

Bylaw 1
Constitution of
Graduate Engineering Council of Students

1. Basis

- 1.1. The name of this organisation is “Graduate Engineering Council of Students”, hereafter called “GECoS”
- 1.2. The purpose of GECoS includes, but not limited to:
 - 1.2.1. Representing the interests of the engineering graduate students to the University of Toronto’s Graduate Student Union, Faculty of Applied Science and Engineering (FASE), the FASE Faculty Council, the Governing Council of the University of Toronto, and any other representative or governing bodies as required;
 - 1.2.2. Promoting and advocating for the interests of graduate engineering students, to the University community at large, and to the general public;
 - 1.2.3. Enhancing the Engineering graduate student experience within the University of Toronto through the organisation, promotion, and engagement in social, academic, and professional events and community initiatives;
- 1.3. The operating year of GECoS begins on September 1st each year, and ends on 31st August of the subsequent calendar year.

2. Interpretation

- 2.1. In this document:
 - 2.1.1. GECoS is bound by the “bylaws” written in this document.
 - 2.1.2. “Policies” are recommended best practices for the operation of GECoS.
 - 2.1.3. “M.Eng.”, “M.A.Sc” and “Ph.D.” stand for “Master of Engineering”, “Master of Applied Science” and “Doctor of Philosophy”.
 - 2.1.4. “FASE” stands for the Faculty of Applied Science and Engineering.
- 2.2. All other words carry their dictionary meaning.
- 2.3. In case of ambiguity in a bylaw or policy, the interpretation shall be ruled upon by the President of GECoS.
- 2.4. The President also reserves the right to rule out of order any misinterpretation of the bylaws and policies.

3. Membership

- 3.1. There are two types of members:
 - 3.1.1. General Members
 - 3.1.2. Graduate Student Associations
- 3.2. General Members shall be students enrolled in the School of Graduate Studies pursuing an M.Eng., M.A.Sc., or Ph.D. in FASE maintaining a full-time or part-time status.
- 3.3. Graduate Student Associations, here-in GSAs, are the seven student associations engineering graduate departments that GECoS represents. They are:
 - 3.3.1. Chemical Engineering Graduate Student Association (CEGSA)

- 3.3.2. Materials Science & Engineering Graduate Student Association (MSEGSA)
- 3.3.3. Electrical and Computer Engineering Graduate Students' Society (ECEGSS)
- 3.3.4. Civil and Mineral Engineering Graduate Student Association (CivMinGSA)
- 3.3.5. Biomedical Engineering Students' Association (BESA)
- 3.3.6. Association of Mechanical and Industrial Graduate Students (AMIGAS)
- 3.3.7. Aerospace Students' Association (ASA)

4. Rights of Membership

- 4.1. General members:
 - 4.1.1. Shall act in accordance with the U of T Code of Conduct.
 - 4.1.2. Reserve the right to participate in events and initiatives hosted by GECoS, nominate themselves for executive and directorial positions, and vote in elections and referenda.
 - 4.1.3. Hereafter, all bylaws and policies apply to general members unless stated otherwise.
- 4.2. Graduate Student Associations:
 - 4.2.1. Reserve the right to raise any concerns regarding student experience and development.
 - 4.2.2. Reserve the right to request data collected by GECoS regarding students in their constituencies within the bounds of the privacy policy.
 - 4.2.3. Bylaws and policies apply as a call to action for the GSAs and do not apply to them.

5. Amendments

- 5.1. Any general member, and/or graduate student association can propose amendments to the bylaws and policies of the GECoS constitution.
- 5.2. The changes shall be reviewed by the executive committee and sent for vote to the GSAs.
 - 5.2.1. From the time of communication, each GSA and the GECoS Executive Committee shall be given two weeks to cast their vote. Absence of response shall be interpreted as a no-objection vote.
 - 5.2.2. If there are no objections, the amendment(s) will pass and will be effective immediately.
 - 5.2.3. A vote between simple (50%) and supermajority (66%) will trigger a vote by general members. From the time of communication, all general members will receive two weeks to cast their vote. A simple majority is required for the amendment to pass.
- 5.3. Should the amendments pass, the President shall be responsible to update and enforce the amended constitution.
- 5.4. The Vice-President Communications shall be responsible to adequately communicate any amendments to the GSAs and general members.

