Mechanical Engineering Student Society
Société des Étudiants en Génie Mécanique

Constitution-2020/2021

English Version
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Definition

“Act” - means the Canada Not-for-profit Corporations Act, SC 2009, c 23.

“Council” - means the council of members of the Mechanical Engineering Student Society including but not limited to: the President, all Vice-Presidents, all Directors, all year Representatives and any member present.

“Committee” - means a permanent committee of the Board established in Article III.

“Constitution” - means the by-laws of the corporation, as defined by the Act.

“Director” - means a member of the Council who is not an Executive as assigned by Article V.

“Executive” - has the meaning assigned to it by Article V.

“Executive Council” - means the council of executive members of the Mechanical Engineering Student Society as assigned in Article IV.

“Fall election” - means the annual election in which all vacant executive and year rep positions are contested.

“Fiscal year” - means the year beginning on the 1st of May and ending on the 30th of April.

“General Election” - means the annual elections in which all Executive and Representative positions are contested.

“Member” - has the meaning assigned to it by Article II.

“Privacy Breach” - has the meaning assigned to it by Article XVIII.

“Personal Information” - has the meaning assigned to it by Article XVIII.

“Signing Officer” - means a person empowered to bind MESS, together with (1) other Signing Officer.

“Special Student” - has the meaning assigned to it by the University of Ottawa.
Article I: Mandate

1.1 The name of the association is: Mechanical Engineering Student Society

1.1.1 The name of the association in French is: Société des Étudiants en Génie Mécanique

1.1.2 The name of the association may be abbreviated to the following: MESS

1.2 The Mechanical Engineering Students’ Society mandate is to focus on providing educational resources, examination study sessions, industry nights, and events for undergraduate mechanical and biomedical mechanical students alike. Furthermore, MESS strives to advocate for students and to become a platform where mechanical and biomedical mechanical engineering undergraduates can improve and develop their engineering careers and university experiences.

1.3 The registered Office of MESS is in Ottawa, Ontario

1.4 MESS shall conduct all business and offer all services and programs in English and French. MESS shall work to promote bilingualism and francophone representation in the Department of Mechanical Engineering.

1.5 MESS acknowledges and respects the independence of the Recognized Student Governments. MESS shall work with such student government to advance the shared interest of all students

1.6 MESS is committed to the principle of equity and shall work to prevent and remedy discrimination in the Mechanical engineering department, including discrimination on the basis of age, ancestry, beliefs, citizenship, creed, ethnicity, family status, gender expression, gender identity, marital status, place of origin, race, sex, or sexual orientation.

1.7 MESS is committed to the principle of student autonomy and shall work to secure the expressive and associative rights of all mechanical and biomedical mechanical engineering students

1.8 MESS acknowledges and respects the current and historical contributions of the Algonquin Anishinaabe peoples, on whose traditional and unceded territory the University of Ottawa is located. MESS shall work to decolonize the University of Ottawa.
Article II: Members

2.1 There shall be one (1) class of members, consisting of:

2.1.1 All undergraduate student in registered at the University of Ottawa Faculty of Engineering in the Department of Mechanical Engineering;

2.1.2 All Members of the Council.

2.2 Rights of Members

2.2.1 Every Member shall have the right to vote in all General Elections, referenda, and plebiscites

2.2.1.1 Every Member shall have the right to vote electronically, using their personal electronic devices

2.2.2 Every Member will be entitled to some subsidized prices at MESS social functions.

2.2.3 Every Member shall be entitled to request the financial support of the MESS for the purpose of participating in academic, educational, and social events hosted by MESS and deemed appropriate by Council.

2.2.4 Every Member shall have the right to seek elections as Executive, subject to Article VII.

2.2.5 Every Member shall have the right to seek to be employed as a Director.

2.2.6 Every Member shall have the right to move amendments to the Constitution, subject to Article XV.

2.2.7 Every Member shall have the right to move impeach any Executive or Director, subject to Article IX.

2.2.8 All governance processes, including elections, General Assemblies, and meetings of the Board, shall be made accessible to all Members, regardless of disability status.

2.3 Membership Fee

2.3.1 The Membership fee is given by the Engineering Student Society in accordance with 4.3.3 Funding.

2.4 Withdrawal of Membership

2.4.1 Membership will be withdrawn from Members for the following reasons:

2.4.1.1 The Member dies;
2.4.1.2 The Member stops attending the University of Ottawa or graduate from the Department of Mechanical Engineering.

2.4.2 Following the withdrawal of a Member, all information gathered will be terminated
Article III: Executive Council

3.1 The members of the Executive Council shall be Executives under the Act.

3.1.1 Each Executive shall serve for a term of one (1) year, from the 1st of May to the 30th of April.

3.1.2 As per Article 7.6, interim Executives shall serve until the 30th of April or until the election and ratification of a successor in the Fall election, whichever is sooner.

3.2 General Powers

3.2.1 The Council shall govern and oversee the activities of MESS, except as limited by the Constitution or by the Members.

3.2.2 The Council shall have the exclusive authority to adopt regulations.

3.2.3 The Council shall have the exclusive authority to approve audited financial statement, pending final approval by the Members of the Council.

3.2.4 The Council shall have the exclusive authority to commence legal proceedings on behalf of MESS, and the exclusive authority to settle any claim to which MESS is a party.

3.2.5 The Council may revise or amend any decision of any Committee, except as limited by the Constitution.

3.2.5.1 Decisions of the Executive Members relating to the management of human resources cannot be reversed or otherwise amended by the Council.

3.2.5.2 Disciplinary decisions of the Council shall not be reversed or otherwise amended.

3.2.5.2.1 The Council may revise the decision within thirty (30) days of the decision if new information comes about following the initial consultation.

3.2.6 The Council may strike ad hoc committees, provided that the mandate of the committee is time-limited and does not conflict with the mandate of any Committee establish by the Constitution. An ad hoc committee shall cease to exist at the end of the Council’s term in which it is struck.

3.3 Composition

3.3.1 The Members of the Council will be exclusively all undergraduate students enrolled in mechanical and biomedical mechanical engineering. All executive,
representative and director position terms will begin May 1st and end on the last
day of school for the Winter semester every year.

