meaningful impact on the ECE graduate student community. President shall:
 - 1.1. oversee and direct all ECEGSA activities and finances;
 - 1.2. empower and assign tasks to the Executives, ensuring that all responsibilities are appropriately delegated and completed;
 - 1.3. chair bi-weekly check-in meetings with the Executives, lead discussion about the status of current tasks delegated to each Executive, take

decisions on the upcoming events and activities together with the Executives and break them down into manageable tasks and assign them to each Executive;

- 1.4. chair a longer discussion, as soon as possible after the new ECEGSA team is elected, on the availability in terms of effective number of hours per week, as well as being present on campus and actively carrying out assigned duties during the entire year of each Executive;
- 1.5. take written and signed commitment of each Executive on their availability throughout the year and engagement to actively carry out their assigned tasks in the time the team agreed on;
- 1.6. carry out the election process for the new team together with the Secretary;
- 1.7. drive ECEGSA to be innovative and adaptive, exploring new ways to support and enhance the graduate student experience;
- 1.8. serve as the primary representative of ECEGSA both internally and externally, maintaining effective communication with other organizations and individuals to promote the ECE graduate student community's interests and goals, which includes participating in monthly lab ambassador meetings and fostering relationships with other student organizations and campus stakeholders;
- 1.9. serve as a role model and mentor for other members, inspiring them to develop their leadership and communication skills;
- 1.10. proactively identify opportunities for restructuring the team or changing activities to better serve ECE graduate students' needs;
- 1.11. develop and implement initiatives to enhance the ECEGSA's support for graduate students' well being and success, such as mental health resources or career development programs;
- 1.12. enforce ECEGSA policies requiring executive members to actively collaborate in the events during their term, and mandates temporary replacements for executive members who are absent from campus for more than two months, or else removes them from office; and
- 1.13. take action to address any issues with executive members who fail to meet their responsibilities, or prove to be incompetent or ineffective (Article V - Formal Removal Policy), to ensure that ECEGSA is composed of dedicated

and capable individuals committed to serving the interests of ECE graduate students.

2. **The Secretary** role provides an excellent opportunity to develop organizational and communication skills while serving as a key member of the ECEGSA executive team. Secretary shall:
 - 2.1. assume the responsibilities of the President in their absence, providing continuity of leadership and ensuring that all ECEGSA activities continue to run smoothly;
 - 2.2. manage and oversee the delegation of tasks, ensuring that all Vice Presidents are on track to complete their tasks in a timely and efficient manner;
 - 2.3. assume equal responsibilities in tasks 1.4 and 1.5 under the role of the President and works with them to complete these tasks;
 - 2.4. coordinate ECEGSA internal communication and keep meeting minutes, ensuring that all members are informed of important updates, events, and deadlines;
 - 2.5. collaborate with the Executive team to establish and achieve the ECEGSA's short- and long-term goals; and
 - 2.6. represent the ECEGSA at monthly lab ambassador meetings and other relevant events, building relationships with other organizations and individuals to promote the ECE graduate student community's interests and goals.

3. **The Treasurer** role provides a great opportunity for someone to develop their financial management skills while supporting the ECEGSA's activities and initiatives. Treasurer shall:
 - 3.1. maintain accurate and up-to-date records of the ECEGSA's finances, ensuring that all income and expenses are properly tracked and reported;
 - 3.2. lead the development and preparation of the ECEGSA annual budget proposal, in close collaboration with the Executive to ensure that all planned activities and expenses are accounted for;
 - 3.3. record detailed breakdowns of all past and upcoming expenditures, providing regular updates to the executive team and ensuring transparency in the ECEGSA finances;

- 3.4. seek out funding opportunities and partnerships that can support the ECEGSA's activities and initiatives, negotiating and advocating for the best outcomes;
 - 3.5. manage ECEGSA funding sources, including but not limited to ECE department funding, the Graduate Student Society (GSS), and online platforms like Eventbrite; and
 - 3.6. carry out reimbursement requests for ECEGSA, ensuring that all expenses are properly documented and reimbursed in a timely manner.
4. **VP Academic**, who shall:
- 4.1. advocate for academic excellence and the professional development of ECE graduate students, actively responding to students' academic concerns;
 - 4.2. propose and execute events and activities targeted towards the professional growth of ECE students, such as Tours, Soft Skill Workshops, and Industry and Alumni Nights; and
 - 4.3. lead the development and implementation of initiatives that enhance the academic experience of ECE graduate students, working closely with other VPs and stakeholders to align their efforts with the overall goals of the ECEGSA.
5. **VP Social Internal**, who shall:
- 5.1. Initiate, develop, and execute on-campus social events and activities, leveraging creativity and organizational skills to plan regular themed Teahouses, Movie Nights, Game Nights, Pub Nights, Banquets, and more;
 - 5.2. oversee merchandise designs and sales; and
 - 5.3. build a strong sense of community among ECE graduate students, connecting with individuals and groups to promote social interactions, encourage engagement, and enhance the overall graduate student experience.
6. **VP Social External**, who shall:
- 6.1. conceptualize, plan, organize, and carry out off-campus social and academic events and activities in collaboration with VP Social Internal and VP Academic, such as Bowling Night, Ski Trip, Beach BBQ, and Alumni and Industry Night;