Bylaw 2

GECoS Executive Committee

1. Basis

- 1.1. The GECoS Executive Committee shall comprise the Executives:
 - 1.1.1. The President;
 - 1.1.2. The Vice-President Finance, herein, VP Finance;
 - 1.1.3. The Vice-President Communications, herein, VP Communications;
 - 1.1.4. The Vice-President Student Life, herein, VP Student Life;
 - 1.1.5. The Vice-President Professional Development, herein, VP ProDev;
- 1.2. In case of vacancy, infirmity, death, or resignation of an executive:
 - 1.2.1. The President shall assume the responsibilities of the executive.
 - 1.2.2. If the President is the executive in question, the VP Finance shall assume their responsibilities.
 - 1.2.3. If the VP Finance is unable to fulfil this responsibility, the order of precedence of authority will be as written in clause 1.
 - 1.2.4. If no executive is able to fulfil an absent executive's responsibility, a by-election may be called in accordance with the elections bylaw.
- 1.3. An elected executive may not hold the same position for a second term unless their original term was less than nine months.
- 1.4. They shall be general members of GECoS for the duration of their term.
- 1.5. They shall be elected in accordance with bylaw 4 for a full operating year of GECoS.

2. The Immediate Past President

- 2.1. The Immediate Past President shall act as an advisor for the incumbent executive team.
- 2.2. They shall represent the interests of the student body and alumni population as a voting member in the Engineering Alumni Network Board.

3. The President

- 3.1. The President shall act as the chair of the executive committee. They are responsible for upholding the mission of GECoS to serve the U of T engineering graduate community, and support the execution of the vision(s) of the executives of GECoS.
- 3.2. They shall act as the primary point of contact and organise regular meetings with the Office of Vice-dean, Graduate Studies, and the Office of the Dean,
- 3.3. They shall act as the primary point of contact and maintain relationships with ancillary organisations including, but not limited to, the Graduate Student Associations, and the University of Toronto Graduate Student Union to purport the voice of the engineering graduate community.
- 3.4. They shall represent the student body as a voting member in the following committees:
 - 3.4.1. The Faculty Council of FASE;
 - 3.4.2. The Executive Committee of the Faculty Council of FASE;
 - 3.4.3. Engineering Graduate Education Committee of the Faculty Council;
- 3.5. They shall represent the student body as a non-voting member in the Engineering Alumni Network Board.

3.6. They shall be the secondary signee of the GECoS bank account.

4. VP Finance

4.1. The VP Finance is primarily responsible for maintaining the books of GECoS.

4.2. They will collaborate with the President and other executives to prepare an operating budget for the year.

4.3. Should they deem necessary, the VP Finance holds the authority to recruit a sponsorship director(s) and any other self-defined role(s) to support their operations.

4.4. They shall be the primary signee of the GECoS bank account.

5. VP Communications

5.1. The VP Communications is primarily responsible for maintaining the internal and external communication channels of the organisation including but not limited to the weekly newsletter, organisation website and social media platforms.

5.2. They will administer the Annual Census of GECoS, the Spotlight Survey, in accordance with GECoS Bylaws and Policies.

5.3. Should they deem necessary, the VP Communications holds the authority to recruit social media master(s), webmaster(s), and any other self-defined role(s) to support their operations.

6. VP Student Life

6.1. The VP Student Life is primarily responsible for undertaking events and initiatives that positively add to the student experience.

6.2. They shall oversee the Graduate Gala Director, and the Equity, Diversity and Inclusivity (EDI) Commission.

6.3. They shall serve as an ex-officio member in the Faculty Council's Inclusivity, Diversity and Equity Affairs (IDEA) standing committee.

6.4. Should they deem necessary, the VP Student Life holds the authority to recruit event coordinator(s) and any other self-defined role(s) to support their operations.

7. VP Professional Development

7.1. The VP ProDev is primarily responsible for undertaking events and initiatives that positively adds to the professional development of members.

7.2. They shall oversee the University of Toronto Engineering Research Conference (UTERC) Director, and the Mental Wellness Commission.