3.3.2 The Council shall consist of the following fifteen (15) speaking members:

3.3.2.1 President
3.3.2.2 Vice-President of Finance
3.3.2.3 Vice-President of Social Affairs
3.3.2.4 Vice-President of Internal Affairs
3.3.2.5 Vice-President of Academics
3.3.2.6 Vice-President of Communication
3.3.2.7 Vice-President of Biomedical Mechanical Affairs
3.3.2.8 Second year Representative
3.3.2.9 First year Representative
3.3.2.10 Director of Information Technology
3.3.2.11 Director of Logistics
3.3.2.12 Director of Graphic Design
3.3.2.13 Director of Events
3.3.2.14 Director of Advocacy
3.3.2.15 Director of Translations

3.3.3 The Executive Council shall consist of the following seven (7) voting and speaking members:

3.3.3.1 President
3.3.3.2 Vice-President of Finance
3.3.3.3 Vice-President of Social Affairs
3.3.3.4 Vice-President of Internal Affairs
3.3.3.5 Vice-President of Academics
3.3.3.6 Vice-President of Communications
3.3.3.7 Vice-President of Biomedical Mechanical Affairs
3.4 Meetings

3.4.1 The Council shall meet no less than once (1) per month.

3.4.1.1 Meetings of the Council shall be chaired by the President.

3.4.2 Meetings of the Council shall be open to the public unless the Council votes to enter closed session.

3.4.2.1 A simple (1/2) majority of the Council may vote to enter closed session for the purpose of discussing litigation, legal advice, legally confidential information, sensitive proprietary information, and/or matter relating to specific members.

3.4.2.2 Elected representative of the Recognized student Association shall have speaking rights at meetings of the Council, excluding closed sessions.

3.4.3 Notice of any ordinary meeting of the Council shall be sent electronically to every Executive, Representative, and Director no less than five (5) days prior the time of the meeting. The notice shall include the time and place of the meeting. The agenda of the meeting shall be sent electronically to every Executive and Director no less than six (6) hours prior to the meeting.

3.4.3.1 Any item submitted by an Executive, Representative, or Director to the Council at least seven (7) days prior to the next meeting of the Council shall be included on the agenda of said meeting.

3.4.3.2 Any item submitted by an Executive, Representative, or Director of the Council less than seven (7) days prior to the next meeting of the Council shall be included on the agenda of said meeting only with consent of all Executive members present.

3.4.3.3 Should an item submitted under Article 3.4.3.1 be ruled out of order on the advice of legal counsel, the submitting Executive, Representative, or Director, in addition to the Council as a whole, shall have the right to receive the relevant legal advice in writing.

3.4.4 Notice of any emergency meeting of the Council shall be sent electronically to every Executive, Representative, and Director no less than sixty (60) hours prior to the meeting. The notice shall include the time, place, and agenda of the meeting.

3.4.4.1 The agenda of an emergency meeting of the Council shall not be amended other than to reorder or remove items.
3.4.5 Detailed minutes shall be taken at all meetings of the Council. The minutes of closed sessions shall be confidential.

3.4.6 No person may act as a proxy for an Executive, Representative, or Director at a meeting of the Council or Executive Council.

3.5 Calling of Meetings

3.5.1 Ordinary meetings of the Council may be called by Council members

3.5.1.1 Should an ordinary meeting be called by the Executive members of the Council; the Executive shall be responsible for giving notice in accordance with Article III.

3.5.1.2 Should an ordinary meeting be called by a Director of the Council; the Vice-President of Internal Affairs shall be responsible for giving notice in accordance with Article 3.4.

3.5.1.3 Should an ordinary meeting be called by seven (7) or more Council Members, the Vice-President in question shall provide a time, place, and agenda of the meeting in accordance with Article 3.4.

3.5.2 Emergency meetings of the Council may be called by the Executive Council.

3.5.2.1 Should an emergency meeting of the Council be called by the Executive Committee in accordance with Article 3.4.

3.6 Quorum

3.6.1 Quorum for an ordinary meeting of the Council shall be fifty percent (50%) of Executive members.

3.6.2 Quorum for ordinary meetings of the Council held in May, June, July, or August shall be fifty percent (50%) of the currently elected members of which majority of the members present are executive members.

3.6.3 Quorum for emergency meetings of the Council shall be (5) Council Members of which three (3) Executive members.
Article IV: The Executives

4.1 The seven (7) executives shall be officers under the Act.

4.1.1 Each executive shall serve for a term of one (1) year, from the 1st of May to the 30th of April

4.1.2 “Executive” means the President, the Vice-President of Finance, the Vice-President of Internal Affairs, the Vice-President of Social Affairs, the Vice-President of Academics, the Vice-President of Communication.

4.2 General Power

4.2.1 The Executive shall direct and manage the activities and operations of MESS, except as limited by the Constitution or by the Council.

4.2.2 The President shall have exclusive authority over all human resources matters, including the hiring, direction, and termination of a Director, subject to Article 5.1.

4.2.3 The creation of new full-time position shall require the approval of a two-third (2/3) majority of the Council.

4.2.4 The Executives shall have the exclusive authority to represent MESS in relation to the University of Ottawa Department of Mechanical Engineering.

4.2.4 The operations of the President shall have the exclusive authority to negotiate and sign contracts on behalf of MESS, except as limited by Article 4.3.

4.2.5 The President shall have the exclusive authority to retain and instruct legal counsel on behalf of MESS, except as limited by Article 4.3.

4.2.6 All Executive members shall hold no less than three (3) office hours per week during the fall and winter terms. These office hours shall take place within the registered office of MESS.

4.2.7 All Executive members are required to attend all meetings and events run by MESS.

4.2.7.1 Exceptions may be made for reasons of conflicting class schedules, or personal tragedy. All such exceptions must be submitted electronically to the Vice-President of Internal Affairs or the President twenty-four (24) hours before the event or meeting in question.

4.3 President

4.3.1 The President shall have responsibility for carrying out the mandate of MESS. The President shall be responsible for the management and supervision of the affairs and operations of the association, including by assisting other Executive Members as needed.
4.3.1.1 The President shall be a Signing Officer.

4.3.2 The President shall direct and manage the operations and activities of MESS, except as limited by the Constitution or the Council.

4.3.3 The President shall have exclusive authority over all human resource matters, including the hiring, direction, and termination of Council Members, subject to Article 4.3.

4.3.3.1 The creation of a new full-time Council Member position shall require the approval of two-thirds (2/3) majority of the Council.

