

**BYLAW 3**  
**THE DIRECTORS AND ASSOCIATED ENTITES BYLAW**  
**LASSONDE ENGINEERING SOCIETY**



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## CHAPTER 1 - GENERAL

### 1.0. Level I Director

- 1.0.1. A Level I Director must be a Member for the entire duration of their term.
- 1.0.2. A Level I Director is responsible for a specific and limited area of the Society's activities.
- 1.0.3. A Member may hold a maximum of one (1) Level I Director positions at the same time.
- 1.0.4. A Level I Director may not also hold Officer Positions.
- 1.0.5. A Level I Director shall be selected by the Board of Directors and confirmed by a General Meeting.
- 1.0.6. The term of office of all Level I Directors shall commence at the adjournment of the meeting at which they are elected.
- 1.0.7. A Level 1 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 a purpose.
- 1.0.8. In case of infirmity, death, resignation, removal, vacancy, or other form of ineligibility of a Level I 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.

### 1.1. Level II Director

- 1.1.1. A Level II Director must be a Member for the entire duration of their term.
- 1.1.2. A Level II Director is responsible for a specific and limited area of the Society's activities.
- 1.1.3. A Member may hold a maximum of two (2) Level II Director positions at the same time, provided that the term of office of the two (2) positions do not overlap by more than four (4) months.
- 1.1.4. Level II Directors may not also hold Officer Positions.
- 1.1.5. Level II Director shall be recommended by the Officer overseeing the position as well as two other members of the Board of Directors, then confirmed by a majority vote by the Board of Directors
- 1.1.6. A Level II Director may only be recalled upon a two-thirds vote by:
  - a. Their respective Standing Committee;
  - b. The Board of Directors of the Society;
  - c. The Annual General Meeting; or
  - d. A General Meeting called for such a purpose.
- 1.1.7. In case of infirmity, death, resignation, removal, vacancy, or other form of ineligibility of a Level II 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.

**1.2. Temporary Directors**

- 1.2.1. Temporary Directors positions may be created by the Board, as needed
- 1.2.2. Temporary Directors shall be overseen by the President or another Officer to whom the President delegates the duty of oversight
- 1.2.3. All Temporary Director positions shall cease to exist at the adjournment of the April Board of Directors meeting
- 1.2.4. All Temporary Directorships shall automatically be classified as a Level II Directorship
- 1.2.5. For each Temporary Director, the President or the overseeing Officer 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 2 - LEVEL I DIRECTORS

### 2.0. General

- 2.0.1. All Director positions shall be privy to the benefits of Clubs affiliated with the Engineering Society.
- 2.0.2. All Directors must submit transition reports in accordance with the guidelines for transition reports prepared by the President before the end of their respective terms

### 2.1. YEC Chair

- 2.1.1. There shall be a YEC Chair, who shall be responsible for coordinating the planning and execution of the York Engineering Competition, a qualifying competition for students wishing to compete in the Ontario Engineering Competition
- 2.1.2. The YEC Chair shall be overseen by the President
- 2.1.3. The YEC Chair is responsible for forming a team with the following positions:
  - a. Vice-Chair of Finance, overseeing the following directors:
    - i. Sponsorship Commissioner
  - b. Vice-Chair of Communications, overseeing the following directors:
    - i. 1-2 Graphic Designer(s)
    - ii. Webmaster
  - c. Vice-Chair of Logistics
  - d. 1-2 Competition Lead(s) of each the following:
    - i. Junior Design
    - ii. Senior Design
    - iii. Programming
    - iv. Debate
    - v. Communications
    - vi. Re-Engineering
    - vii. Innovative Design
    - viii. Consulting

### 2.2. Club Relations Chair

- 2.2.1. There shall be a Club Relations Chair, who shall be responsible for recommending funding levels for all LES sponsored clubs to the Executive and enforce the Club Affiliation Policy
- 2.2.2. The Club Relations Chair shall chair necessary meetings with affiliated club leaders
- 2.2.3. The Club Relations Chair shall be overseen by the Vice-President Student Life

### 2.3. First-Year Chair

- 2.3.1. There shall be a First-Year Chair, who shall be responsible for all First-Year engineering specific events and initiatives
- 2.3.2. The First-Year Chair shall serve as Chair of the First Year Subcommittee
- 2.3.3. Shall be overseen by the Vice-President Academic

