

BYLAW 4
THE STANDING COMMITTEES OF THE BOARD BYLAW
LASSONDE ENGINEERING SOCIETY



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Contents

1	General	1
2	Executive Committee	2
3	Finance Committee	3
4	Policy and Rules Committee	4
5	Academic Committee	5
6	Student Life Committee	7
7	External Relations Committee	8
8	Public Relations Committee	9
9	Advisory Accountability Committee	10

CHAPTER 1 - GENERAL

1.0. Interpretations and Definitions

- 1.0.1. In any situations where this Bylaw contradicts Bylaw 1, Bylaw 1 shall have precedence.

1.1. General

- 1.1.1. The Board of Directors shall strike the following seven (7) Standing Committees of the Board of Directors no later than at the May Board of Directors meeting.
- 1.1.2. The Board of Directors may nominate members to the committees
- 1.1.3. Standing Committees shall be formed of a caucus of members that are responsible for informing and updating the Board on the business of the Society
- 1.1.4. Standing Committees shall be given the authority to recall Level II Directors within their membership as well as any other member appointed by the committee.
- 1.1.5. Quorum for all committee meetings shall be a majority of committee members.
- 1.1.6. Standing Committees shall also provide support to the following Society functions:
 - a. Day to day operations;
 - b. Long Term planning; and
 - c. Any other responsibilities that the Board may assign.

CHAPTER 2 - EXECUTIVE COMMITTEE

2.0. Mission

- 2.0.1. The Executive Committee shall be responsible for overseeing all day to day operations of the Society.

2.1. Composition

- 2.1.1. The Executive Committee shall be comprised of:
 - a. Officers of the Society
- 2.1.2. The President shall serve as Chair of the committee.
- 2.1.3. The committee may nominate a committee member as Deputy Chair of the committee, responsible for conducting meetings in the absence of the Chair.

2.2. Rules and Regulations

- 2.2.1. A meeting of the Executive Committee shall be called upon:
 - a. President
 - b. A written request by a majority of the committee members

CHAPTER 3 - FINANCE COMMITTEE

3.1. Mission

- 3.1.1. The Finance Committee shall be responsible for overseeing the Society's finances.
- 3.1.2. The Finance Committee shall be responsible for enforcing all the Society's financial policies and best practices.

3.2. Composition

- 3.2.1. The Finance Committee shall be comprised of:
 - a. Vice-President Finance;
 - b. Vice President Student Life;
 - c. Finance Secretary;
 - d. Two (2) representatives from the Board; and
 - e. Four (4) At-Large Members appointed by the Board.
- 3.2.2. The Vice-President Finance shall serve as the Chair of the committee.
- 3.2.3. The Finance Secretary shall serve as Deputy Chair of the committee, responsible for conducting meetings in the absence of the Chair.

3.3. Rules and Regulations

- 3.3.1. A meeting of the Finance Committee shall be called upon:
 - a. Vice-President Finance
 - b. A written request by a majority of the committee members
- 3.3.2. The Finance Committee shall convene monthly.

3.4. Mandate

- 3.4.1. The Finance Committee must review the Finance Policy once before the Fall General Meeting and once before Winter General Meeting, providing a report to the Board of Directors after each review.
- 3.4.2. The Finance Committee shall be responsible for administering, planning and budgeting for all funds outlined in the Finance Policy or approved by the Board of Directors.

CHAPTER 4 - POLICY AND RULES COMMITTEE

4.0. Mission

- 4.0.1. The Policy and Rules Committee shall serve as the check on all Society operations and policy.

4.1. Composition

- 4.1.1. The Policy and Rules Committee shall be comprised of:
 - a. President;
 - b. Vice-President Communications;
 - c. Speaker;
 - d. Chief Returning Officer;
 - e. Two (2) representatives from the Board; and
 - f. At-Large Member(s) appointed by the Board.
- 4.1.2. The President shall serve as Chair of the committee.
- 4.1.3. The Vice-President Communications shall serve as Deputy Chair of the committee, responsible for conducting meetings in the absence of the Chair

4.2. Rules and Regulations

- 4.2.1. A meeting of the Policy and Rules Committee shall be called upon:
 - a. President
 - b. Vice-President Communications
 - c. A written request by a majority of the committee members

4.3. Mandate

- 4.3.1. The committee must review Bylaw 5 before the January Board of Directors meeting

CHAPTER 5 - ACADEMIC COMMITTEE

5.0. Mission

- 5.0.1. The Academic Committee shall serve as a platform for academic advocacy and student support at the Lassonde School of Engineering.

5.1. Composition

- 5.1.1. The Academic Committee shall be comprised of:
 - a. Vice-President Academic;
 - b. First Year Chair;
 - c. One (1) Discipline Representative for each of the following programs:
 - i. Civil Engineering
 - ii. Computer Engineering
 - iii. Electrical Engineering
 - iv. Geomatics Engineering
 - v. Software Engineering
 - vi. Mechanical Engineering
 - vii. Software Engineering
 - viii. Space Engineering
 - d. Four (4) representatives from First Year; and
 - e. Program Outreach Directors
 - f. At-Large Member(s) appointed by the committee.
- 5.1.2. The Vice-President Academic shall serve as Chair of the committee.
- 5.1.3. First Year Chair shall serve as the Deputy Chair of the committee, responsible for conducting meetings in the absence of the Chair.
- 5.1.4. The First Year Chair shall serve as Chair of the First Year Sub-committee, that runs autonomous of the Academic Committee under the purview of the First Year Chair, working closely with First Year engineering faculty.
- 5.1.5. There shall be (2) International Representative(s) and shall be a non-voting directorship with speaking rights.