4.3.4 The President shall be responsible for the internal governance of MESS.

4.3.5 The President shall be responsible for relations with the University of Ottawa Department of Mechanical Engineering, where appropriate, in relation with governance and external organizations.

4.3.6 The President shall represent MESS in relation to Recognized Student governments. They may delegate this authority as appropriate.

4.3.7 The President shall be the spokesperson for MESS, they shall also be responsible for the communication of MESS.

4.3.8 For greater certainty, as outlined in article 4.3, the President shall report to the Council.

4.3.9 The President shall be responsible for presenting a report on the activities of MESS to the ESS.

4.3.10 The President shall be committed to promoting collaboration on the Executive Council and shall not act despotically.

4.4 Vice-President of Finance

4.4.1 The Vice-President of Finance shall have responsibility for overseeing the financial operations within MESS. The Vice-President of Finance will ensure funds are allocated fairly and consistently, and that MESS has the funds to fulfill its mandate.

4.4.2 The Vice-President of Finance shall maintain records of incoming and outgoing monetary assets.

4.4.3 The Vice-President of Finance shall be responsible for acquiring sponsorships and funding, and for maintaining a relationship with sponsors.

4.4.4 The Vice-President of Finance shall track individual Executive expenses and ensure that all such expenses are reimbursed as specified in Article 10.3.
4.5 Vice-President of Internal Affairs

4.5.1 The Vice-President of Internal Affairs shall be responsible for managing sales of merchandise, as well as assisting other Members of the Council in their duties.

4.5.2 The Vice-President of Internal Affairs shall be responsible for ensuring the MESS drive remains organized.

4.5.3 There are multiple duties concerning the calling of meetings that are entrusted to the Vice-President of Internal Affairs:

4.5.3.1 The Vice-President of Internal Affairs shall be primarily responsible for notifying Council Members of meetings in accordance with Articles 3.4.3 and 3.4.4.

4.5.3.2 The Vice-President of Internal Affairs shall compile and distribute meeting agendas for meetings in accordance with Article 3.4.3 and its sub-articles.

4.5.3.3 The Vice-President of Internal Affairs shall be responsible for arranging meetings called by Representatives or Directors on the Council, as per Article 3.5.1.2.

4.5.4 The Vice-President of Internal Affairs shall ensure that MESS maintains a professional and tidy office space.

4.5.5 The Vice-President of Internal Affairs shall be responsible for taking minutes during all Council and Executive Council meetings.

4.6 Vice-President of Social Affairs

4.6.1 The Vice-President of Social Affairs shall be responsible for creating and running social events for the Members.

4.6.2 The Vice-President of Social Affairs shall organize meetings to discuss both upcoming events as well as potential new events.

4.6.3 The Vice-President of Social Affairs shall organize and hold at least one (1) social event per semester.

4.6.4 The Vice-President of Social Affairs shall be responsible for seeking and acquiring sponsorship money in cases where social events are eligible for sponsorships.

4.6.5 The Vice-President of Social Affairs shall be a Signing Officer for the Michaëlle-Jean Centre for Global and Community Engagement and be responsible for seeking and acquiring volunteers following Article XIII.

4.6.5.3 The Vice-President of Social Affairs will also be responsible for training volunteers on specific tasks if required.
4.6.5 The Vice-President of Social Affairs shall be responsible for creating budget proposals for each event prior to the event in question.

4.6.5.1 Budget proposals must be submitted to the Vice-President of Finance, in accordance with Article 10.2.

4.7 Vice-President of Academic Affairs

4.7.1 The Vice-President of Academic Affairs shall be responsible for creating and running academic, networking, and hiring events for the Members, as well as communicating academic issues to the Faculty on behalf of Members.

4.7.2 The Vice-President of Academic Affairs shall ensure that Members are able to contact them in order to submit formal complaints regarding the University of Ottawa Faculty of Engineering.

4.7.2.1 The Vice-President of Academic Affairs shall be responsible for following up submitted formal complaints with the Faculty of Engineering to the best of their ability, or until the complaint is resolved to the satisfaction of the Member in question.

4.7.3 The Vice-President of Academic Affairs shall organize and hold at least one (1) academic, networking, and/or hiring event per semester.

4.7.4 The Vice-President of Academic Affairs shall be a Signing Officer for the Michaëlle-Jean Centre for Global and Community Engagement and be responsible for seeking and acquiring volunteers following Article XIII.

4.7.5 The Vice-President of Academic Affairs shall be responsible for creating budget proposals for each event prior to the event in question.

4.7.5.1 Budget proposals must be submitted to the Vice-President of Finance, in accordance with Article 10.2.

4.8 Vice-President of Communications

4.8.1 The Vice-President of Communications shall be responsible for the creation and maintenance of effective communication channels between Council Members, general Members, the Faculty of Engineering, and other organizations relevant to MESS events and interests.

4.8.2 The Vice-President of Communications shall be responsible for compiling and sending out weekly informative emails to Members of the Society.

4.8.2.1 The contents of these emails are to be submitted and voted on by other Council Members during ordinary meetings.
4.8.3 The Vice-President of Communications shall run all social media accounts controlled by MESS.

4.8.4 The Vice-President of Communications shall promote all events run by MESS.

4.8.4.1 The Vice-President of Communications shall promote events that are relevant to Members but that are not being run by MESS at the discretion of the Council.

4.8.5 The Vice-President of Communications shall ensure that important documents are publicly available for all Members to see.

4.8.5.1 Important documents include this Constitution, meeting minutes as directed by Article 3.4.5, and budgets.

4.8.6 The Vice-President of Communications shall ensure that the image of MESS among the Members accurately reflects the MESS Council.

4.9 Vice-President Biomedical-Mechanical Affairs

4.9.1 The Vice-President of Biomedical-Mechanical Affairs is responsible for acting as a voice for the biomedical mechanical engineering student.

4.9.2 The Vice-President of Biomedical-Mechanical Affairs shall organize one academic event per school year geared towards biomedical mechanical engineering.

4.9.3 The Vice-President of Biomedical-Mechanical Affairs shall ensure that all MESS events also apply to the biomedical mechanical engineering students.

4.9.3 The Vice-President of Biomedical-Mechanical Affairs shall represent the biomedical mechanical engineering students at MESS meeting.
Article V: Directors

5.1 MESS may employ a Director at the discretion of the Executive Council and the President, except as limited by the Constitution.

