

**BYLAW 2**  
**THE DIRECTORS AND ASSOCIATED ENTITIES BYLAW**  
**UNIVERSITY OF TORONTO ENGINEERING SOCIETY**

ADOPTED: February 27, 2016  
LAST REVISED: June 14, 2018



## **0.0. Project Directors**

- 0.0.1. A Director must be a Member for the entire duration of their term.
- 0.0.2. A Director is responsible for a specific and limited area of the Society's activities.
- 0.0.3. A Project Director, once elected, will not be considered eligible to run in an election for the same position, unless they held the position for less than two (2) months after they are elected.
- 0.0.4. A Member may hold a maximum of two (2) Project Director positions at the same time, provided that the terms of office of the two (2) positions do not overlap by more than four (4) months.
- 0.0.5. Project Directors may not also hold Officer positions.
- 0.0.6. Project Directors shall be elected, as defined in Chapter 4 in Bylaw 3.
- 0.0.7. Unless otherwise specified in Chapter 1, the term of office of all Project Directors shall commence at the adjournment of the meeting at which they are elected.
- 0.0.8. A Project Director may only be recalled upon a two-thirds vote by:
  - a. The Board of Directors of the Society;
  - b. The Annual General Meeting; or
  - c. A General Meeting called for such purpose.
- 0.0.9. In case of infirmity, death, resignation, removal, or other form of ineligibility of an Project Director:
  - a. Responsibilities of the Director shall be performed by their overseeing Officer; and
  - b. The Director's position can only be filled by a majority vote at a meeting of the Board of Directors, which must be first attempted within one (1) month of the position becoming vacant.

## **0.1. Temporary Internal Directors**

- 0.1.1. Temporary Internal Director positions may be created by the Board, as needed.
- 0.1.2. Temporary Internal Directors shall be overseen by the President or another Officer to whom the President delegates the duty of oversight.
- 0.1.3. All Temporary Internal Director positions shall cease to exist at the adjournment of the April Board of Directors meeting.
- 0.1.4. For each Temporary Internal Director, the President shall submit a discussion item on whether to renew that Directorship at the last meeting of the Board of Directors before the start of the Nomination Period for the April Board of Directors Meeting at which the Directorship's Term ends.



## CHAPTER 1 - PROJECT DIRECTORS

### 1.0. General

- 1.0.1. All Project Directorship positions shall be privy to the benefits of Clubs affiliated with the Engineering Society.
- 1.0.2. All Project Directors must submit transition reports in accordance to the guidelines for transition reports prepared by the President.

### 1.1. Toike Oike Editor

- 1.1.1. There shall be a Toike Oike Editor, who shall be responsible for the regular and timely publication of the Toike Oike, a newspaper devoted to humour and spirit.
- 1.1.2. The Toike Oike Editor shall be overseen by the Vice-President Communications.

### 1.2. Cannon Editor

- 1.2.1. There shall be a Cannon Editor, who shall be responsible for the regular and timely publication of the Cannon, a publication devoted to fact and opinion.
- 1.2.2. The Cannon Editor shall be overseen by the Vice-President Communications.

### 1.3. Flrosh Handbook Editor

- 1.3.1. There shall be a Flrosh Handbook Editor, who shall be responsible for the timely publication of the Flrosh Handbook, a handbook for incoming first year students.
- 1.3.2. The Flrosh Handbook Editor shall be responsible for the design and layout of a Skule Agenda, an agenda for all students, for the year following their term.
- 1.3.3. The Flrosh Handbook Editor shall be overseen by the Vice-President Communications.

### 1.4. Skulebook Editor

- 1.4.1. There shall be a Skulebook Editor, who shall be responsible for the timely publication of the Skulebook, the Engineering Yearbook.
- 1.4.2. The Skulebook Editor shall be overseen by the Vice-President Communications.

### 1.5. Engineering Stores Managers

- 1.5.1. There shall be two (2) Engineering Stores Managers, who shall be responsible for Engineering Stores, as described in Bylaw 5.
- 1.5.2. The Engineering Stores Managers shall be overseen by the Vice-President Finance.

