

**ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY OF
MCGILL UNIVERSITY**

**TERMS OF REFERENCE
of the
EXCESS COUNCIL ORGANIZATIONAL HIERARCHY**

Adopted March 16, 2005

SECTION 1 – The Executive Committee

1 Membership of the Executive Committee

1.1 The Executive Committee shall consist of:

- 1.1.1 The President
- 1.1.2 The Vice-President Internal
- 1.1.3 The Vice-President External
- 1.1.4 The Vice-President Finance
- 1.1.5 The Vice-President Academic
- 1.1.6 The Vice-President Administration

1.2 The candidates for positions of the Executive Committee must be Members of the ExCESS and remain Members for the whole duration of their mandate.

1.3 No member of the Executive Committee shall receive financial remuneration for action as such.

2 Powers and Duties

2.1 The Executive Committee Shall

- 2.1.1 Coordinate and administer the policies, activities and other day-to-day affairs of the ExCESS.
- 2.1.2 Study and prepare any matter to be discussed at meetings of the ExCESS Council.
- 2.1.3 Call meetings of the ExCESS Council.
- 2.1.4 Ensure the execution of Council decisions.
- 2.1.5 Report its activities and decisions to the ExCESS Council.
- 2.1.6 Report its activities and expenditures during the summer at the first Regular Meeting in the fall Semester.
- 2.1.7 Present the List of Organizing Committees at the first meeting of the ExCESS Council of each semester.
- 2.1.8 Uphold the constitution, Bylaws, policies, and regulations of the ExCESS.

- 2.1.9 Promote the ExCESS to the McGill Community and to groups outside that community.
 - 2.1.10 Prepare and present to the ExCESS Council an election schedule for ExCESS elections and referenda.
 - 2.1.11 Be present and available for office hours.
- 2.2 The members of the Executive Committee shall each prepare an End of Year Report to be included in the final ExCESS End of Year Report.
- 2.3 A member of the Executive Committee shall cease to remain in office upon acceptance of their resignation letter by the Council, or upon their impeachment.

3 President

3.1 The President shall:

- 3.1.1 Be charged with the general management and supervision of the affairs of the ExCESS.
- 3.1.2 Call Council and Executive meetings.
- 3.1.3 Provide agendas for meetings.
- 3.1.4 Serve as ex-officio member of all affiliated committees of the ExCESS.
- 3.1.5 Be the official spokesperson of the ExCESS.
- 3.1.6 Attend ECSE Departmental meetings.
- 3.1.7 Attend EUS Council meetings.
- 3.1.8 Delegate necessary tasks to the Representatives and/or Executives.
- 3.1.9 Prepare the ExCESS End of Year Report.
- 3.1.10 Represent the ECSE Student body at the Departmental level.
- 3.1.11 Be responsible for making sure that the ExCESS Web Site is updated.

4 Vice President External

4.1 The Vice President External shall:

- 4.1.1 In conjunction with the president, represent the ExCESS to outside bodies and individuals.
- 4.1.2 Serve as official spokesperson in absence of the President.
- 4.1.3 Serve as acting President in the event that the President is temporarily unable to fulfill his/her duties.
- 4.1.4 Be responsible for relations with industry (especially sponsors), with government, and all other external relations of the ExCESS outside the University.
- 4.1.5 Be responsible for maintaining links with student organizations at the provincial, federal, and international levels and with other engineering student societies of other universities.
- 4.1.6 Act as the McGill Canadian Undergraduate Technology Conference (CUTC) Ambassador to the CUTC organizing body.
- 4.1.7 Be responsible for maintaining relations with the MECC.

4.1.8 Be responsible for issuing the LiveWires(in conjunction with the VP Internal).

5 Vice President Internal

5.1 The Vice President Internal shall:

- 5.1.1 Be responsible for organizing social, cultural, and other activities of ExCESS.
- 5.1.2 Serve as official spokesperson in absence of the Vice President External.
- 5.1.3 Organize the End of Year Banquet.
- 5.1.4 Organize the various ExCESS Blues Pubs throughout the year.
- 5.1.5 Be responsible for getting ECSE students out to E-Week festivities.
- 5.1.6 Be responsible for organizing Council related activities at E-Week.
- 5.1.7 Organize the Feed the FEE events.
- 5.1.8 Organize other social activities (e.g.: foosball tournaments)
- 5.1.9 Be responsible for issuing the LiveWires (in conjunction with the VP External).

6 Vice President Academic

6.1 The Vice President Academic shall:

- 6.1.1 Be responsible for organizing academic activities.
- 6.1.2 Be responsible for all educational and curricular concerns of the ExCESS.
- 6.1.3 Be responsible for organizing the ExCESS Academic Lectures.
- 6.1.4 Represent the ExCESS on the Engineering Equipment Fund Committee (EFC).
- 6.1.5 Represent the ExCESS on the Engineering Student Academic Committee (ESAC).
- 6.1.6 Represent the ExCESS on the ECSE Curriculum Committee.
- 6.1.7 Represent the ExCESS on the Engineering Issues Committee.

