

By-Laws of the  
Systems Design Engineering- Graduate Student Association  
(SYDE-GSA)

## Article 1: General

### Section A: Definitions

1. "Academic Term" shall mean one of the three 4-month periods of the academic calendar as established by the University of Waterloo. The terms are Fall (September-December), Winter (January-April), and Spring (May-August).
2. "SYDE-GSA" shall mean the Systems Design Engineering – Graduate Student Association at the University of Waterloo.
3. "Department" shall mean the Systems Design Engineering Department at the University of Waterloo.
4. "GSA" shall mean the Graduate Student Association, University of Waterloo.
5. "Members" shall mean the members of the SYDE-GSA as defined in the Constitution.

## Article 2: Membership and Fees

### Section A. Privileges.

1. Members shall be entitled to
  - a. Vote in elections,
  - b. Receive Notice of Meetings
  - c. Speak at Executive Committee Meetings and General Meetings
  - d. Vote at General Meetings
  - e. Participate in activities of the SYDE-GSA, and
  - f. Inspect official records of the SYDE-GSA.

### Section B. Conduct and Fees

1. There are no annual fees for membership.
2. Members are expected to uphold student and professional conduct in accordance with the University of Waterloo Policy. Dangerous, disruptive, or threatening behaviour within SYDE-GSA events, media, or other spaces will be referred to the Associate Chair, Graduate Studies for Systems Design Engineering.

## Article 3: Executive Officers

### Section A. General

1. The Executive Officers of the SYDE-GSA shall be as defined in the Constitution,
2. The Executive Officers shall be elected by the Membership as defined in Article 4,
3. Each Executive officer shall perform the regular and customary duties of their offices and other duties that may be required of them by the Executive Council, SYDE-GSA Governing Documents, or the GSA.

## Section B: President

1. The President shall:
  - a. Be the official representative of the SYDE-GSA and student representative to the Department,
  - b. Be the Chief Executive Officer of the SYDE-GSA, and take responsibility for the affairs of SYDE-GSA and the overall direction of the organization,
  - c. Preside over meetings of the SYDE-GSA and the Executive Council,
  - d. Appoint, with the advice and consent of the Executive Council, all committee chairpersons or directors not otherwise specified in these By-Laws,
  - e. Consult and coordinate with the Councillor for Systems Design Engineering to the Graduate Students' Association, attending GSA meetings and other duties as required, and,
  - f. Assume or delegate the duties of vacant Executive Officer positions until the vacancy is addressed.

## Section C: Vice President, Communications

1. The Vice President, Communications shall:
  - a. Keep a record of all business meetings of the SYDE-GSA and of the Executive Council
  - b. Be the custodian of all records and correspondence of the SYDE-GSA,
  - c. Shall maintain the membership list and other mailing lists pertinent to SYDE-GSA business, and,
  - d. Shall assume or delegate responsibility for maintaining communication and media and outreach of the SYDE-GSA.

## Section D: Vice President, Operations

1. The Vice President, Operations shall:
  - a. Keep a true and faithful record of all financial transactions,
  - b. Prepare termly a budget, and the annual financial status report, which shall correspond to the same fiscal year as the GSA,
  - c. Disburse funds only upon approval by the Executive Council, and,
  - e. Shall assume or delegate responsibility for overseeing events.

## Section E: Committees and Directors

1. Executive Council may appoint special committees or directors for the purpose of managing affairs related to advocacy, services, or events.
  - a. The faculty advisor(s) may be one of these director(s).
  - b. The appointment of a committee or Director must be accompanied by a summary, action plan, or other strategic documents for the direction of their work.
2. Directors and Committee Chairpersons must:
  - a. Report to an elected member of Executive Council, and,
  - b. Attend and report on the status of their work at each Executive Council meeting.

## Article 4: Elections

### Section A: General

1. Elections will be held in the Winter Academic Term,
2. The President is responsible for acting as Chief Recruiting Officer (CRO) for the election unless they wish to run in the election, in which case a CRO must be elected by Executive Council at the first Executive Council Meeting in the Winter Academic Term,
3. Newly elected Executive Officers shall take office on the last day of exams of the Winter Academic Term,
4. The term of office of all Executive Officers shall be one year of the academic calendar as established by the University of Waterloo.
5. Election violations shall be referred to the CRO to the SYDE-GSA to be resolved.

### Section B: Nominations

1. The Nomination Period will last for 14 days and not overlap with the Election Period.
2. The CRO will publish nominations to all Members, which must be publicly available for all 14 days of the Nomination Period.
  - a. The publication must include each office to be filled, directions to the nomination form, and how to participate in the election as both a voter and a candidate.
3. A Member shall be considered nominated when the CRO receives a completed Nomination Form during the Nomination Period, which shall include:
  - a. The Member's name, student number, contact information and signature, and,
  - b. The names, student numbers, and signatures of five (5) Nominators, all of whom shall be Members.

### Section C: Election

1. The Election Period will last for 14 days; candidates shall only campaign during this period.
2. The CRO shall publish voting instructions, the list of candidates, and candidate statements, which must be publicly available for all 14 days of the election period.
3. Voting shall be open and available to all Members for the final four days of the election period.
4. Voting shall be conducted via a ranked ballot with a 'No Candidate' option.
5. The CRO shall count the ballots, notify the winning candidates of their election, and shall direct that their names be published to all Members, and the Associate Chair, Graduate Studies for Systems Design Engineering, and the Executive Directors of the SYDE-GSA.

### Section D: Resignation and Removals

1. The Executive Council shall consider the failure of the Executive Officer to perform the duties of their office provided a signed petition of ten (10) Members stating the same and may then remove the Member by a majority vote.
2. An Executive Officer may resign by providing written notice to Executive Council.
3. If a role becomes vacant, the Executive Council must decide by majority vote to:
  - a. Appoint an appropriately qualified member to assume the duties of the vacant office until that vacancy is filled at the next election, or,

- b. Conduct a by-election, subject to the rules of a regular election.