5.1.1 No person enrolled in a program other than one offered by the Department of Mechanical Engineering may be employed by MESS.

5.2 The manager of the Director in question will be appointed by the Executive Member as well as the President.

5.3 General Power

5.3.1 The Director shall direct and manage the specified activities and operations of MESS, in accordance to the Executive Council except as limited by the Constitution.

5.4 Director of Information Technology

5.4.1 The Director of Information Technology is responsible for the creation and maintenance of the official MESS website and all information that it contains.

5.4.2 The Director of Information Technology shall ensure that the website is operational and functioning correctly.

5.4.3 The Director of Information Technology is responsible for keeping the information contained on the website up-to-date and relevant to Member interests.

5.5 Director of Logistics

5.5.1 The Director of Logistics shall assist the VP Internal in their roles as listed by Article 4.5 and its sub-articles.

5.5.2 The Director of Logistics is responsible for securing incoming mail and/or packages for MESS and storing them in the MESS Office.

5.6 Director of Graphic Design

5.6.1 The Director of Graphic Design shall be responsible for creating graphic content for use in promotional materials.

5.6.2 The Director of Graphic Design shall maintain consistent imagery and branding on promotional materials.

5.7 Director of Events

5.7.1 The Director of Events shall assist the Vice-President of Social Affairs and Vice-President of Academic Affairs with planning and executing events.

5.7.1.1 The Director of Events shall assist with the logistical planning of events.
5.7.1.2 The Director of Events shall assist with finding sponsors for events where applicable.

5.8 Director of Advocacy

5.8.1 The Director of Advocacy shall assist both the President and the Vice-President of Communications in ensuring that the Society remains open and inclusive for all Members.

5.8.2 The Director of Advocacy shall create at least two (2) Instagram posts per month relating to the following topics:

5.8.2.1 Sustainability
5.8.2.2 The LGBTQ+ community
5.8.2.3 Human rights
5.8.2.4 Gender Equality
5.8.2.5 Mental Health
5.8.2.6 Anti-racism
5.8.2.7 Sexual violence response and prevention
5.8.2.8 Inclusivity
5.8.2.9 Indigenous reconciliation and relationship building
5.8.2.10 Any topic not previously covered relating to activism and social change

5.8.3 The Director of Advocacy shall ensure the availability of material allowing Members to educate themselves on the topics listed in Section 5.8.2.

5.8.4 The Director of Advocacy shall provide recommendations to the Council during meetings and event planning on how to be more inclusive and sustainable.

5.9 Director of Translations

5.9.1 The Director of Translations shall be responsible for interpreting and translating documents from English to French and from French to English.

5.9.2 All promotional material must be translated and/or approved by the Director of Translations before being distributed.

5.9.2.1 Promotional materials must be fully bilingual and observe a professional standard of grammar in both English and French to be approved.
Article VI: Representatives

6.1 The two (2) Representatives shall be a Council Members.

6.1.1 Each Representative shall serve for a term of one (1) year, from the 1st of May to the 30th of April.

6.1.2 “Representatives” means the first-year Representative and the second year Representative

6.2 General Power

6.2.1 All Representative members are required to attend all meetings and events run by MESS.

6.2.1.1 Exceptions may be made for reasons of conflicting class schedules, or personal tragedy. All such exceptions must be submitted electronically to the Vice-President of Internal Affairs or the President twenty-four (24) hours before the event or meeting in question.

6.3 First-Year Representative

6.3.1 The First-year Representative is responsible for representing the interests of all first-year mechanical engineering and biomedical mechanical engineering students.

6.3.2 The First-year Representative will act as the student liaison between the students and the society.

6.3.3 The First-year Representative will raise awareness of MESS amongst the first-year student.

6.3.4 The First-year Representative will ensure that first-year students benefit from the events and activities hosted by MESS.

6.4 Second-Year Representative

6.4.1 The Second-year Representative is responsible for representing the interests of all second-year mechanical engineering and biomedical mechanical engineering students.

6.4.2 The Second-year Representative will act as the student liaison between the students and the society.

6.4.3 The Second-year Representative will raise awareness of MESS amongst the second-year student.

6.4.4 The Second-year Representative will ensure that second-year students benefit from the events and activities hosted by MESS.
Article VII: Elections

7.1 MESS shall hold General Elections once (1) per year, no later than the 31st of March and no earlier than the 1st of March. The purpose of the General Election shall be to elect the Executives and Representatives.

7.1.1 The Executives shall be elected by and from the Members.

7.1.1.1 Incumbent executives who are not enrolled in an undergraduate degree program at the University of Ottawa in the Department of Mechanical Engineering shall not be eligible to seek re-election.

7.1.1.2 Any Member intending to seek election as an Executive shall present proof of sufficient bilingualism, to the Chief Electoral Officer by the end of the nomination period. Any Member who does not present such proof shall not be eligible to seek election as an Executive.

7.1.1.3 Any Member intending to seek election as an Executive provided the following:

7.1.1.3.1 In good standing with the Society;
7.1.1.3.2 Has a CGPA at least 0.5 above academic probation according to faculty regulations;
7.1.1.3.3 Is in their second year at the University of Ottawa, or greater while in office;
7.1.1.3.4 Must submit their proposals to MESS in both English and French.

7.1.1.4 Any Member intending to seek election as President must provide the following:

7.1.1.4.1 Completion of at least eight (8) months as an Executive Member of the Society;
7.1.1.4.2 Reside in the Ottawa region while holding office;
7.1.1.4.3 Meet all criteria aforementioned or the candidacy will be open in sequential order;
7.1.1.4.3.1 If no other candidate who meets all requirements in 7.1.1.4.1 and 7.1.1.4.2, the running will be open to all candidates that have previously served as an Executive of the Society;
7.1.1.4.3.2 If no other Candidate who meets all requirements in 7.1.1.4.3.1, the running will be open to all candidates that have previously served as Director of the Society; and
7.1.1.4.3.3 If no other Candidate meets all requirements in 7.1.1.4.3.2, the running will be open to all Candidates that are an active Member of the Society.

7.1.1.4.4 be able to complete the Presidential duties the entire term of office.

7.2 General Election shall be administered by the Election Committee and Chief Electoral Officer, who shall be hired by the Elections Committee.

