

BYLAW 4
THE OFFICERS BYLAW
UNIVERSITY OF TORONTO ENGINEERING SOCIETY

ADOPTED: November 29, 2015
LAST REVISED: August 22, 2017



CHAPTER 0 - GENERAL

0.0. General

- 0.0.1. In this document "Meetings" includes all General Meetings and meetings of Council and the Board.
- 0.0.2. The Officers shall be required to submit a written report to the Speaker of the Board of their milestones, relevant updates, and general progress from the previous regular Board meeting.
- 0.0.3. The Officers shall submit the aforementioned report at least 72 hours prior to the commencement of each regular meeting of the Board, barring extraneous circumstances at the discretion of the Speaker.
- 0.0.4. Each Officer report shall include:
 - a. updates on new and/or ongoing initiatives within the portfolio;
 - b. progress of the project directors they oversee;
 - c. updates on collaboration with parties external to their portfolio;
 - d. any other information they deem relevant to the progress of the portfolio;
- 0.0.5. Each Officer shall provide a verbal summary, limited to 5 minutes, of higher-level initiatives outlined in their report.

CHAPTER 1 - PRESIDENT

1.0. President

- 1.0.1. The President is responsible for:
 - a. Giving direction to the Society;
 - b. Correspondence on behalf of the Society;
 - c. Transition of the Engineering Society;
 - d. Liaising with the Faculty and University; and
 - e. Liaising with external student organizations.
- 1.0.2. The President shall wear the White Fireman's Hardhat at all Meetings.
- 1.0.3. The President shall have the authority to execute any action or act on the Society's behalf in any matter authorized by the Constitution, Bylaws, or General Resolution of the Board unless it has been specifically assigned to another person.



CHAPTER 2 - VICE-PRESIDENTS

2.0. Vice-President Finance

- 2.0.1. The Vice-President Finance is responsible for overseeing the commercial operations defined in Bylaw 5.
- 2.0.2. The Vice-President Finance shall report, at all regular meetings of the Board of the Society's financial position including but not limited to:
 - a. A comparison of actual income and expenses pertaining to the budget; and
 - b. A statement of expected income and expenses.
- 2.0.3. The Vice-President Finance shall report, within two weeks following the end of the fiscal year as defined in Bylaw 1, submit the Society's accounts and year-end financial statements to the auditors.
- 2.0.4. The Vice-President Finance shall present the auditor's report at the Annual General Meeting in October.
- 2.0.5. The Vice-President Finance is responsible for working with the Engineering Alumni Association and the Faculty's Office of Advancement on matters pertaining to fundraising.
- 2.0.6. The Vice-President Finance is responsible for cheque requisition and approval.
- 2.0.7. The Vice-President Finance, in conjunction with the Executive Committee, shall prepare three budgets for Board approval:
 - a. Spring Budget presenting a general overview of the planned financial priorities which shall be presented before July 1;
 - b. Fall Budget containing detailed projections of planned revenues and expenditures which shall be presented before September 1;
 - c. Winter Budget derived from the Fall Budget including revisions based on actual revenues and expenditures which shall be presented at the January Board meeting.
- 2.0.8. The Vice-President Finance is responsible for the fiscal prudence of the Society.

2.1. Vice-President Communications

- 2.1.1. The Vice-President Communications shall ensure that notice of Meetings as required in other Bylaws, that an agenda is prepared for each Meeting, and that quality minutes are taken for each Meeting.
- 2.1.2. The Vice-President Communications shall ensure that the Bylaws and Policies are updated within a month of any change.
- 2.1.3. The Vice-President Communications shall ensure that records for all Meetings are being maintained and published online.
- 2.1.4. The Vice-President Communications shall be responsible for the collection of year-end reports from all outgoing Directors and Officers.
- 2.1.5. The Vice-President Communications shall be responsible for maintaining the e-mail address using the "skule.ca" domain.
- 2.1.6. The Vice-President Communications shall be responsible for maintaining a current list of contact information for all members of Council.
- 2.1.7. The Vice-President Communications shall be responsible for overseeing the branding of Society services, operations and events.



- 2.1.8. The Vice-President Communications shall be responsible for overseeing the use of communications media to market Society services, operations and events.

2.2. Vice-President Academic

- 2.2.1. The Vice-President Academic is responsible for overseeing the development, implementation and maintenance of services and/or activities that serve students' best interests with regards to their academic and professional developments.
- 2.2.2. The Vice-President Academic is responsible for maintaining and disseminating information on the academic regulations and procedures of the Faculty and University.
- 2.2.3. The Vice-President Academic shall organize regular Student/Faculty Meetings.
- 2.2.4. The Vice-President Academic shall be responsible for coordinating student participation at Faculty Council and its committees.

2.3. Vice-President Student Life

- 2.3.1. The Vice-President Student Life shall be responsible for recognizing Affiliated Clubs and dealing with student issues pertaining to the membership of those clubs.
- 2.3.2. The Vice-President Student Life shall be responsible for keeping the membership informed about club opportunities and ensuring that the Society is providing support to Affiliated Clubs.
- 2.3.3. The Vice-President Student Life shall be responsible for helping Affiliated Clubs obtain funding from University sources such as the Students' Administrative Council, the Engineering Alumni Office, and the Faculty Departments.
- 2.3.4. The Vice-President Student Life is responsible for the oversight of the Orientation Director as defined in Bylaw 2
- 2.3.5. The Vice-President Student Life is responsible for producing an Orientation Report as outlined in the Bylaws.

APPENDIX

The following changes were made from the previous version (Revised on August 22, 2017):

1. Revised Bylaw 4 as per November 2015 BoD decision.
2. Revised Bylaw 4 section 0 as per February 2016 BoD decision.