

**Western Engineering Student Societies' Team
Constitution**



Western Engineering Student Societies' Team

Constitution

Amended September 30th, 2022

Last Updated: August 2022 by Duncan Lamont (President)
Authored: 1999-2000 by Craig Rice (VP West)

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Article 1: Preamble

The history of the Western Engineering Student Societies' Team is covered in this section.

Section 1.1: History of WESST

At the Western Engineering Conference and Competition in 1993, hosted by the University of Saskatchewan, student representatives from each accredited engineering faculty in the four Western Canadian provinces then formalized an alliance of all their undergraduate students' societies. This alliance, called the Western Engineering Student Societies' Team, was thus created, and its structure, mandate, and existence was to be reviewed and enhanced year after year.

In 2009, the WESST Administrative Council decided that additional benefit could be found by having another WESST conference, so WESST EM was born. Designed to help student societies transition knowledge to a new group of executives, it contains more time for sessions than AGMR does.

Section 1.2: History of the Constitution

This document is the result of the brainstorming, thought-sharing, and hard work of all the people involved in the Western Engineering Student Societies' Team, from its conception in 1993 to present time.

Throughout the history of WESST this document has been frequently revised, an account of the recorded changes is located below:

- Updates by: Duncan Lamont – President 2022-2023
- Updates by: Regan Wilson– President 2021-2022
- Updates by: Shanleigh McKeown – President 2020-2021
- Updated by: Shanleigh McKeown – President - 2019-2020
- Updated by: Noah Hladun – President – 2018-2019
- Updated by: Eric Power - President - 2017-2018
- Updated by: Alex Jokuty - President - 2016-2017
- Updated by: Alex Jokuty - President - 2015-2016 (May-Apr)
- Updated by: Alan Ehrenholz - President - 2015 (Jan-Apr)
- Updated by: Parampaul Nahal – President - 2014
- Updated by: Ben Marriott – President – 2013
- Updated by: Madison Myrfield – President – 2013
- Updated by: Dan Nenadov – President – 2011
- Updated by: Morgan Tien – President – 2010
- Updated by: Shahrzad Pedram – President – 2009
- Updated by: Will Fraser – President – 2008
- Updated by: Keinan Hamm – President – 2006
- Updated by: Derek Sahota – President – 2005
- Updated by: Evan Cole – VP Communications – 2002-2003

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Separated by: Evan Cole – VP Communications – 2002-2003
Authored by: Craig Rice – VP West – 1999-2000

Article 2: Name of the Organization

The name of the organization shall be the “Western Engineering Student Societies’ Team.” This name shall be represented by the abbreviation “WESST.”

Article 3: Definitions

The following terms are defined here to increase the readability of this document.

Section 3.1: Executives’ Meeting

The Western Engineering Student Societies’ Team Executives’ Meeting shall be known as “WESST EM”.

Section 3.2: Annual General Meeting Retreat

The Western Engineering Student Societies’ Team Annual General Meeting Retreat shall be known as “WESST AGMR”.

Section 3.3: Western Engineering Competition

The Western Engineering Competition shall be known as “WEC”.

Section 3.4: Fiscal Year

The Fiscal Year shall be from May 1st, to April 30th of the following year.

Section 3.5: Canadian Engineering Leadership Conference

The Canadian Federation of Engineering Students’ Canadian Engineering Leadership Conference shall be known as “CFES CELC”.

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Article 4: Vision Statement

To better our student societies through an informal association of information and a sharing of ideas to learn about people and schools involved with WESST.

Article 5: Purpose of the Organization

The purpose of WESST is that of communication, representation, and resource sharing for our members.

Section 5.1: Communication

WESST shall facilitate communication between member schools, and encourage members to use WESST as a tool to better their own Student Society, through the exchange of information with other member societies.

Section 5.2: Representation

WESST shall be the unified voice of engineering students in Western Canada and will represent all of the member societies. WESST shall act on behalf of its member schools, to other student societies, to industry, professional associations, and to the Canadian Federation of Engineering Students.

Section 5.3 Resources Sharing

As well as encouraging member schools to communicate efficiently with each other, WESST will also promote the exchange of resources, including, but not limited to: event summaries, summaries of services, and programs and benefits offered to society members.

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Article 6: Meetings, Conferences and Competitions

The various meetings and conferences held by WESST are covered here.