7.2.1 The Elections Committee shall be composed of one (1) Director and one (1) Executive.

7.2.2 No person who is a member of the Elections Committee shall campaign or otherwise participate in the General Elections.

7.2.3 No person who is employed or otherwise remunerated by MESS, or by a business or service center thereof, shall be a member of the Elections Committee.

7.2.4 The chief Electoral Officer shall not be a Member of MESS. No person may serve as Chief Electoral Officer more than two (2) consecutive General Elections.

7.2.5 Except as permitted by Article 7.2, no person who is or has previously been employed or otherwise remunerated by MESS, or by a business or service center thereof, may serve as Chief Electoral Officer.

7.3 Elections, referenda, and plebiscites shall be governed by the Elections Code. The Elections Code, and any amendments thereto, shall be adopted by the Council on the recommendation of the Elections Committee. The Elections Code shall establish electoral processes that are free, fair, accessible, and in accordance with democratic norms.

7.3.1 The voting period shall be no less than three (3) days.

7.3.2 The campaigning period shall be no less than seven (7) days and no more than ten (10) days.

7.3.3 The nomination period shall be no less than ten (10) days.

7.3.4 Notice of General Elections, including the election schedule, shall be given to all Members no less than seven (7) days prior to the beginning of the nomination period.

7.3.4.1 “Notice” means an email sent to every Member and a notice on the MESS website.

7.3.5 No candidate shall campaign for, with, or on behalf of any other candidate.
7.3.6 The online voting system shall be administered by a third party.

7.3.7 A system of preferential voting shall be used for all Executive and Representative elections.

7.3.8 The Elections Code shall not be amended between beginning of the nomination period and the end of the voting period.

7.3.9 The Chief Electoral Officer shall rule on all complaints within twenty-four (24) hours of receipt. Decisions of the Chief Electoral Officer may be appealed to the Elections Committee, which shall rule on all appeals within forty-eight (48) hours of receipt.

7.4 Ratification of the Results at a Special Assembly

7.4.1 The Elections Committee shall call a Special Assembly for the purpose of ratifying the results of the General Elections. The Special Assembly shall be no more than forty (40) days after the end of the voting period. Quorum for the Special Assembly shall be all sitting Council Members.

7.4.2 The Special Assembly shall consider the following motion and no other motion:

7.4.2.1 “Be it resolved that the Members listed in Appendix B be elected to the Council for a term of one (1) year, from May 1st to April 30th.”

7.4.2.2 Appendix B shall list all Members elected as executives in the General Elections.

7.4.2.3 The Members listed in Appendix A shall be ratified or rejected in omnibus. The list shall not be amended in any way.

7.4.3 Should the Special General Assembly adjourn or be declared inquorate before the motion to ratify is adopted; the Elections Committee shall call a second Special General Assembly within ten (10) days. The Elections Committee shall continue to call Special General Assemblies until the motion to ratify is adopted or rejected.

7.4.4 All Executives and Representatives shall remain in office until the motion to ratify is adopted.

7.5 Fall Elections

7.5.1 If an executive or representative position becomes vacant for any reason on or before the 15th of September, MESS shall hold an election for said position between the 15th of October and the 15th of November. The election shall be conducted in accordance with the Election Code and the requirement of Article 7.1.1.
7.5.2 Executives and Representatives elected in the Fall Elections shall take office as soon as the results of the Fall Elections are ratified by the Board. Such Executives and Representatives shall be deemed to have been appointed to the Board under the Act.

7.5.3 If an executive position becomes vacant for any reason after the 15th of September, the position shall remain vacant for the remainder of the Executive’s term.

7.5.4 Any provision of the Constitution that applies to General Elections shall apply equally to the Fall Elections unless the Constitution provides otherwise. In the event of an inconsistency between a provision that applies to the General Elections and provision that applies to the Fall elections, only the latter shall apply to the Fall Assembly.

7.6 Interim Executives

7.6.1 If an Executive position becomes vacant for any reason, an interim Executive may be appointed to serve until the election of a new Executive. Such appointment shall be made by the Council on the recommendation of the Recognized Student Government which represents the same constituency as the vacant position.

7.6.1.1 For greater certainty, an interim Executive holds the same powers and responsibilities as any other Executive, including voting rights and the right to attend closed sessions of the Council, and a term as interim Executive shall still count as a term as Executive.

7.6.2 Where no single Recognized Student Government represents the constituency of the vacant position, the appointment shall be made on the recommendation of a committee composed of one representative from each of the Recognized Student Governments which collectively represent the constituency.

7.6.3 In its decision, this committee shall give appropriate consideration to the proportion of students represented by each of the Recognized Student Governments composing the committee.

7.6.4 This committee shall not be a Committee.

7.6.5 Interim Executives appointed pursuant to Article 7.2 shall serve until April 30th or until the election and ratification of a successor in the Fall Elections, whichever is sooner.

7.6.6 Where the number of Executives elected and ratified in the Fall Elections for a particular constituency is less than the number of interim Executives for that constituency, the interim Executives will be replaced in reverse order of seniority.
7.6.6.1 Where two (2) or more interim Executives are of equal seniority, a coin toss or other similarly random method selected by the Council will be used to determine the order of replacement.

7.6.7 Where, after the appointment of one (1) or more interim Executives, there remain vacancies for a particular constituency, Executives elected in the Fall Elections will first fill these vacancies before replacing an interim Executive.

7.6.8 At no time shall the number of appointed Executives exceed the limits set by the Act.

7.6.8.1 Where the filling of all vacancies would result in these limits being exceeded, preference will be given to the appointment of Executives listed under Articles 7.6.7 and 7.6.8.

7.6.8.2 After accounting for appointment of Executives under Articles 7.4 and 7.6, further appointments will be prioritized in favor of those constituencies which have the smallest percentage of the Council representation provided for by Article 7.6 of this Constitution.

7.6.8.2.1 Where two (2) or more constituencies have the same percentage of their maximum representation, preference will be given to the constituency with fewer representatives.

7.6.8.2.2 Where both the percentage and total number of representatives is the same for two (2) or more constituencies, vacancies will be filled in the order in which they became vacant. Where this is also the same, a coin toss or other similarly random method selected by the Council will be used to determine the order of appointments.