### 1.6. Suds Managers

- 1.6.1. There shall be two (2) Suds Managers, who shall be responsible for Suds, the Engineering Pub, as described in Bylaw 5.
- 1.6.2. The Suds Managers shall be overseen by the Vice-President Finance.

### 1.7. Hard Hat Café Managers

- 1.7.1. There shall be two (2) Hard Hat Café Managers, who shall be responsible for the Hard Hat Café, as described in Bylaw 5.
- 1.7.2. The Hard Hat Café Managers shall be overseen by the Vice-President Finance.



## **1.8. Archivist**

- 1.8.1. There shall be an Archivist, who shall be responsible for:
  - a. Maintenance and organization of the Society's Archives;
  - b. Collection of the Society's publications, including the Flosh Handbook, Skule Planner, Skulebook, and all editions of The Cannon and Toike Oike from that year;
  - c. Document that year's major events including but not limited to Godiva Week and Flosh Week;
  - d. Educating students about Skule history by organising events and displays.
- 1.8.2. The Archivist shall be overseen by the Vice-President Communications.

## **1.9. Webmaster**

- 1.9.1. There shall be a Webmaster, who shall be responsible for maintaining and regularly updating the Engineering Society's Websites, including the Society Web Page, the Courses Database, and the Skule Digest. The Webmaster shall be responsible for assisting clubs with hosting websites on the Society's servers.
- 1.9.2. The Webmaster shall be overseen by the Vice-President Communications.

## **1.10. Computer Systems Administrator**

- 1.10.1. There shall be a Computer Systems Administrator, who shall be responsible for the maintenance of the Engineering Society's computer systems.
- 1.10.2. The Computer Systems Administrator shall be overseen by the Vice-President Communications.
- 1.10.3. The Computer Systems administrator is responsible for the upkeep and security of the Society's computer resources, including:
  - a. Auditing usage to detect malicious behavior;
  - b. Informing users that the Society views compromising computer security as a serious infraction;
  - c. Reporting any malicious behavior to the Vice-President Communications.
- 1.10.4. The Computer Systems Administrator shall have the authority to regulate access to the Society's computer systems and services.
- 1.10.5. Decisions made by the Computer Systems Administrator may be appealed by a motion to the Board of Directors.

## **1.11. Hi-Skule Liaison**

- 1.11.1. There shall be a Hi-Skule Liaison, who shall be responsible for:
  - a. Promoting Skule to prospective high school students;
  - b. Working with the faculty in recruitment activities;
  - c. Educating and informing the community about engineering.
- 1.11.2. The Hi-Skule Liaison shall be overseen by the Vice-President Academic.

## **1.12. Cannonball Director**

- 1.12.1. There shall be a Cannonball Director, who shall be responsible for Cannonball, an annual semi-formal dinner dance.
- 1.12.2. The Cannonball Director shall be overseen by the Vice-President Finance.



**1.13. Gradball Director**

- 1.13.1. There shall be a Gradball Director, who shall be responsible for Gradball, an annual formal dinner dance.
- 1.13.2. The Gradball Director shall be overseen by the Vice-President Finance.

**1.14. Community Outreach Director**

- 1.14.1. There shall be a Community Outreach Director, who shall be responsible for the Society's activities surrounding volunteerism, community service and charity.
- 1.14.2. The Community Outreach Director shall be overseen by the Vice-President Student Life.

**1.15. Sponsorship Director**

- 1.15.1. There shall be a Sponsorship Director, who shall be responsible for:
  - a. The development and maintenance of sponsorship packages for Engineering Society activities, including Orientation, Cannonball, and Gradball;
  - b. Acquiring and maintaining a database of contact info for potential and current sponsors;
  - c. Selling ads in the Society's publications including the Toike Oike, Cannon, Flrosh Handbook and Skulebook; and
  - d. Actively pursuing sponsorship for Orientation, Cannonball, and Gradball.
- 1.15.2. The Sponsorship Director shall be overseen by the Vice-President Finance.