Section 6.1: WESST Official Events

WESST hosts three regional events: WESST Annual General Meeting Retreat, the Western Engineering Competition and WESST Executive's Meeting. Organization of these events is outlined in WESST Policy Manual and Activity Agreements.

Section 6.2: Additional Informal Meetings of WESST

Regional meetings during CFES CELC shall be used as an opportunity for WESST Members to communicate.

Section 6.3: Executive Meetings of WESST

The Executive may hold additional meetings if deemed necessary.

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Article 7: Membership

The membership of WESST is covered in Article 7, and includes Honorary, Non-Voting and Voting Status.

Section 7.1: Membership Status

Both voting and non-voting member societies that who fulfill their responsibilities, as defined in Article 8 of the Constitution, and do not currently owe a conference deficit are considered members in good standing.

Both voting and non-voting member societies who do not fulfill their responsibilities as defined in Article 9, or who owe a conference deficit, will be considered members in bad standing and will have all their rights and privileges suspended.

Sub-section 7.1.1: Reinstatement

If a member society is in bad standing due to failure to pay membership fees, the society will be reinstated upon receipt of membership fees by the WESST executive.

If a member society is in bad standing due to failure to fulfill their responsibilities, in order to be reinstated as a member school in good standing, the society must present a report as to why they failed to perform their responsibilities and how they will attempt to fulfill their responsibilities moving forward to the WESST Administrative Council. The Administrative Council must vote on whether to reinstate the member school.

Section 7.2: Voting Member Societies

The policies pertaining to the WESST Voting Members are covered here.

Sub-section 7.2.1: Voting Member Societies

The voting member societies of WESST are as follows:

- 1) British Columbia Institute of Technology Engineering Students' Society
- 2) Engineering Society at the University of British Columbia
- 3) Saskatoon Engineering Students' Society
- 4) Simon Fraser University Engineering Science Student Society
- 5) Simon Fraser University Mechatronic Systems Engineering Student Society
- 6) University of Alberta Engineering Students' Society
- 7) University of Calgary Engineering Students' Society
- 8) University of Manitoba Engineering Society
- 9) University of Northern British Columbia Environmental Engineering Students' Association
- 10) University of Regina Engineering Students' Society
- 11) University of Victoria Engineering Students' Society, Stream A
- 12) University of Victoria Engineering Students' Society, Stream B

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Sub-section 7.2.2: Approval of New Members

Engineering Student Organizations that wish to become a voting member of WESST shall:

- 1) Be representative of the entire undergraduate student body of an accredited Engineering program recognized by the Canadian Engineering Accreditation Board .
- 2) Notify the WESST Executive of their intention to join WESST.
- 3) Present a membership bid to the WESST Administrative Council.
- 4) Be ratified by a two-thirds (2/3) majority vote of Administrative Council.

Sub-section 7.2.3: Member Representatives

Each voting member society shall have one (1) vote on the WESST Administrative council. This vote shall by default be held by the Vice President External, or equivalent, of each member society. Should the member society not have a Vice President External, or equivalent, the vote shall be held by the President of the member society.

Section 7.3: Honorary WESST Membership

The policies pertaining to the Honorary Members of WESST are covered here.

Sub-section 7.3.1: Honorary Member Societies

The honorary members of WESST are as follows:

- 1) University of Ontario Institute of Technology Engineering Students' Society
 - a) Please note, this is a lifetime membership that was auctioned off at a CFES CELC Charity Auction.

Sub-section 7.3.2: Approval/Removal of Honorary Membership

WESST honorary membership status may be approved and/or revoked at any time by a two-thirds (2/3) vote of Administrative Council.

Section 7.4: Non-Voting Member Societies

The policies pertaining to the WESST Non-Voting Members of the Society are covered here.

Sub-section 7.4.1: Non-Voting Member Societies

The non-voting members of WESST are as follows:

- 1) University of Yukon Engineering Students' Society

Sub-section 7.4.2: Approval/Removal of Non Voting Members

WESST non-voting membership status may be approved and/or revoked at any time by a two-thirds (2/3) vote of the Administrative Council.

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Article 8: Rights and Privileges of WESST Member Schools

The rights and privileges of Honorary, Non-Voting and Voting Members are covered in this section.