5.2. Rules and Regulations

- 5.2.1. A meeting of the Academic Committee shall be called upon:
 - a. Vice-President Academic
 - b. First Year Chair
 - c. A written request by a majority of the committee members
- 5.2.2. The Academic Committee shall convene monthly

5.3. Mandate

- 5.3.1. The Academic Committee shall be responsible for the following Society initiatives:
 - a. Academic Concerns Reporting
 - b. Professional Development Events

- c. Declaration Day
 - d. Mentorship Programs and Initiatives
 - e. Review and approve LES academic stances and case studies
- 5.3.2. The Academic Committee shall be responsible for appointing representatives to relevant faculty councils should an elected program representative member not be found.

CHAPTER 6 - STUDENT LIFE COMMITTEE

6.0. Mission

- 6.0.1. The Student Life Committee aims to serve Lassonde students by creating a welcoming environment. The committee will bring together members that will collaborate with other clubs, organizations, and universities to gather resources and share event ideas in one collective planning group.

6.1. Composition

- 6.1.1. The Student Life Committee shall be comprised of:
- a. Vice-President Student Life;
 - b. Events Chair;
 - c. Services Chair;
 - d. Club Relations Chair;
 - e. YEC Chair;
 - f. Two (2) representatives from the Board;
 - g. The following Level II Directors;
 - i. Design Team Association Director
 - ii. Pub Night Director(s)
 - iii. Wellness Director
 - iv. Outreach Director
 - v. At-Large members appointed by the committee
- 6.1.2. The Vice-President Student Life shall serve as Chair of the committee.
- 6.1.3. The committee may nominate a Deputy Chair of the committee, responsible for conducting meetings in the absence of the Chair.
- 6.1.4. The Events Chair shall serve as Chair of the Events Sub-committee.
- 6.1.5. The Services Chair shall serve as Chair of the Services Sub-committee.

6.2. Rules and Regulations

- 6.2.1. A meeting of the Student Life Committee shall be called upon:
- a. Vice-President Academic
 - b. A written request by a majority of the committee members
- 6.2.2. The Academic Committee shall convene monthly

6.3. Mandate

- 6.3.1. The Student Life Committee...

CHAPTER 7 - EXTERNAL RELATIONS COMMITTEE

7.0. Mission

- 7.0.1. The External Relations Committee shall serve as the selection body for all external events.

7.1. Composition

- 7.1.1. The External Relations Committee shall be comprised of:
 - a. Vice-President External;
 - b. External Secretary;
 - c. Two (2) Board Representatives; and
 - d. At-Large Member(s) appointed by the committee.
- 7.1.2. The Vice President External shall serve as Chair of the committee.
- 7.1.3. The committee may nominate a Deputy Chair of the committee, responsible for conducting meetings in the absence of the Chair

7.2. Rules and Regulations

- 7.2.1. A meeting of the External Relations Committee shall be called upon:
 - a. Vice-President External
 - b. A written request by a majority of the committee members

7.3. Mandate

- 7.3.1. The External Committee shall be responsible for:
 - a. Selecting delegates to represent Lassonde Engineering at external events and conferences
 - b. Appointing a lead conference delegate in the event the Vice President External is unable to attend a conference.
 - c. Documenting External activities for internal record keeping.
 - d. Providing oversight on conference logistics,
 - e. Providing oversight on the promotion of External activities.

CHAPTER 8 - PUBLIC RELATIONS COMMITTEE

8.0. Mission

- 8.0.1. The Public Relations Committee shall be responsible for all the Society's publications and digital platforms.

8.1. Composition

- 8.1.1. The Public Relations Committee shall be comprised of:
 - a. Vice-President Communications;
 - b. Social Media Chair;
 - c. Publications Chair; and
 - d. The following Level II Directors:
 - i. Social Media Coordinator
 - ii. IT Director
 - iii. Publication Directors
 - iv. Flux Podcast Directors
 - v. Art Director(s)
 - vi. Photographer/Videographer(s)
 - vii. Video Editor(s)
- 8.1.2. The Vice-President Communications shall serve as Chair of the committee.
- 8.1.3. The committee may nominate a Deputy Chair of the committee, responsible for conducting meetings in the absence of the Chair

8.2. Rules and Regulations

- 8.2.1. A meeting of the Public Relations Committee shall be called upon:
 - a. Vice-President Communications
 - b. A written request by a majority of the committee members

8.3. Mandate

- 8.3.1. The Public Relations Committee shall be responsible for the following Society initiatives:
 - a. Communicate with the student body using social media platforms.
 - b. Podcast that will be posted on the SoundCloud, Youtube and Anchor.FM LES Accounts.
 - c. Maintain a website that displays events, meeting minutes, resources and has links to different opportunities available within the Society.
 - d. A Frosh Handbook that includes ad space and helps maintain the contract with CU Advertising.
 - e. A newsletter that can be shared with the members and shows what LES and our partners are working on.

CHAPTER 9 - ADVISORY ACCOUNTABILITY COMMITTEE

9.0. Mission

9.0.1. The Advisory & Accountability Committee shall be responsible for advising the Board of Directors as well as enforcing the following policies:

- a. Complaints Policy; and
- b. relevant provisions of the Accessibility Policy.

9.1. Composition

9.1.1. The Advisory & Accountability Committee shall be comprised of:

- a. Speaker;
- b. up to three (3) Honorary Returning Officers;
- c. Chief Returning Officer;
- d. EDI Chair; and
- e. One (1) representative from the Board.

9.1.2. The Speaker shall serve as Chair of the committee.

9.1.3. The committee may nominate a committee member as Deputy Chair of the committee, responsible for conducting meetings in the absence of the Chair.

9.2. Rules and Regulations

9.2.1. A meeting of the Advisory & Accountability Committee shall be called by:

- a. the Speaker
- b. a written request by a majority of the committee members