7 Vice President Finance

7.1 The Vice President Finance shall:

- 7.1.1 In conjunction with the Executive committee, prepare the annual budget of the ExCESS, based on the previous year's end of year statement of expenses.
- 7.1.2 In cooperation with the Executive Committee, manage the funds of the ExCESS.
- 7.1.3 Keep proper financial accounts and records (deposits, check requisitions, internal/external transfers).
- 7.1.4 Prepare End of Year Financial Statements.
- 7.1.5 Organize the End of Year Banquet.
- 7.1.6 Organize the various ExCESS Blues Pubs throughout the year.

8 Vice President Administration

8.1 The Vice President Administration shall:

- 8.1.1 Be the secretary of the ExCESS Council.
- 8.1.2 Be responsible for compiling and issuing meeting minutes.
- 8.1.3 Be responsible for maintaining the ExCESS Office.
- 8.1.4 Be responsible for maintaining the Trotter 5th floor study rooms (Scheduling).
- 8.1.5 Be responsible for the ExCESS Bulletin Boards on the Trotter 1st floor.
- 8.1.6 Organize the ExCESS Book sales in conjunction with the VP Finance.
- 8.1.7 In cooperation with the Executive Committee, manage the funds of the ExCESS.
- 8.1.8 Be responsible for Trotter 1st floor booth bookings.

SECTION 2 – The ExCESS Council

9 Membership of the ExCESS Council

9.1 The ExCESS Council shall consist of:

- 9.1.1 The Executive Committee
- 9.1.2 One representative from each of the three (3) years (U1, U2, U3) in the following:
 - 9.1.2.1 Electrical Engineering
 - 9.1.2.2 Computer Engineering
 - 9.1.2.3 Software Engineering

9.2 One (1) U4 representative may be selected during the academic year if the current ExCESS Council deems it necessary.

9.3 The candidates for positions of the ExCESS Council must be Members of the ExCESS and remain Members for the whole duration of their mandate.

9.4 No member of the ExCESS Council shall receive financial remuneration for action as such.

10 Representatives

10.1 The Representatives shall:

- 10.1.1 Attend all Engineering Undergraduate Society (EUS) Council meetings. In case of absence, class representatives are responsible for arranging a proxy from among their **Constituents**, and notifying the Vice-President Administration of **E.U.S.** of their replacement before the meeting.
- 10.1.2 Attend all ExCESS Council meetings.
- 10.1.3 Inform their constituents on matters of the ExCESS and EUS.
- 10.1.4 Prepare an End of Year Report to be included in the ExCESS End of Year Report.
- 10.1.5 Help organize ExCESS Activities and Events.

10.2 No Representative of the ExCESS Council may also be a member of the Executive Committee.

11 Terms of Office

11.1 Executive terms begin on May 1st of the given year and last for one year only.

12 Meetings of the ExCESS Council

12.1 The President shall act as speaker.

12.2 The President must attend the ExCESS Council meetings.

12.3 Quorum for a meeting of the ExCESS Council shall be eight (8) of its members.

12.4 ExCESS Council meetings shall be open unless voted closed by Two-Thirds (2/3) Majority.

12.5 In the case of a vote that results in a tie, the question shall be considered to be defeated.

12.6 The ExCESS Council shall hold Regular Meetings at least once every two (2) weeks while classes are in session during the Academic Year, unless otherwise decided by the Council.

12.7 Notice of the meeting and agendas shall be provided at least one (1) School Day prior to a Regular Meeting.

12.8 The rules of procedure for all meetings of the ExCESS Council shall be the most recent edition of Roberts' Rules of Order, unless specified by the President.

SECTION 3 – Impeachment

13 Members of the ExCESS Council

- 13.1 Any member of the ExCESS Council may be removed from office for impropriety, violation of the provisions of the constitution or its Bylaws, or delinquency of duties.
- 13.2 A Motion to remove a member of the ExCESS Council must be signed by at least one-third (1/3) of the members of the ExCESS Council, or by at least twenty percent (20%) of the Members of the ExCESS, and must be presented in writing at a Regular Meeting of the ExCESS Council. The Motion shall be inscribed on the agenda of the next Regular meeting of the ExCESS Council.
- 13.3 Quorum of twelve (12) of the members of the ExCESS Council shall be required to consider a Motion to remove a member of the ExCESS Council.
- 13.4 A two-thirds (2/3) majority of ExCESS Council members present shall be required to carry a Motion to remove a member of the Executive Committee.