Section 8.1: Rights and Privileges of Voting Members

WESST Voting Members have the following rights:

- 1) The right to attend all WESST events.
- 2) The right to compete in WEC.
 - a) All delegates selected by a member to compete at WEC must be eligible to compete at CEC according to the relevant year's CEC rulebook.
- 3) The right to represent WESST at CEC.
- 4) The right to one (1) voting seat on the Administrative Council.
- 5) The right to have members of their societies presented as candidates for any positions within the WESST Executive Council.
- 6) The right to host the Western Engineering Competition, WESST Annual General Meeting Retreat, and WESST Executives' Meeting.

Section 8.2: Rights and Privileges of Honorary Members

Honorary members of WESST are permitted to send one (1) delegate to WESST Annual General Meeting Retreat, while able to apply to send additional delegates, all of whom are subject to the constraints indicated in the Policy Manual.

Section 8.3: Rights and Privileges of Non-Voting Members

All non-voting members in good standing of WESST have the following privileges:

- 1) The privilege to apply to attend WESST EM and AGMR.

Individuals who wish to attend a WESST Activity as a delegate for a Non-Voting Member, should request approval from both the WESST Executive and the Activity Chair as laid out in the Policy Manual.

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Article 9: Voting Members Responsibilities

The responsibilities of WESST Voting Members are covered here.

Section 9.1: Membership Fees

The fees charged to Non-Voting and Voting Members will be set to \$0.25 per undergraduate engineering student registered full time in a member school. Enrollment numbers will be found by the WESST Executive and will be taken from the most recent term that all WESST members have published data for. Should any member feel that the numbers found by the WESST Executive are inaccurate, they may ask the WESST Administrative council for a decision on the correct number.

Membership Fees are due annually by the deadline outlined in the Policy Manual.

Sub-section 9.1.1: Source of Student Numbers

Unless otherwise approved by the WESST Executive, the number of students used in determining membership fees should be based on the most recent version of Engineers Canada's Engineering Enrolment Report.

Sub-Section 9.1.2: Membership Length

The membership is valid for one fiscal year.

Sub-Section 9.1.3: Use of Fees

Use of these fees is outlined in the Policy Manual.

Section 9.2: Membership Responsibilities

WESST Voting Members shall:

1. Seek to be elected to be a host of a WESST Activity or be accepted to host a CFES Activity at minimum once every four years.
2. Ensure a responsible and prepared Head Delegate is selected to represent their school.
3. Ensure their selected Head Delegate informs the entire delegation of the responsibilities of being a delegate, and that all delegates will abide by the authority of the Incident Response Committee, as outlined in the Policy Manual
4. Pay their membership fee by the deadline outlined in the Policy Manual.

Section 9.3: WESST Voting Member Expectations Agreement

The Western Engineering Student Societies' Team operates primarily through the Executive Council with the approval and guidance of the Administrative Council. To maximize the effectiveness of WESST, members of the Administrative Council are expected to abide to a

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number of criteria regarding conference preparation, conference proceedings, as well as any and all procedures related to regular Administrative Council Meetings.

This agreement states that the voting representative of _____ at the _____ understands the expectations placed upon them by WESST and the West Ambassador of the CFES and will exercise due diligence in meeting said expectations.

By representing your school and society on the WESST Administrative Council, you agree to abide by the following within due diligence:

Before Conferences:

- *Review all distributed documents before the commencement of the relevant conference*
- *Ensure your delegates know what to expect from the conference they are about to attend and are ready to do so*
- *Ensure all delegates are registered and have completed all associated actions*

During Conferences:

- *Actively engaging in the Voting Member stream of sessions*
- *Ensure your delegates are attending and engaged in sessions*
- *Distributing any relevant information about the conference to your delegates as requested by WESST or the OC*
- *Being knowledgeable of your delegate's general whereabouts during the conference and taking steps to promote their well-being and engagement*
- *Productively contact the OC or WESST regarding any questions or concerns about the conference (except in the case of an IRC incident)*
- *Promote the IRC to whom it is relevant and attempt to confront activities in violation of the WESST Code of Conduct where possible*
- *Review the final General Assembly agenda prior to the commencement of the General Assembly*
- *Inform the WESST President of any extenuating circumstances which may result in you being unable to fulfill your responsibilities*

Outside of Conferences:

- *Provide any input or feedback on initiatives or updates within a reasonable timeline to hold WESST Accountable*
- *Complete any required actions as indicated by WESST within the requested timeline*
- *Report any unreasonable deadlines to a WESST representative*
- *Attend WESST Administrative Council Meetings as able, and if unavailable, inform a WESST Representative of your absence and if able, find a temporary alternative representative (proxy)*
- *Contact a WESST representative with concerns and critiques for the organization in a timely and professional manner*

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- *Report WESST initiatives and updates back to your society as necessary*

WESST acknowledges that many of the above criteria are subjective. The interpretation of violations will be left to the WESST Executive, who is held responsible for thoroughly justifying any formal actions taken with respect to this agreement. All formal actions are to be thoroughly documented and kept by the WESST Executive for the duration of the Admin Council Member's involvement. The actions the WESST Executive are able to take are as follows:

Informal Action

If the WESST Executive believe that a member of the Administrative Council is not fulfilling any duties as outlined in this agreement to a reasonable level of due diligence, the WESST President may contact the Admin Council member through any method requesting the Admin Council member fulfill said duties and inquire about actions WESST can take to enable the member to better complete their duties, reviewing this document as necessary.

Formal Action

1. Contact the Voting Member

If it is determined by a majority vote of the WESST Executive that the undersigned member of the Administrative Council is not fulfilling certain duties as outlined above, the WESST President is to approach the member regarding these issues in a formal conversation. The WESST President must then provide the member with a written warning which outlines the issues recognized by the WESST Executive which led to the formal action.

2. Contact the President

If it is determined by a majority vote of the WESST Executive that the undersigned member of the Administrative Council is neglecting their duties to an extent which is detrimental to the representation of their society, the WESST President may contact the president or equivalent of the student society the member belongs to and detail the actions that prompted this decision via email, phone call, or in-person conversation as appropriate. This document, and notice of any formal actions taken by the WESST Executive, will be provided to the president or equivalent. This step will be bypassed if the Admin Council member is the highest-ranking member of the Student Society Executive.

3. Contact the Society

If it is determined that the undersigned member of the Administrative Council is neglecting their duties to an extent which is detrimental to the representation of their society on numerous occasions or to a dramatic extent, and the non-Admin Council member student society President has already been contacted, the WESST President may send a formal notice via email to the highest governing body within the society (Council, Board of Directors,

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Faculty Rep, Executive, etc.). This notice must detail all perceived offences, detail the actions taken by WESST to remedy the situation, and provide a copy of the Voting Member Expectations Agreement which has been signed by the Admin Council representative.

Signatures:

I, _____, have read the WESST Voting Members Expectations Agreement. As a member of the Administrative Council of WESST, I agree to follow the criteria herein to the best of my abilities and to inform the WESST Executive whenever I am unable to complete any number of the respective duties and to work with the WESST Executive WESST Executive to find an alternative or to to remedy the issue I am facing in the fulfillment of my duties.

_____ [int] I also agree to have the CFES WESST Ambassador hold me to the same expectations as outlined above at all CFES Activities and the concurrent disciplinary actions be taken as outlined in this document.

This document is considered valid until the end of the Admin Council members term in any situation where they are the acting head delegate or voting member for any WESST or CFES activity.

[Signature of Administrative Council Member]

[Signature of WESST President]

Section 9.4: Leaving WESST

If a member society is interested in leaving WESST, they shall hold a vote of council to seek support to leave the organization and provide the results and meeting minutes to the WESST Administrative Council.

The WESST Executive are to be invited to send a representative to the council meeting where the motion is to be presented, a minimum of two weeks (14 days) before the meeting

The representative of the WESST Executive shall be given the opportunity to give a 15 minute presentation and have speaking rights, in person or via member-provided tele-conference, at the council meeting to present the benefits of maintaining membership within WESST.

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Article 10: Governance Structure of WESST

All officers of WESST must be student members of member societies of WESST. Section 9.1: Executive Council, and are considered here.

The WESST Executive Council holds one collective speaking right during plenary sessions.

Sub-section 10.1.1: List of Executives

The members of the WESST Executive Council, in order of seniority, are:

- 1) President
- 2) Vice-President Services
- 3) Vice-President Finance and Administration

Sub-section 10.1.2: Terms of Office

The term of office for all WESST Executives shall begin immediately following the closing of the WESST EM Plenary Session following the WESST AGMR where they were elected, and shall run until the closing of the WESST EM Plenary Session the following year.