**1.16. Orientation Director**

- 1.16.1. There shall be an Orientation Director who shall be responsible for Flrosh Week, an orientation for incoming students.
- 1.16.2. The Orientation Director shall be overseen by the Vice-President Student Life.
- 1.16.3. The Orientation Director shall prepare a report on Flrosh Week, to be presented to the Board of Directors no later than the November Board Meeting of the current year, which shall include:
  - a. A financial report;
  - b. A report on incidents that occurred during the week, of which the structure shall be determined by the Orientation Director and the Vice-President Student Life;
  - c. Responses to any concerns raised by any Member or member of the public; and
  - d. A report on the results of a survey conducted after orientation of the Members' impression of, and experiences during, Flrosh Week.

**1.17. University of Toronto Engineering Kompetition (UTEK) Director**

- 1.17.1. There shall be a UTEK Director who shall be responsible for organizing the University of Toronto Engineering Kompetition, a qualifying competition for students wishing to compete in the Ontario Engineering Competition (OEC).
- 1.17.2. The UTEK Director shall be overseen by the Vice-President Academic.

**1.18. Ombudsperson**

- 1.18.1. There shall be an Ombudsperson who shall make themselves available to receive complaints from the Members.



- 1.18.2. The Ombudsperson shall mediate conflicts, track problem areas, provide whistleblowing options to Members with concerns, and make recommendations for changes to structure and practices of the Society.
- 1.18.3. The Ombudsperson shall maintain confidentiality of all personal information unless the respective party authorizes otherwise.
- 1.18.4. The decisions of the Ombudsperson shall not be binding on the Society or its Members.
- 1.18.5. The Ombudsperson shall be responsible for actively seeking out the opinions and views of the Members through surveys, discussion and any other means they deem appropriate.
- 1.18.6. The Ombudsperson should liaise regularly with the Officers and maintain open communication with the Council in order to keep them aware of any issues brought up by the Members.
- 1.18.7. The Ombudsperson shall create and distribute an annual Skule Census.
- 1.18.8. The Ombudsperson shall compile and distribute information from the Census once the student population completes it in order to provide the results to the Society and its Members.
- 1.18.9. At the April Board Meeting, the Ombudsperson shall make a report on issues within the Society identified through complaints or the Ombudsperson's other duties.
- 1.18.10. The Ombudsperson shall report to the Speaker of the Board of Directors.

#### **1.19. Skule Kup Director**

- 1.19.1. There shall be a Skule Kup Director who shall be responsible for organizing the Skule Kup, a year-round interdisciplinary competition to encourage discipline pride and camaraderie.
- 1.19.2. The Skule Kup Director shall be overseen by Vice President Student Life

#### **1.20. Professional Outreach Director**

- 1.20.1. There shall be a Professional Outreach Director, who shall be responsible for:
- 1.20.2. Educating and informing the Skule community about engineering policy and its related current affairs; and
  - a. Working with organizations, such as PEO, to inform Members of professional activities and opportunities.
- 1.20.3. The Professional Outreach Director shall be overseen by the President.

#### **1.21. Alumni Outreach Director**

- 1.21.1. There shall be an Alumni Outreach Director, who shall be responsible for:
  - a. Connecting engineering student groups and organizations to Alumni Members through the "Connect" platform; and
  - b. Working with the Office of Advancement and Alumni Relations to create and explore opportunities between students and Alumni Members.
- 1.21.2. The Alumni Outreach Director shall be overseen by the President.

#### **1.22. Mental Wellness Director**

- 1.22.1. There shall be a Mental Wellness Director, who shall be responsible for:



- a. Raising mental health awareness by promoting services provided by affiliated Engineering Society groups, the Faculty and the University of Toronto;
  - b. Improving mental health in the Skule community by providing stress relief activities to the Members of the Engineering Society;
- 1.22.2. The Mental Wellness Director shall be overseen by the Vice-President Academic.

### **1.23. Design Team Association Director**

- 1.23.1. There shall be a Design Team Association Director, who shall be responsible for:
- a. Coordinating meetings with the Design Teams;
  - b. Acting as a liaison between Design Teams and the Engineering Society; and
  - c. Managing the initiatives of the Design Team Association, including, but not limited to:
    - i. The Design Team Vehicle; and
    - ii. Design Team spaces, such as those in the CEIE building.
- 1.23.2. The Design Team Association Director shall be overseen by the Vice-President Student Life.

