

**BYLAW 7**  
**THE DISCIPLINE CLUBS AND CLASS REPRESENTATIVES BYLAW**  
**UNIVERSITY OF TORONTO ENGINEERING SOCIETY**



## CONTENTS

<b>0 General</b>	<b>3</b>
<b>1 Finances</b>	<b>4</b>
<b>2 Constitutions</b>	<b>5</b>
<b>3 Class Representatives</b>	<b>7</b>



## CHAPTER 0 - GENERAL

### 0.0. General

- 0.0.1. All Discipline Clubs shall be privy to the benefits of Affiliated Clubs.
- 0.0.2. There shall be one (1) Discipline Club per program of study as defined by the Faculty, with the exception of the Electrical and Computer Engineering Discipline Club which shall represent both Electrical Engineering and Computer Engineering.
  - a. The TrackOne Club shall serve as the Discipline Club for TrackOne General Engineering.
- 0.0.3. The Discipline Club shall be represented by one Chair or multiple Co-Chairs. Where these Bylaws refer to the Chair, Co-Chairs are included in the reference.
- 0.0.4. Each Discipline Club shall have an Academic Director or equivalent role, which reports dually to the EngSoc Vice-President Academic and to the Discipline Club Chair.



## CHAPTER 1 - FINANCES

### 1.0. Finances

- 1.0.1. Financial support for Discipline Clubs from the Engineering Society shall be allocated according to the following formula: \$1419.63 per discipline, plus \$6.42 per student. If the Engineering Society increases membership fees to adjust for cost of living, as per Bylaw 1 Section 1.3.3, then the funding for Discipline Clubs shall be adjusted by the same percentage.
  - a. Notwithstanding section 1.0.1. the formula for the TrackOne Club shall be \$354.91 plus \$6.42 per student.
- 1.0.2. Discipline club funding may be withheld by resolution of the Board of Directors, with Board members of the discipline in question barred from voting. The Board may decline to release funding for the following reasons:
  - a. The club has graduate pranks from previous years which are in a state of disrepair.
  - b. The club is not in compliance with its Board-approved constitution, as described in Chapter 2



## CHAPTER 2 - CONSTITUTIONS

### 2.0. General

- 2.0.1. Discipline Club Constitutions shall be required to include the provisions described in this chapter.
- 2.0.2. It shall be out of order for the Board to ratify Discipline Club Constitutions that contravene these requirements.

### 2.1. Elections

- 2.1.1. Except for the TrackOne Club, Discipline Club Constitutions shall require elected Chairs to be in their Final Year.
- 2.1.2. Discipline Club Constitutions shall clearly state that the Chair must be elected through the Engineering Society as defined in Bylaw 3.
- 2.1.3. Discipline Club Constitutions shall clearly specify a process by which an Interim Chair is appointed to assume the duties of Chair when no Chair has been elected.
- 2.1.4. Except for the TrackOne Club, Discipline Club Constitutions shall require nominations for Chair to be reopened in at least one subsequent election cycle when the position is not filled during the regular election cycle.

### 2.2. Finances

- 2.2.1. Discipline Club Constitutions shall clearly specify the roles with signing authority over the club bank account(s).
- 2.2.2. Discipline Club Constitutions shall require no fewer than two (2) signatures to release funding from the club bank account(s).
- 2.2.3. Discipline Club Constitutions shall include the President of the Engineering Society as one of the no fewer than three (3) signing authorities.
  - a. The President shall not make signing decisions on Discipline Club matters unless another incumbent Discipline Club signing authority requests it or only one Discipline Club signing authority remains.
- 2.2.4. Discipline Club Constitutions shall require the club to submit financial transaction records to the Vice-President Finance in April of each year.
- 2.2.5. Discipline Club Constitutions shall require the club to produce a current budget and up-to-date financial transaction records within thirty (30) days of a request for such by the Board of Directors.

### 2.3. Ratification

- 2.3.1. Discipline Club Constitutions shall specify that amendments do not take effect until the amended Constitution is ratified by the Board of Directors.
- 2.3.2. Except for the TrackOne Club, Discipline Club Constitutions shall specify that amendments shall be presented to the EngSoc Policy and Structures Committee for



review and thence to the Board of Directors for ratification by the/a corresponding Discipline Board Representative.



## CHAPTER 3 - CLASS REPRESENTATIVES

### 3.0. Class Representatives

- 3.0.1. There shall be at most two (2) Class Representatives per discipline per year. Class Representatives for a PEY constituency shall be optional at the discretion of the appropriate Discipline Club.
  - a. Class Representatives shall have the option to be a Faculty Council Representative, holding one (1) vote on the Council.
    - i. If there are two (2) Class Representatives for a particular discipline or year, at most one may hold a vote on Faculty Council as determined by the representatives themselves. This decision shall be communicated to the Vice-President Academic at least three weeks prior to the first Faculty Council meeting of their term. In the event Class Representatives do not communicate a decision to the Vice-President Academic within this time frame, then the Vice-President Academic shall appoint a Class Representative to Faculty Council by their own prerogative.
    - ii. If Class Representatives do not wish to participate in Faculty Council, they must communicate this decision to the Vice-President Academic at least three weeks prior to the first Faculty Council meeting of their term. In the event of a Class Representative choosing not to participate in Faculty Council, the Vice-President Academic shall appoint a Faculty Council Representative through an application process made accessible to all students in the relevant year and discipline.
- 3.0.2. A Class Representative shall be automatically recalled upon cessation of their membership of the constituency that elected them.
- 3.0.3. The role of a class representative includes, but is not limited to:
  - a. Regularly soliciting feedback from their constituency regarding academic matters and present said feedback to the appropriate parties (e.g. Professors, Teaching Assistants, and/or Relevant Faculty Members).
  - b. Organizing events and activities as required by their Discipline Club.
  - c. Communicating with their respective Discipline Clubs.
  - d. Presenting important announcements on behalf of the Vice President Communications to their constituency.
  - e. Preparing a transition document for onboarding future class representatives of their respective constituency.
- 3.0.4. At the discretion of their Discipline Club Chair and the Vice-President Academic or the President, a Class Representative shall be moved to be recalled at a subsequent meeting of the Board under the following circumstances:
  - a. Cessation of their membership of the constituency or constituencies which elected them.



- b. Neglect of their duties as described in Section 3.0.3
- 3.0.5. A Class Representative may be recalled by referendum of the constituency that elected them, as described in Bylaw 3 section 6.2.