**2.4. Events Chair**

- 2.4.1. There shall be Events Chair who shall be responsible for coordinating all LES Events
- 2.4.2. The Events Chair shall serve as Chair of the Events Planning Subcommittee
- 2.4.3. The Events Chair Shall be overseen by the Vice-President Student Life

**2.5. Services Chair**

- 2.5.1. There shall be a Services Chair who shall be responsible for developing new strategies to build the engineering community and run specific engineering spirit events.
- 2.5.2. Shall be overseen by the VP Student Life

**2.6. Finance Secretary**

- 2.6.1. There shall be a Finance Secretary, who shall be responsible for assisting the Vice-President Finance with their responsibilities.
- 2.6.2. The Finance Secretary shall be responsible for assisting the Vice-President Finance with preparing Finance Committee agendas and meeting minutes.
- 2.6.3. The Finance Secretary shall be responsible for assisting the Vice President Finance in preparing semesterly budgets.
- 2.6.4. The Finance Secretary shall be responsible for assisting the Vice President Finance in preparing the monthly income-expense reports.
- 2.6.5. The Finance Secretary shall be overseen by the Vice-President Finance

**2.7. External Secretary**

- 2.7.1. here shall be an External Secretary, who shall be responsible for assisting the Vice-President External with their responsibilities including but not limited to:
  - a. Assembling logistics plans for conferences
  - b. Publicising reports on external activities
  - c. Assisting in the delegate selection process
- 2.7.2. The External Secretary shall be overseen by the Vice-President External

**2.8. Equity, Diversity and Inclusion (EDI) Chair**

- 2.8.1. There shall be an EDI Chair, who shall be responsible for administering the Society's policy on accessibility and relevant Bylaw 1 Article 2 Dispositions, to ensure LES events and services are accessible with considerations made for financial, religious, and physical needs as well as all other bases of discrimination as outlined by the Canadian Human Rights Act.
- 2.8.2. The EDI Chair shall act as the liaison between students and LES with regards to equity issues and concerns.
- 2.8.3. The EDI Chair shall make themselves available to receive complaints and feedback from the Members.
- 2.8.4. The EDI Chair must maintain confidentiality of all personal information unless the respective party authorizes otherwise.
- 2.8.5. The EDI Chair shall act as a resource for engineering students navigating York's equity and inclusion services.
- 2.8.6. The EDI Chair shall promote equity and inclusion to the LES general membership.

- 2.8.7. The EDI Chair shall facilitate or delegate the responsibility of facilitating Equity, Diversity and Inclusion Training on at least two occasions each year.
- 2.8.8. The EDI Chair shall attend a form of or equivalent of Equity, Diversity and Inclusion Training, within the first two months of their term, provided by York University and their resources or form an external organisation deemed reliable at a meeting of the Board of Directors.
- 2.8.9. Shall be overseen by the Board of Directors

## **2.9. Ombudsperson**

- 2.9.1. There shall be an Ombudspersons who shall make themselves available to receive complaints from the Members.
- 2.9.2. The Ombudsperson shall make themselves available to receive complaints from members.
- 2.9.3. The Ombudspersons must maintain confidentiality of all personal information unless the respective party authorizes otherwise
- 2.9.4. The decisions of the Ombudspersons shall not be binding on the Society or its Members
- 2.9.5. The Ombudspersons shall be responsible for actively seeking out the opinions and views of the Members through surveys, discussion, and any other means they deem appropriate.
- 2.9.6. The Ombudspersons should liaise regularly with the Officer and maintain open communication with the Board of Directors, Level I Directors, Level II Directors and any other At-Large or Temporary Director positions in order to keep them aware of any issues brought up by Members.
- 2.9.7. The Ombudspersons shall attend a form of or equivalent of Equity, Diversity and Inclusion Training, within the first two months of their term, provided by York University and their resources or form an external organization deemed reliable at a meeting of the Board of Directors.
- 2.9.8. Shall be overseen by the Board of Directors.