7.6.8.3 Nothing in this section will prohibit the simultaneous appointment of more than one (1) Executive, so long as space is appropriately reserved and distributed pursuant to Article 7.6.
Article VIII: Removals

8.1 Removal of Executive

8.1.1 An Executive can be removed from office for any of the following reasons:

8.1.1.1 By the Executive’s own accord following Article 8.1.2; or

8.1.1.2 By impeachment following Article IX.

8.1.2 An Executive’s term in office will end once the following has been done:

8.1.2.1 The Executive submits a written resignation letter to President announcing his or her resignation.

8.1.2.2 After receipt of the letter, the President will call an emergency meeting requiring one half (1/2) of the Executive Council to be present and push a motion to resign the Executive in Council.

8.1.2.3 The Executive’s resignation will take place immediately once the motion has passed.

8.2 Removal of Directors

8.2.1 A Director can be removed from office for any of the following reasons:

8.2.1.1 By the Director’s own accord following Article 8.2.2; or

8.2.1.2 By impeachment following article 9.

8.2.2 A Director’s term in office will end once the following has been done:

8.2.2.1 The Director submits a written resignation letter to President announcing his resignation;

8.2.2.2 After receipt of the letter, the President will call an emergency meeting requiring one half (1/2) of the Executive Council to be present and push a motion to resign the Director in Council;

8.2.2.3 The Director’s resignation will take place immediately once the motion has passed.
Article IX: Impeachment

9.1 Impeachment of Executives

9.1.1 An Executive may be removed from office:

9.1.2 Through a referendum requisitioned by no less than three hundred (300) Members; or

9.1.3 By a three-quarter (3/4) majority of the Council.

9.1.3.1 The President may be removed by two-thirds (2/3) of the majority of the Council.

9.2 Referendum on Executive Impeachment

9.2.1 The requisition described in Article 9.1 shall be submitted to the Council. The Council shall, with the assistance of MESS, verify that the requisition has been signed by at least three hundred (300) Members.

9.2.2 Within forty-eight (48) hours of verification, the Council shall call an emergency meeting of the Council for the purpose of scheduling the requisitioned impeachment referendum. The referendum shall be held no less than twenty-one (21) days and no more than thirty (30) after the meeting of the Council at which it is scheduled.

9.2.2.1 The emergency meeting of the Council described in Article 9.2.1 shall occur no more than forty-eight (48) hours after verification.

9.2.3 Notice of the referendum shall be given within forty-eight (48) hours of the meeting at which it is scheduled. “Notice” means an email sent to every Member containing the schedule of the referendum.

9.2.3.1 The referendum question shall be in the form of: “Should Firstname Lastname be removed from office as Title?”

9.2.3.2 No other substantive information shall appear on the ballot.

9.2.4 The referendum shall be conducted under the Elections Code.

9.2.5 Should a simple (1/2) majority vote in favor of impeachment, the Executive in question shall be suspended as soon as the result of the referendum is announced, and shall be removed from office as soon as the result is ratified by the Council on the recommendation of the Elections Committee.

9.2.6 Quorum for impeachment referenda shall be ten percent (10%) of Members.
9.3 Impeachment of an Executive by the Board

9.3.1 Any Executive, Director or Representative may move to impeach an Executive. The motion shall be sent to the President and shall specify the misconduct of which the Executive in question is accused. A motion to impeach may not be withdrawn. Within forty-eight (48) hours of receiving the motion, the President shall call a meeting of the Council for no less than ten (10) days after the day on which notice of the meeting is given.

9.3.2 If the Executive Member in question of impeachment is the President, the motion shall be sent to the Vice-President of Internal Affairs and shall specify the misconduct of which the President is accused. A motion to impeach may not be withdrawn. Within forty-eight (48) hours of receiving the motion, the Vice-President shall call a meeting of the Council for no less than ten (10) days after the day on which notice of the meeting is given.

9.3.3 At the meeting at which the motion to impeach is considered, the motion shall not be put to a vote before the Executive in question has been given at least forty-five (45) minutes in which to offer a defence.

9.3.4 The Executive in question shall have the right to be represented at the meeting by a person of their choosing, who shall have speaking rights and the right to remain if the Council enters closed session, unless the Council enters closed session for the purpose of receiving or discussing legal advice.

9.3.5 The Executive in question shall have the right to present documentary evidence, which shall be sent to the Council no less than four (4) days prior to the meeting. The President shall send the evidence to the Council within twenty-four (24) hours of receiving it.

9.3.6 Should the motion to impeach carry, the Executive in question shall be removed from office immediately.

9.4 Impeachment of Directors

9.4.1 Any Member who is not an Executive may move to impeach a Director at a Meeting. A motion to impeach a Director shall be submitted to MESS in accordance with Article 9.1 or may be included on the agenda of the meeting requisitioned under Article 3.4.3.

9.4.2 At the Meeting at which the motion to impeach is considered, the motion shall not be put to vote before the Director in question has been given at least forty-five (45) minutes in which to offer a defence.
9.4.3 The Director in question shall have the right to be represented at the Meeting by a person of their choosing, who shall have speaking rights.

9.4.4 Should a simple (1/2) majority of Members present vote in favor of impeachment, the Director in question shall be removed from office at the adjournment of the Meeting.

9.4.4.1 The motion shall carry only if at least fifty percent (50%) of the Council Members are present at the meeting.

9.4.5 Directors may not otherwise be removed from office.

9.4.5.1 For greater certainty, this shall not prevent the replacement of an interim Director by a duly picked and ratified successor, as outlined in Article 7.6.
Article X: Finances

10.1 All MESS funds will be held at the CIBC Bank.

10.2 All matters of finance must be addressed by the Vice-President of Finance.
   10.2.1 All checks must be signed by both the President and Vice-President of Finance.

10.3 Money allocation is decided at MESS meetings.
   10.3.1 Money can only be spent by Executive members.

10.4 The President and the Vice-President of Finance may choose to spend up to fifty dollars (Can$50.00) per semester on their own volition on supplies directly benefiting the organization.

10.5 Any profits made at MESS events or otherwise must be put back into the organization or be donated to charitable organizations based on a majority vote by the team.

10.6 No more than hundred and fifty (CAD $150) will be held in the cashbox.

10.7 Annual Budgeting
   10.7.1 The MESS Executives must prepare and deliver an annual budget with respect to their portfolio to the VP Finance prior to August 31st.
   10.7.2 Annual budgets are not required to be exhaustive but should reflect reasonable expectations of revenue and expenses for the academic year.

