

BY-LAW 4

THE EXECUTIVE

Part I: Purpose

1. The Executive of EngSoc shall, as a whole, have the direction and management of EngSoc subject to such directions as the EngSoc Council may give.
2. The Executive shall administer the finances of the Society, manage its physical plant, and implement the policies of the Society.
 - a. The Executive shall function with ultimate authority for any Executive member s portfolio vested in that Executive member.
 - b. Any Executive member is not bound to support decisions made by another executive member nor is any Executive member bound to support the majority opinion of the Executive.
 - c. Decisions of any Executive member shall be subject to the will and direction of the Engineering Society Council and shall not be overruled by other members of the Executive.
 - d. No decision shall be made by internal vote of the Executive; however, in all significant matters and decisions of Executive members shall the Executive be consulted and to the Executive shall the matter in its entirety be disclosed, accepting instances of legal confidentiality.
 - e. All decisions shall be referred to the relevant Executive portfolio for ultimate authority and, if there exists within the Executive significant disagree to what portfolio an issue is relevant, the matter shall be brought before the Engineering Society Council.
3. The Executive shall be responsible to the EngSoc Council and shall act in accordance with any decisions of that body.

Part II: Membership

4. The following persons shall constitute the Executive of EngSoc:
 - a. the President;
 - b. the Vice President (Student Development);
 - c. the Vice President (Operations);
 - d. the Vice President (Society Affairs);
 - e. the Vice President (Academic).
5. The Executive shall be elected as described in By-Law 3, Part II.
6. Additional persons may be added to the Executive for temporary duties, by means of a resolution of the EngSoc Council, but such persons shall report to and be responsible to a regular member of the Executive, namely one of the officers defined above.

Part III: Meetings of the Executive

7. The Executive shall meet at the call of the President, or of the Vice President (Society Affairs) when the latter is acting in the place of the President.

8. The President shall call a meeting of the Executive when presented with a written request for the same by two members of the Executive.

9. a. A majority of the Executive present shall constitute a meeting.

b. The Executive shall meet not less than four times per calendar month from September to April, inclusive.

c. Each Executive member shall attend no less than three of the four meetings per calendar months, except in the event of extenuating circumstances.

d. In the event of the failure to attend the requisite number of meetings, the Executive member's attendance record shall be communicated to EngSoc Council.

10. Each Executive member shall inform and consult the entire executive on matters related to their portfolio. The individual executive member shall be guided, but not be bound, by the collective executive opinion.

11. a. The President may delegate authority to a member of the Executive in the following order of preference:

i. Vice President (Society Affairs);

ii. Vice President (Student Development);

iii. Vice President (Operations);

iv. Vice President (Academic).

b. The duration of such delegation of authority shall not exceed one month unless occurs during period when regular classes are not in session at the University. During such a period, authority may be delegated to the EngSoc Summer Position (refer to Policy Manual β .B).

12. The President, Vice President (Finance), and the Engineering Society Office Manager shall have signing authority over all EngSoc bank accounts, with two signatures required for authorization. During the summer months (May 1 to August 31) the Vice President (Services) shall be granted interim signing authority.

Part IV: Duties of the Executive

13. The Executive shall be responsible for those duties listed under Section β .A in the Policy Manual.

Part V: Qualifications and Tenure of Office

14. Prospective candidates for the Executive must be members of the appropriate year which are defined in By-Law 3, as specified in the schedule below, during the bulk of their term:

- a. President 4th year
- b. Vice President (Student Development) 3rd or 4th year
- c. Vice President (Operations) 3rd or 4th year
- d. Vice President (Society Affairs) 3rd or 4th year
- e. Vice President (Academic) 3rd or 4th year

15. The tenure of office for the Executive shall be from March 1st of the year in which they are elected until the following March 1st; however the outgoing Executive shall still maintain a presence at the request of the incoming Executive for support and membership

16. As soon as elected or acclaimed, the in-coming executive shall sit at the meetings of the Executive and until March 1st these meetings shall be combined meetings of the two executives.

17. Each member of the outgoing executive shall provide a written transition report to the respective member of the incoming executive which includes a list of their duties.

Part VI: Protection of Officers

18. An Officer of EngSoc is defined as an elected or appointed member of EngSoc

19. Officers of EngSoc shall not be liable for the following:

- a. acts, receipts, neglects or defaults of any other officer or employee;
- b. joining in any receipt or other act of conformity;
- c. for any loss, damage or expense happening to EngSoc through the insufficiency or deficiency of title to any property acquired by order of Council for on behalf of EngSoc;
- d. the insufficiency or deficiency of any security in or upon which any of the moneys of EngSoc shall be invested;
- e. Any loss or damage arising from bankruptcy, insolvency or tortuous act of any person with whom any of the moneys, securities or effects of EngSoc shall be deposited;
- f. Any loss occasioned by any error of judgment or oversight on their part; and
- g. Any other loss, damage or misfortune whatever which shall happen in the execution of the duties of their office or in relation thereto unless the same are occasioned by their own willful neglect or default.

20. All officers of the EngSoc and their heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of EngSoc from and against:

- a. all costs, charges and expenses whatsoever that such officers sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted

against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and

b. all other costs, charges and expenses that they sustain or incur in or about or in relation to affairs of EngSoc; except such costs, charges or expenses as are occasioned by their own willful neglect or default.

21. No act or proceeding of any officer or Council shall be deemed invalid or ineffective by reason or the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualifications of such officer or Council.

22. Officers may rely upon the accuracy of any statement or report prepared by EngSoc auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

Part VII: Policy References

23. This by-law may be referenced in the following section of the Policy Manual: β.A