Sub-section 10.1.3: Roles of the Executive Council

The officers of the Executive Council of WESST are responsible for all duties outlined in the Constitution, Policy Manual, and Activity Agreements, as well as fulfilling all mandates passed by the Administrative Council.

Sub-sections 10.1.4: Elections

The Executive Council shall be voted upon at the annual WESST Annual General Meeting Retreat, in accordance to electoral procedure as outlined in the Policy Manual.

Sub-sections 10.1.5: Removal and Replacement

Procedure for removal and replacement of WESST Executives are outlined in the Policy Manual.

Section 10.2: Activity Chairs

The WESST Activity Chairs are considered here.

Sub-section 10.2.1: List of Activity Chairs.

The WESST Activity Chairs, in no order of seniority, are:

- 1) WEC Chair
- 2) WESST EM Chair
- 3) WESST AGM Retreat Chair

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Sub-section 10.2.2: Terms of Office

The term of office for all WESST Activity Chairs shall begin immediately following the closing of the respective WESST Activity one year previous to the one they are chairing, and run until the closing of the WESST Activity they are chairing.

Sub-section 10.2.3: Roles of Activity Chairs

The Activity Chairs of WESST are responsible for all duties outlined in the Activity Agreement pertaining to the Service. The Activity Agreement should be signed by the Chair, and the WESST President.

Sub-sections 10.2.4: Elections

The WESST Activity Chairs shall be voted upon at a WESST General Meeting, in accordance to electoral procedure as outlined in the Policy Manual.

Sub-sections 10.2.5: Removal and Replacement

Procedure for removal and replacement of Activity Chairs is outlined in the the Policy Manual.

Section 10.3: Administrative Council

The WESST Administrative Council shall have ultimate control over WESST and shall consist of the following members:

1. One (1) voting member from each voting member school of WESST; and,
2. The three (3) non-voting WESST Executives; and,
3. The three (3) non-voting WESST Activity Chairs.

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Article 11: General Meetings

The general meetings of WESST are provided in detail in Article 11. All General Meetings shall follow the most recent version of Robert's Rules of Order.

Section 11.1: Annual General Meeting

The Annual General Meeting of WESST shall be held yearly during the plenary session of WESST AGMR Retreat. These two events can be considered synonymous.

Section 11.2: Special General Meeting

A special general meeting may be called by the WESST Executive, or a two-thirds majority of the voting members of the WESST Administrative Council. Meetings may take in person, or via conference calling.

Section 11.3: Quorum

Quorum for any general meeting shall consist of a representative from no less than two-thirds of the voting members of the WESST Administrative Council..

Section 11.4: Proxy Votes

The voting member of a member society may, by means of verifiable communication to the WESST President, appoint a proxy holder to attend and act at a specific meeting of the Administrative Council.

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Article 12: Constitution

The Constitution of WESST is considered here.

Section 12.1: Amendments

The constitution can only be amended with the approval of the Administrative Council by a vote of two-thirds majority. The only exceptions to this are grammatical amendments, which are governed by Sub-section 12.1.1: Grammatical Amendments.

Sub-section 12.1.1: Grammatical Amendments

Amendments to this constitution that are simply corrective measures to ensure proper formatting and grammatical structure may be passed by the WESST Executive with a supermajority (2/3) provided these amendments do not change the concept or spirit of the point being amended. All changes will be presented to the WESST Administrative Council.

Section 12.2: Authority

In the event of any conflict between the WESST Constitution and the WESST Policy Manual, this Constitution shall be considered correct.

Section 12.3: Official Status

This version of the constitution shall replace all previous versions of the WESST Constitution.

Article 13: Other Governing Documents

The Governing Documents of WESST, other than this Constitution, are considered here.

Section 13.1: Policy Manual

The WESST Policy Manual shall:

1. Require a 2/3 (two-thirds) in favour vote by the Administration Council for the adoption of any changes.
2. Support and provide clarification of the WESST Constitution. No part of the Policy Manual may be interpreted in a sense contrary to the WESST Constitution.

Further details surrounding changes to policies within the Policy Manual can be found in the Policy Manual.

Section 13.2: Activity Agreements

The WESST President shall maintain three documents, one for each WESST Activity, which Activity chairs will sign, and be bound to, immediately after they are elected. These documents, known as Activity Agreements, shall require a two-thirds ($\frac{2}{3}$) vote in favour by the Administrative Council for the adoption of any changes.

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