10.8 Funding Request
   10.8.1 MESS Executive Members seeking funding for a club in accordance with this policy must complete a Funding Request Form, including a financial breakdown/budget of the expenses and how the MESS funds would be allocated, and deliver it to the President or VP Finance at least two (2) days before the next MESS meeting.

   10.8.2 At least one (1) MESS Executive Member must present the funding request on behalf of the club to the rest of the executive team. MESS executive team will then consider and approve or reject the funding request in full or in part.
   10.8.3 Any expense incurred pursuant to an approved funding request will subsequently be reimbursed or paid in accordance with this policy.

10.9 Reimbursement of Personal Funds Expended for MESS
   10.9.1 Funds personally expended by a MESS Member for MESS purposes or in the course of an authorized MESS event shall be reimbursed subject to this policy, provided the expenditure of funds is pursuant to a budget or other resolution passed by the MESS executive Team.
10.9.2 No funds requiring reimbursement more than five hundred dollars (Can$500.00) shall be expended without the express prior permission of either the MESS President or VP Finance.

10.9.3 No reimbursements shall be issued without proof, taking the form of a receipt or paid invoice, of the expenditure in question.

10.9.3.1 If a MESS Member has personally expended funds in accordance with s.1 but is reasonably unable to provide a receipt or equivalent documentary proof, the expense shall be reimbursed if it is thirty dollars (Can$30.00) or less and has been verified in writing by 1 other MESS Executive or Council Member.

10.9.3.2 If the above conditions are not met, a MESS Member may seek reimbursement via a direct MESS executive meeting.

10.9.4 All reimbursement must be submitted through a Request Form and must be completed and delivered in hard copy or online to the VP Finance prior to any funds being reimbursed.

10.9.5 Original receipts or paid invoices for all requested reimbursements must be attached to the copy of the Request Form delivered to the VP Finance.
Article XI: Website

11.1 MESS acknowledges the use of Squarespace as primary software to host the website

11.2 MESS will automatically renew payment of the website on the last day of the given year.

11.2.1 The cost of the website is as follows: three hundred twelve dollars (Can$312.00).

11.3 The website will be maintained by the Director of Information technology.

11.3.1 If this position is not filled, the Executive Council may pass the responsibility to an Executive Member
Article XII: Events

12.1 MESS is mandated to host at least one (1) academic and one (1) social event per semester.

12.1.1 All events hosted by the Society are to be inclusive to all students at the University of Ottawa and are meant to add values to the student life experience for mechanical and biomedical mechanical engineering students.

12.2 MESS is mandated to host the following events every year of which none count towards the mandated semester events under Article 12.1

12.2.1 Industry Night
12.2.2 Speaker Night
12.2.3 Cry n’ Crams
Article XIII: Volunteering

13.1 All volunteering will be done through the use of the Michaëlle Jean Centre for Global and Community Engagement.

13.2 There will always need to be 2 Signing Officers registered with the center.
   13.2.1 The first Signing Officer will be the Vice-President of Social Affairs.
   13.2.2 The second signing Officer will be the Vice-President of Academic Affairs.

13.3 Signing Officers will be responsible for the following:
   13.3.1 Submitting accurate placement per article 13.4;
   13.3.2 Reminding students to input their hours after having done the volunteering;
   13.3.3 Approving hours per article 13.5.

13.4 Placements
   13.4.1 Placement for the all-executive position must be done every year and submitted before the last day of August of the given fiscal year.
   13.4.2 Any other placement may be posted for specific events at any time during the fiscal year.
   13.4.3 Must contain an accurate description of what a volunteer will be doing.

13.5 Approval of Hours
   13.5.1 When approving hours, one must make certain that the activity is accurately described by the volunteer.
   13.5.2 Hours inputted into the Timesheet must accurately represent the number of hours the volunteer has completed.
   13.5.3 Hours will not be given out for the following reason:
      13.5.1 The volunteer was paid;
      13.5.2 For an event hosted for the Council;
      13.5.3 For travel time,
Article XIV: Autonomy

14.1 MESS shall follow the rules published by the University of Ottawa Student Union per Article XV: Clubs Code from the University of Ottawa Students’ Union Constitution.

14.2 MESS shall be a member and follow the published rules of the ESS per Article 4.0 Sub-Association Policy from the ESS policy and Procedure Manual.

14.3 MESS is subject to the published rules in declining order of authority of the following organizations to which it is affiliated:

   14.3.1 Engineering Student Society
   14.3.2 The University of Ottawa Student Union
   14.3.3 Campus Vibez

14.4 MESS shall not enter into any perpetual agreement that cannot be terminated by a vote of the Board.

   14.4.1 “Perpetual agreement” means an agreement imposing substantial ongoing obligation on MESS or its Members.
Article XV: Amendment

15.1 Ordinary Amendments

15.1.1 Except as limited by Article XV, the Constitution may be amended:

15.1.1.1 by three quarters (3/4) majority of the Council; or

15.1.1.2 by three quarters (3/4) majority of Members in a referendum.

15.1.2 Any amendment adopted by the Council under Article XV shall take effect immediately and remain in effect unless rejected at the next Council Meeting.

15.2 Special Amendments

15.2.1 The following Articles may be amended only by three quarters (3/4) majority of the Executive council, followed by a two-thirds (2/3) majority of Members present at the meeting:

15.2.1.1 any part of the Definitions;

15.2.1.2 any part of Article I;

15.2.1.3 any part of Article II;

15.2.1.4 any part of Article III;

15.2.1.5 any part of Article IV;

15.2.1.6 any part of Article V;

15.2.1.7 any part of Article VI;

15.2.1.8 any part of Article X; and

15.2.1.9 any part of Article XII.

15.2.2 Any amendment adopted by the Council under Article 15.2 shall not take effect until ratified at the next Meeting.
Article XVI: Ombudsperson

16.1 Mandate

16.1.1 The mandate of the Ombudsperson shall be to investigate and propose solutions to systemic problems affecting MESS.

16.1.2 The Ombudsperson may open an investigation in response to a complaint, provided that the complaint was submitted by a Member. Alternatively, the Ombudsperson may open an investigation of their own initiative. In no situation shall the Ombudsperson be required to open an investigation.