7.3. Should they deem necessary, the VP ProDev holds the authority to recruit event coordinator(s) and any other self-defined role(s) to support their operations.

8. Decorum & Recall

8.1. All executives shall act in accordance with the U of T Student Code of Conduct.

8.2. An executive shall be automatically recalled when their membership ceases in GECoS.

- 8.3. If an executive is found to be in breach of the U of T Student Code of Conduct, they can be recalled with a simple majority vote among the executive team.

Bylaw 3

Directors, Representatives and Commissioners of GECoS

1. Basis

- 1.1. Directors, Representatives and Commissions are appointed roles that aid the operation of GECoS.
- 1.2. All appointed roles are under the purview of the executives as stated in Bylaw 2.
- 1.3. A director:
 - 1.3.1. Is responsible for running a specific initiative of GECoS.
 - 1.3.2. Must be a general member of GECoS throughout their term.
 - 1.3.3. May not hold the same position for a second term unless their original term was less than nine months.
 - 1.3.4. Shall be overseen by an executive in accordance with Bylaw 2.
 - 1.3.5. Will complete their term at the end of the operating year.
- 1.4. A representative:
 - 1.4.1. Is appointed to represent a specific engineering student constituency or the entire engineering student body in a committee external to GECoS.
 - 1.4.2. Must be a general member of GECoS throughout their term.
 - 1.4.3. Will complete their term in accordance with the terms of reference of the committee they serve.
 - 1.4.4. Shall be overseen by the President.
- 1.5. A commissioner:
 - 1.5.1. Is appointed as chair to a GECoS committee mandated to address a broad issue facing the student body.
 - 1.5.2. Will complete their term at the end of the operating year.
 - 1.5.3. Shall be overseen by an executive in accordance with Bylaw 2.

2. Faculty Council Representatives

- 2.1. GECoS is entitled to appoint the following representatives to the Faculty Council of FASE:
 - 2.1.1. Two (2) chemical engineering representatives;
 - 2.1.2. Two (2) materials science engineering representatives;
 - 2.1.3. Two (2) electrical and computer engineering representatives;
 - 2.1.4. Two (2) aerospace studies representative;
 - 2.1.5. Two (2) biomedical engineering representatives;
 - 2.1.6. Two (2) mechanical and industrial engineering representatives;
 - 2.1.7. Two (2) civil and mineral engineering representatives;
 - 2.1.8. Two (2) Engineering Graduate Education Committee (EGEC) representatives;
 - 2.1.9. Two (2) Inclusivity, Diversity and Equity Affairs (IDEA) committee representatives;

- 2.1.10. One (1) Teaching Methods, and Resources Committee (TMRC) representative.
- 2.2. There are three types representatives in the Faculty Council of FASE:
 - 2.2.1. Ex-officio appointments;
 - 2.2.2. Discipline appointments;
 - 2.2.3. At-large appointments.
- 2.3. Ex-officio appointments are representatives in the faculty council by the virtue of office in their respective GSAs.
 - 2.3.1. The following ex-officio appointments shall be:
 - 2.3.1.1. The President of CEGSA shall be a Chemical Engineering representative;
 - 2.3.1.2. Chair of MSEGSA shall be a Material Science representative;
 - 2.3.1.3. Vice-chair of MSEGSA shall be a Material Science representative;
 - 2.3.1.4. Two (2) external directors of ECEGSS shall be the two (2) electrical and computer engineering representatives;
 - 2.3.1.5. A co-chair of the ASA shall be a Aerospace studies representative;
 - 2.3.1.6. The president of BESA shall be a biomedical engineering representative;
 - 2.3.1.7. The chair of CivMinGSA shall be a Civil and Mineral Engineering representative.
 - 2.3.1.8. The chair of AMIGAS shall be a Mechanical and Industrial Engineering representative.
 - 2.3.2. In case of infirmity or inability, ex-officio representatives may choose to proxy their appointment as a discipline appointment for the entire faculty council cycle.
 - 2.3.3. Their appointment begins at the time of their election and shall end with the Faculty Council cycle of the academic year.
- 2.4. Discipline appointments are representatives in the faculty council recruited by GECoS by virtue of their affiliation to a particular discipline.
 - 2.4.1. They shall be recruited in the month prior to the start of a new Faculty Council cycle in accordance with the elections & recruitments bylaw.
 - 2.4.2. The following discipline representatives shall be a voting member of the Faculty Council:
 - 2.4.2.1. Chemical Engineering Representative
 - 2.4.2.2. Mechanical and Industrial Engineering Representative
 - 2.4.2.3. Biomedical Engineering Representative
 - 2.4.2.4. Aerospace Studies Representative
 - 2.4.2.5. Civil and Mineral Engineering Representative
 - 2.4.3. In case of infirmity or inability, the President shall conduct a by-election in accordance with the bylaw 4.
- 2.5. At-large appointments shall act as representatives in the standing committees of the faculty council as written in 5.1.8, 5.1.9 and 5.1.10.