### **1.24. Equity and Inclusivity Director**

- 1.24.1. There shall be an Equity and Inclusivity Director, who shall be responsible for:
- a. Promoting equity and inclusivity in the community;
  - b. The development and promotion of programming for the engineering community;
  - c. Working with clubs, campus organizations, and Faculty (where appropriate) to collaborate on events and facilitate education and discussion on equity and inclusivity; and
  - d. Working with the Ombudsperson to respond to issues related to equity and inclusivity raised on the census and be available to support the Ombudsperson on issues relevant to the director's portfolio.
- 1.24.2. The Equity and Inclusivity Director shall be overseen by the Vice-President Student Life.



## CHAPTER 2 - ASSOCIATED ENTITIES

### 2.0. General

- 2.0.1. The organizations and positions listed in this chapter shall be known as Associated Entities.
- 2.0.2. Ancillary Organizations, Internal Representatives, and Spirit Heads shall be privy to the benefits of Clubs affiliated with the Engineering Society.

### 2.1. Ancillary Organizations

- 2.1.1. Ancillary Organizations complement the services and advocacy provided by the Engineering Society.
- 2.1.2. The following Ancillary Organizations will have as a point of contact, for their activities that fall within the Society's jurisdiction, the President:
  - a. You're Next Career Network;
  - b. Chemical Discipline Club;
  - c. Civil Discipline Club;
  - d. Computer Discipline Club;
  - e. Electrical Discipline Club;
  - f. Engineering Science Discipline Club;
  - g. Industrial Discipline Club;
  - h. Materials Science and Engineering Discipline Club;
  - i. Mechanical Discipline Club; and
  - j. Mineral Discipline Club.
- 2.1.3. The following Ancillary Organizations will have as a point of contact, for their activities that fall within the Society's jurisdiction, the Vice-President Student Life:
  - a. Engineering Athletics Association; and
  - b. Skule Nite.

### 2.2. Internal Representatives

- 2.2.1. Internal Representatives advocate for and/or represent various constituencies within the Engineering Society.
- 2.2.2. The following Internal Representatives shall be overseen by the Vice-President Academic:
  - a. The Mature Students' Chair; and
  - b. The Part Time Students' Chair.
- 2.2.3. The following Internal Representatives shall be overseen by the Vice-President Student Life:
  - a. The First Year Chair;
  - b. The Fourth Year Chair; and
  - c. The Valedictorian.

### 2.3. Spirit Heads

- 2.3.1. Spirit Heads promote student spirit and extracurricular engagement within the Skule™ community.





- 2.3.2. The following Spirit Heads will have as a point of contact, for their activities that fall within the Society's jurisdiction, the President:
  - a. The Chief Attiliator, who oversees the Cannon Guard.
- 2.3.3. The following Spirit Heads will have as a point of contact, for their activities that fall within the Society's jurisdiction, the Vice-President Student Life:
  - a. The Blue & Gold Chair(s), who oversee(s) the Blue & Gold Committee; and
  - b. The Seenyr Bnad Leedur, who oversees the Lady Godiva Memorial Band.

## **2.4. External Representatives**

- 2.4.1. External Representatives liaise with groups external to the Engineering Society.
- 2.4.2. The following External Representatives will have as a point of contact, for their activities that fall within the Society's jurisdiction, the President:
  - a. The SAC (UTSU) Representative(s); and
  - b. The Student Governor, when the position is held by a Member.



## APPENDIX

The following changes were made from the previous version (Revised on June 14, 2018):

1. Revised Bylaw 2 as per February 2016 BoD decision.
2. Revised Bylaw 2 as per July 2016 BoD decision.
3. Revised Bylaw 2 as per March 2017 BoD decision
4. Revised Bylaw 2 as per July 2017 Special BoD Meeting decision
5. Revised Bylaw 2 as per July 2017 BoD decision