## CHAPTER 3 - LEVEL II DIRECTORS

### 3.1. General

- 3.1.1. All Level II Director positions shall be privy to the benefits of Clubs affiliated with the Engineering Society.
- 3.1.2. All Level II Directors must submit transition reports in accordance with the guidelines for transition reports prepared by the President

### 3.2. Design Team Association Director

- 3.2.1. 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 Society
- 3.2.2. The Design Team Association Director shall be overseen by the Club Relations Chair

### 3.3. Declaration Week Director

- 3.3.1. There shall be a Declaration Week Director, who shall be responsible for organizing all Declaration Week activities
- 3.3.2. The Declaration Week Director shall be overseen by the Vice-President Academic

### 3.4. Pub Night Director (1-2)

- 3.4.1. There shall be one to two (1-2) Pub Night Director(s), who shall be responsible for organizing monthly Pub Nights and all related activities
- 3.4.2. The Pub Night Director(s) shall be overseen by the Events Chair and the Vice-President Student Life

### 3.5. Store Manager (2)

- 3.5.1. There shall be two (1-2) Store Manager(s), who shall be responsible for all Society Merchandise Stores.
- 3.5.2. The Store Manager(s) shall be overseen by the Vice-President Finance and Finance Secretary

### 3.6. Merchandising Design Director (1-2)

- 3.6.1. There shall be one to two (1-2) Merchandising Design Director(s), who shall be responsible for curating society merchandise
- 3.6.2. The Merchandising Design Director shall be overseen by the Services Chair and the Vice-President Student Life

### 3.7. Real Tea Director (1-2)

- 3.7.1. There shall be one to two (1-2) Real Tea Director(s), who shall be responsible for running the Society's mentorship program and activities
- 3.7.2. The Real Tea Director(s) shall be overseen by the Vice-President Academic



### **3.8. Wellness Director**

- 3.8.1. There shall be a Wellness Director, who shall be responsible for:
  - a. Raising mental health awareness by promoting services provided by the Society, other student groups, the Faculty and York University
  - b. Raising mental health awareness by promoting services provided by the Society, other student groups, the Faculty and York University
- 3.8.2. The Wellness Director shall attend a form or equivalent of Equity Training and Sexual Violence Prevention and Response Training before the November month of their term, provided by the York University and their resources or from an external organization deemed reliable at a Meeting of the Board of Directors.
- 3.8.3. The Wellness Director shall be overseen by the Services Chair and the Vice-President Student Life

### **3.9. Lassonde Culture Director**

- 3.9.1. The Lassonde Culture Director shall be responsible for promoting Engineering Culture.
- 3.9.2. The Lassonde Culture Director shall be responsible for leading community-building initiatives.
- 3.9.3. The Culture Director shall be overseen by the Events Chair and the Vice-President Student Life

### **3.10. Community Outreach Director**

- 3.10.1. There shall be Community Outreach Director, who shall be responsible for the Society's activities surrounding volunteerism, community service and charity
- 3.10.2. Outreach Director shall be overseen by the Services Chair and the Vice-President Student Life

### **3.11. Social Media Coordinator (1-5)**

- 3.11.1. There shall be one to five (1-5) Social Media Coordinators, who shall be responsible for:
  - a. Coordinating the Society's programming on social media platforms; and
  - b. Developing content for the promotion of the Society's events and projects; and
  - c. Engaging Members in the Society's activities through social media.
- 3.11.2. The Social Media Coordinator shall be overseen by the Vice-President Communications

### **3.12. Flux Newsletter Editor**

- 3.12.1. There shall be a Flux Newsletter Editor, who shall be responsible for the regular and timely publication of the Flux Newsletter, a publication to based on fact and opinion
- 3.12.2. The Flux Newsletter Editor shall be overseen by the Vice-President Communications

### **3.13. WeekZer0 Handbook Editor**

- 3.13.1. There shall be a Flux Newsletter Editor, who shall be responsible for the regular and timely publication of the Flux Newsletter, a handbook for incoming first year students
- 3.13.2. The WeekZer0 Handbook Editor shall be overseen by the Vice-President Communications

**3.14. Archivist**

- 3.14.1. 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 WeekZero Handbook and all editions of the Flux Newsletter;
  - c. Document that year's major events including but not limited to YEC and WeekZero;
  - d. Educate students about Lassonde history by organising events and displays
- 3.14.2. The Archivist shall be overseen by the President

**3.15. Flux Podcast Producer (1-3)**

- 3.15.1. There shall be one to three (1-3) Flux Podcast Producer(s), who shall be responsible for facilitation the creation of frequent and timely Flux Podcast episodes
- 3.15.2. The Flux Podcast Producer(s) shall be overseen by the Vice-President Communications