3. UTERC Director

- 3.1. There shall be a UTERC Director, who is responsible for organising the annual University of Toronto Engineering Research Conference during the summer term.
- 3.2. The UTERC Director shall be overseen by VP Professional Development.

4. Graduates Gala Director

- 4.1. There shall be a Graduates Gala Director, who is responsible for organising the annual formal gala of GECoS in collaboration with all GSAs during the summer term.
- 4.2. The Graduates Gala Director shall be overseen by VP Student Life

5. Sponsorship Director

- 5.1. There shall be a Sponsorship Director, who is responsible for bringing in deals, discounts, and donations for the operation of various GECoS events and initiatives.
- 5.2. The Sponsorship Director shall be overseen by VP Finance.

6. Self-defined Directors

- 6.1. The President and all VPs reserve the right to define and recruit directors based on need in accordance with Elections & Recruitments Bylaw.
- 6.2. The Executive committee shall review all self-defined directors at the end of their term and propose their addition to the constitution as an amendment.

7. Mental Health Commission

- 7.1. There shall be a Mental Health Commission whose mandate is to direct initiatives and events that relate to and promote mental health for graduate engineering students.
- 7.2. The Mental Health Commissioner shall chair the Mental Health Commission.
- 7.3. The Mental Health Commission shall be overseen by VP Student Life.

8. Equity, Diversity and Inclusion (EDI) Commission

- 8.1. There shall be an EDI Commission whose mandate is to direct initiatives and events that promote EDI values within the graduate engineering student body.
- 8.2. The EDI Commissioner shall chair the EDI Commission.
- 8.3. The EDI Commission shall be overseen by VP Professional Development.

9. Decorum & Recall

- 9.1. All directors shall act in accordance with the U of T Student Code of Conduct.
- 9.2. A director shall be automatically recalled when their membership ceases in GECoS.
- 9.3. If a director is found to be in breach of the U of T Student Code of Conduct, they can be recalled with a simple majority vote among the executive team.

Bylaw 4

Elections and Appointments Bylaw

1. Basis

- 1.1. The objective of GECoS elections and recruitments is to optimise fairness in appointments and maintain accountability of appointments with the GSAs.

2. Executive Appointments

- 2.1. All general members of GECoS are eligible to run for an executive role.
- 2.2. The election cycle of the executive team shall take place annually in the month of July.
- 2.3. The following timeline shall be followed:
 - 2.3.1. The President shall open nominations for all executive roles in the first week of July.
 - 2.3.2. The nomination period will last for three (3) weeks where candidates are required to submit a curriculum vitae and a 300-word vision statement.
 - 2.3.3. The interview period shall take place for one (1) week after the nomination period ends where the top two (2) candidates for each role shall be invited for a 15 minute interview in accordance with clause 6.
 - 2.3.4. Recommended candidates will be subject to a no-objection vote among the graduate students associations which shall last for one (1) week.
 - 2.3.5. Successful candidates shall be provided one (1) week to accept their offer.

3. Directors

- 3.1. All general members of GECoS are eligible to run for a directorial role.
- 3.2. The appointment cycle of the directors shall take place annually in the month of September.
 - 3.2.1. Self-defined directorships shall be an exception with an appointment cycle determined by the proposing executive.
- 3.3. The following timeline shall be followed:
 - 3.3.1. The President shall open nominations for directorial roles in the second week of the fall term.
 - 3.3.2. The nomination period will last for two (2) weeks where candidates are required to submit a curriculum vitae and a 200-word vision statement.
 - 3.3.3. The interview period shall take place for one (1) week after the nomination period ends where the top two (2) candidates for each role shall be invited for a 15 minute interview in accordance with clause 6.
 - 3.3.4. Successful candidates shall be provided one (1) week to accept their offer.