16.1.3 The Ombudsperson shall not investigate allegations of wrongdoing against individuals. The Ombudsperson may, as appropriate, refer allegations of wrongdoing against individuals to the Executive Council.

16.1.4 The Ombudsperson shall take special care to investigate complaints of discrimination contrary to Article 1.6, including and especially complaints of discrimination on the basis of disability.

16.2 Appointment and Term

16.2.1 The Ombudsperson shall, following an open application process, be appointed by the Council for a term of two (2) years.

16.2.2 The Ombudsperson shall not be a current or former Council Member.

16.3 Reporting

16.3.1 The Ombudsperson shall provide a report to the Council at the end of each academic term. The report shall summarize the recent activities of the Ombudsperson.

16.4 Complaints

16.4.1 The Ombudsperson may investigate any complaint, submitted by a Member, that describes a systemic problem affecting MESS.

16.4.2 If the complaint alleges wrongdoing by individuals, the Ombudsperson may, where appropriate, refer the allegations in question to the Executive Council.

16.4.3 The Ombudsperson shall not disclose the identity of any complainant, except with accordance to the Article XIX.

16.5 Investigations

16.5.1 Should the Ombudsperson open an investigation, they shall notify the Council within fourteen (14) days.
16.5.2 All Members of the Council, shall co-operate with the investigation to the greatest extent permitted by law. At the end of the investigation, the Ombudsperson shall present a report to the Council. The report shall be public and shall propose solutions to any problems that the Ombudsperson has identified as systemic. The report shall not identify any individuals by name or by implication, except with the written consent of all individuals so identified. The report shall not include confidential information.

16.6 Removal

16.6.1 The Ombudsperson may be removed from office with cause by a referendum called by at least three hundred (300) Members, with a three quarters (¾) majority of attending Members voting in favor of the following unaltered motion:

16.6.1.1 Firstname Lastname shall be relieved from their position as Ombudsperson, and replaced following the procedures outlined in Article 15.2 of the Constitution.
Article XVII: Invalidity

17.1 The legal invalidity of any part of the Constitution shall not affect the validity or enforceability of any other part of the Constitution.

17.2 The accidental omission to give any notice to any Executive Member, Director, Representative, Member or Public Accountant, or the non-receipt of any notice by any such person where MESS has provided notice in accordance with the Constitution or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

17.3 The English version and the French version of the Constitution shall be equally valid. In the event of an inconsistency, the original version of the provision in question shall prevail.

17.4 All provisions shall be presumed to have been originally written in English, unless there is evidence to the contrary.

17.5 Where part of the Constitution references or is referenced by another part of the Constitution, the reference shall not be affected by any change to the numbering of the Constitution. Where an amendment to the Constitution changes the numbering of the Constitution, all references shall be updated immediately and without the need for further amendment.
Article XXII: Revision History

22.1 General

22.1.1 The revision history section of the constitution will serve to:

22.1.1.1 Document and summarize the changes made to the Constitution; and

22.1.1.2 Summarize the rationale for each change made to the Constitution

22.1.1.2.1 Will consist of the person(s) in charge of the modification and their position(s)

22.1.2 The revision history is only to be updated when change has been made to a section of the Constitution

22.1.2.1 An update to the Revision History section of the Constitution need not be approved by two-thirds (⅔) majority of the Council members

22.2 Revision History

22.2.1 2019-2020 Academic year

22.2.1.1 Revised for grammar and capitalization

22.2.1.1.1 Hassan Ahmed - President (2019-2020)

22.2.1.2 Revised for grammar and capitalization

22.2.1.2.1 Hassan Ahmed - President (2019-2020)

22.2.1.2.2 Zachary Flahaut - Vice-President of Social Affairs (2019-2020)

22.2.2 2020-2022 Academic year

22.2.2.1 Update Constitution template and translation to French

22.2.2.1.1 Hassan Ahmed - President (2019-2020)

22.2.2.1.2 Zachary Flahaut - Vice-President of Social Affairs (2019-2020)

22.2.2.2 Update Executive Eligibility and Presidential Eligibility

22.2.2.2.1 Hassan Ahmed - President (2019-2020)

22.2.2.2.2 Zachary Flahaut - Vice-President of Social Affairs (2019-2020)
22.2.2.3 Add new position - Director of Events
    22.2.2.3.1 Zachary Flahaut - Vice-President of Social Affairs (2020-2021)

22.2.2.4 Reconstruction of the Constitution
    22.2.2.4.1 Zachary Flahaut - Vice-President of Social Affairs (2020-2021)
    22.2.2.4.2 Tobias Easterbrook - Vice-President of Academics (2020-2021)

22.2.2.5 Corrections and translation of the Constitution
    22.2.2.5.1 Zachary Flahaut - Vice-President of Social Affairs (2020-2021)
    22.2.2.5.2 Tara Noorishad – Director of Translations (2020-2021)
# APPENDIX A: All Members on the Council

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Sam Garcia</td>
<td>May 1st 2020</td>
<td>April 30th 2021</td>
</tr>
<tr>
<td>Vice-President Finance</td>
<td>Sachi Sant</td>
<td>May 1st 2020</td>
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</tr>
<tr>
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<td>Maxime Cardinal</td>
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<tr>
<td>Vice-President Academics</td>
<td>Nicholas Schmidt</td>
<td>November 1st 2020</td>
<td>April 30th 2021</td>
</tr>
<tr>
<td>Vice-President Communication</td>
<td>Maisha Chowdhury</td>
<td>May 1st 2020</td>
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<tr>
<td>Vice-President of Biomedical Mechanical Affairs</td>
<td>Mariana Rodriguez Munoz</td>
<td>May 1st 2020</td>
<td>April 30th 2021</td>
</tr>
<tr>
<td>Second-year Representative</td>
<td>Shambhavi Asthana</td>
<td>May 1st 2020</td>
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<tr>
<td>First year Representative</td>
<td>Saif Dine</td>
<td>November 1st 2020</td>
<td>April 30th 2021</td>
</tr>
<tr>
<td>Director of Information Technology</td>
<td>Patrick Huang</td>
<td>September 11th 2020</td>
<td>April 30th 2021</td>
</tr>
<tr>
<td>Director of Logistics</td>
<td>Amrith Senaratne</td>
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<td>Audrey-Anne Lapointe</td>
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APPENDIX B: All Executive Members elected on the Council

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