- 6.2. partner with other student clubs, such as ECESS, BMEGA, and MEGA, to organize collaborative events, such as Puppy/Bunny Therapy and Halloween parties, creating opportunities for ECE graduate students to connect with peers from different disciplines and backgrounds;
 - 6.3. foster a strong sense of community between ECEGSA members and other student communities at UBC, bridging gaps and breaking down barriers to promote inclusivity, diversity, and equity;
 - 6.4. collaborate with other Executive members to identify potential partnerships, sponsorships, or collaborations with other organizations or departments, amplifying the impact of the planned events and activities; and
 - 6.5. coordinate with external parties, such as venue coordinators, vendors, and sponsors to ensure that all events and activities run smoothly and successfully.
7. **VP Spirit**, who shall:
- 7.1. cultivate a vibrant and welcoming atmosphere for ECE graduate students, working to enhance their comfort and engagement in the ECEGSA lounge and other spaces;
 - 7.2. lead the recruitment and management of volunteer students for events, in collaboration of event leaders, and lounge upkeep, such as caring for plants, fridge, furniture, and appliances, ensuring that everything is in good order and creating a sense of ownership and pride in the space; and
 - 7.3. support and assist other VPs in event organization, bringing energy and enthusiasm to every initiative and inspiring others to do the same.
8. **VP Communications**, who shall:
- 8.1. take charge of the ECEGSA website;
 - 8.2. design and develop all marketing materials, from posters to newsletters, using creativity and technical skills to craft compelling messages that engage and inform ECE graduate students;
 - 8.3. establish and manage effective communication channels, using both paper and digital means, such as email, Slack, Instagram, and LinkedIn, to ensure that ECEGSA announcements and events reach all relevant audiences;
 - 8.4. setup and maintain reliable event registration system through services like eventbrite;

- 8.5. perform gatekeeping to prevent non-member unjust registrations; and
 - 8.6. collaborate with the Treasurer to properly charge and collect funds from participants through a fair ticketing policy, i.e. deposits and refunds.
9. **VP sports**, who shall:
- 9.1. empower ECE graduate students to stay active and healthy through organized athletic events and activities, such as group runs, group walks, and UBC REC drop-ins for ice skating, swimming, futsal, badminton, and other sports that meet the demand of the ECE student community;
 - 9.2. create and manage intramural teams to participate in UBC Rec Leagues, such as summer soccer league, futsal league, volleyball league, basketball league, and UBC Events such as Storm the Wall, Day of the LongBoat, and others;
 - 9.3. collaborate with the Treasurer and other VPs to handle registration and other administrative tasks; and
 - 9.4. recruit and assign captains to each intramural team, ensuring that they are well-managed and able to contribute to the success of the teams.
10. **GSS Councilor**, who shall:
- 10.1. represent ECE graduate students in the monthly GSS meetings, and voice the students' needs and interests to direct GSS activities towards their benefit; and
 - 10.2. build relationships and networks with other GSS councilors and stakeholders, advocating for ECE graduate students and creating opportunities for collaboration and mutual support.

IV.ii Operation Policies of the Executive

1. Executive members are expected to attend all meetings and assist with all events and activities of the ECEGSA, as agreed on during the committee's bi-weekly check-in meetings.
2. Executive members are expected to collaborate actively in at least 66% of the events in their year.
3. Executive members who may not be able to attend a meeting must inform the other executives of their absence with at least 24 hours notice, and must catch up

in a timely manner with the topics discussed in the meeting by going over the meeting minutes and talking to the other Executives

4. Executive shall announce a “call for volunteers” early in each school semester to register the ECE graduate students who are interested to volunteer and help in organization of the events throughout the term. This short-list shall be contacted for each event where volunteer assistance is required.
5. Recruited Volunteers shall be compensated through available ECEGSA merchandise, and most active volunteers shall be awarded with a gift by the end of the Executive’s term.
6. 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 - Formal Removal Policy

This policy has been created to ensure that ECEGSA is composed of dedicated and capable individuals committed to serving the interests of ECE graduate students and is enforced in a completely professional manner.

1. Performance of the Executive is subject to regular review by the president and secretary based on the factors below:
 - a. fulfilling position-related responsibilities in the agreed time slot,
 - b. active collaboration in at least 66% of all events,
 - c. attendance rate in at least 80% of the executive meetings (considering justified absences)
 - d. being proactive, engaging with all the other Executives, showing interest in the activities of ECEGSA, and communicating effectively and clearly
2. The Executive who fail to meet their responsibilities or prove to be disinterested, disengaged, not a team player or ineffective are subject to the following process in order:
 - a. First, the president or secretary discusses the issue with the executive member in question to find a solution, offering support or guidance where possible.

- a. As the last resort, if the problematic behavior persists, the president and the secretary shall initiate the motion to formally remove the executive member in question, which requires agreement from 70% of the Executive.

Article VI - 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 VII - 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.

Article VIII - Amendments

- A. Any issues not defined by or deemed ambiguous within this constitution shall be decided by vote within the Executive, with a 67% majority required to accept a proposed interpretation of the Constitution.
- B. No part of this Constitution may be construed in a sense that is against the objectives of the ECEGSA
- C. The Executive are expected to abide by and defend the principles and spirit of this Constitution.