4. Faculty Council Appointed Representatives

- 4.1. All general members of GECoS are eligible to run for faculty council discipline and at-large representative roles.
- 4.2. The appointment cycle of the directors shall take place annually in the month of June; one month before the start of a new faculty council cycle.

- 4.3. The following timeline shall be followed:
 - 4.3.1. The President shall open nominations for representative roles in the first week of June.
 - 4.3.2. The nomination period will last for two (2) weeks where candidates are required to submit a curriculum vitae and respond to screening questions.
 - 4.3.3. The optional interview period shall take place for one (1) week after the nomination period ends where the top two (2) candidates for each role shall be invited for a 15 minute interview in accordance with clause 4.x.
 - 4.3.4. Successful candidates shall be provided one (1) week to accept their offer.

5. Commissioners

- 5.1. All general members of GECoS are eligible to run for an commissioner role.
- 5.2. The appointment cycle of the directors shall take place annually in the month of September.
- 5.3. The following timeline shall be followed:
 - 5.3.1. The President and the Previous Commissioner shall open nominations for commissioner roles in the first week of the fall term.
 - 5.3.2. The nomination period will last for one (1) week where candidates are required to submit a curriculum vitae and a 200-word vision statement.
 - 5.3.3. The interview period shall take place for one (1) week after the nomination period ends where the top two (2) candidates for each role shall be invited for a 15 minute interview in accordance with clause 6.
 - 5.3.4. Successful candidates shall be provided one (1) week to accept their offer.

6. Interviews

- 6.1. An interview committee shall be struck for all interviews with the overseeing executive, outgoing role-holder, and a neutral role-holder.
- 6.2. The committee shall decide the questions prior to the first interview.
- 6.3. The committee shall not modify the format or questions of the interview after the first interview.
- 6.4. The members of the committee are required to declare any conflicts of interest with the interviewees.
- 6.5. The notes of the interview shall be made public after the appointment process

Financial Policy

The financial operations of GECoS take place through a BMO Community Bank Account. The following are best practices upheld by the VP Finance.

Cheques and Signees

In accordance with Bylaw 1, the President and the VP Finance will be the signing authority of the financial accounts. To debit money from the GECoS account, authorization from at least one signee is required.

Reimbursements

All executives, directors, representatives, commissioners, and general members are entitled reimbursements for expenditures pertaining to events and initiatives run by GECoS.

Within one (1) month of an expenditure, the following information must be provided to the VP Finance for reimbursement:

- Full name of the person/entity to be paid to.
- Total payout.
- Physical/digital copies of the original receipts of the expenditure.
- Date of expenditure(s).

After reviewing all pertinent information, the President or VP Finance will then write a cheque according to the information provided.

Address

GECoS may receive money through two avenues:

- Any payment via e-transfer must be made out to "gecos@studentorg.utoronto.ca"
- Any payment via cheque must be written to "Graduate Engineering Council of Students"

As of 20th July 2024, GECoS is unable to receive cheques through mail.

Privacy Policy

Events

- Student data including but not limited to legal status (domestic or international), discipline, degree, and year of study may be collected for the purpose of analysis.
- Prior to analysis, any identifying features including but not limited to student name, number, and email will be omitted and deleted to protect the privacy of the students.
- During event registration, consent for photography will be requested and followed accordingly.

Census (“Spotlight Survey”)

- Student data including but not limited to legal status (domestic or international), discipline, degree, and year of study will be collected for the purpose of analysis.
- In the event that a raffle is held to promote census participation,
 - student emails will be collected to administer the winning draws;
 - the self-identifying information will only be under the view of the President and the Vice-President Communications;
 - the Vice-President Communications will administer the raffle and remove the collected emails prior to analysis.
- Prior to analysis, any other identifying features including but not limited to student name, and number, will also be omitted and deleted to protect the privacy of students.