**3.16. WeekZero Handbook Editor**

- 3.16.1. There shall be a Flux Newsletter Editor, who shall be responsible for the regular and timely publication of the Flux Newsletter, a handbook for incoming first year students
- 3.16.2. The WeekZero Handbook Editor shall be overseen by the Vice-President Communications

**3.17. Archivist**

- 3.17.1. 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 WeekZero Handbook and all editions of the Flux Newsletter;
  - c. Document that year's major events including but not limited to YEC and WeekZero;
  - d. Educate students about Lassonde history by organising events and displays.
- 3.17.2. The Archivist shall be overseen by the President

**3.18. Flux Podcast Producer (1-3)**

- 3.18.1. There shall be one to three (1-3) Flux Podcast Producer(s), who shall be responsible for facilitation the creation of frequent and timely Flux Podcast episodes.
- 3.18.2. The Flux Podcast Producer(s) shall be overseen by the Vice-President Communications.

**3.19. Flex Podcast Editor (2-3)**

- 3.19.1. There shall be two to three (2-3) Flux Podcast Editor(s), who shall be responsible for editing all Flux Podcast content.
- 3.19.2. The Flux Podcast Editor(s) shall be overseen by the Flux Podcast Producer and the Vice-President Communications.

**3.20. Server Moderator**

- 3.20.1. The Server Moderator shall be overseen by the Services Chair and the Vice-President Student Life

**3.21. IT Director (1-3)**

- 3.21.1. There shall be one to three (1-3) IT Director(s), who shall be responsible for maintaining and regularly updating the Society's websites and online storage of information
- 3.21.2. The IT Director(s) shall be overseen by the Vice-President Communications

**3.22. Events Graphics Director**

- 3.22.1. The Events Graphics Director is responsible for producing physical and/or digital visual advertisements and event specific items.
- 3.22.2. The events graphics director will be supervised by the VP Student Life and Events Chair
- 3.22.3. The Events Graphics Director must formally request posts by contacting social media directors

**3.23. Event Logistics Director (1-3)**

- 3.23.1. The Event Logistic Director(s) shall assist in the implementation and execution of specific events.
- 3.23.2. The Events Logistics Director(s) shall be supervised by VP Student Life and Events Chair.

**3.24. Art Director (1-3)**

- 3.24.1. The Art Director(s) will be in charge of creating art according to the needs of the society.
- 3.24.2. The Art Director(s) will be supervised by VP Communications.

**3.25. Photographer/Videographer (1-3)**

- 3.25.1. The Photographer/Videographer(s) will be in charge of taking photos and videos according to the needs of the society.
- 3.25.2. The Photographer/Videographer(s) will be supervised by VP Communications.

**3.26. Video Editor(s)**

- 3.26.1. The Video Editor(s) will be in charge of creating video content according to the needs of the society.
- 3.26.2. The Video Editor(s) will be supervised by VP Communications.

**3.27. Program Outreach Directors (5)**

- 3.27.1. There shall be one Program Engagement Director for all non-engineering programs at the Lassonde School of Engineering
- 3.27.2. The Program Outreach Directors shall be responsible for providing updates and raising concerns, as necessary, between their respective Faculty Departments and the Board of Directors.
- 3.27.3. Shall be overseen by the Vice President Academic.
- 3.27.4. Upon the introduction of a Program Representative role corresponding with a Director's major, each respective Program Outreach Director role shall be dissolved.

## CHAPTER 4 - ASSOCIATED ENTITIES

### 4.0. General

- 4.0.1. The organizations and positions listed in this chapter shall be known as Associated Entities.
- 4.0.2. Ancillary Organizations and Spirit shall be privy to the benefits of a Student Executive Partner, outlined in Bylaw 6, Chapter 3

### 4.1. Ancillary Organizations

- 4.1.1. Ancillary Organizations complement the services and advocacy provided by the Engineering Society
- 4.1.2. The following Ancillary Organizations will have as a point of contact, for their activities that fall within the Society's jurisdiction, the President:
  - a. York Engineering Competition
    - i. This organization shall be administered by a Society appointed YEC Chair, outlined in Bylaw 3, Section 2.2
- 4.1.3. 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. TBD