



# SSES Constitution



---

HYPERLINK  
"http://www.sun.ac.za/isr" \h  
www.sun.ac.za/  
isr

2010

Ingenieurstudenteraad

---

---

Engineering Students' Council

---

Universiteit Stellenbosch University

4/29/2010

# TABLE OF CONTENTS SECTIONS

<u>SECTION 1: FOUNDING OF THE SOCIETY FOR STELLENBOSCH ENGINEERING STUDENTS (SSES)</u>	<u>1</u>
SECTION 2: ENGINEERING STUDENTS REPRESENTATIVE COUNCIL (ESRC)	1
SECTION 3: DEFINITION OF TERMS	1
SECTION 4: CONSTITUTION	3
SECTION 5: OBJECTIVES	4
SECTION 6: JURISTIC PERSONHOOD	4
<u>SECTION 7: POWERS OF THE ESRC</u>	<u>5</u>
SECTION 8: SSES MEMBERSHIP	6
SECTION 9: VOTING RIGHTS	7
<u>SECTION 10: FUNCTIONING OF THE ESRC</u>	<u>7</u>
SECTION 11: ESRC ELECTIONS	9
SECTION 12: ESRC MEETINGS	9
SECTION 13: COMMITTEES	10
<u>SECTION 14: ANNUAL GENERAL MEETING (AGM) AND ESRC CIRCUS</u>	<u>11</u>
<u>SECTION 15: ESRC CIRCUS</u>	<u>11</u>
SECTION 16: DISSOLUTION	12

## RULES

A.	<u>MEMBERSHIP</u>	<u>13</u>
B.	<u>FINANCES</u>	<u>14</u>
C.	<u>COMPOSITION OF THE ESRC</u>	<u>14</u>
D.	<u>THE CHAIR</u>	<u>16</u>
E.	<u>THE VICE-CHAIR</u>	<u>17</u>
F.	<u>THE TREASURER</u>	<u>18</u>
G.	<u>THE SECRETARY</u>	<u>18</u>

H.	SOCIAL	20
I.	ACADEMIC AFFAIRS COUNCIL FOR ENGINEERING (AACE)	20
J.	WINTER WEEK	21
K.	DIVERSE PROJECTS	21
L.	IT	22
M.	MARKETING	22
N.	INDUSTRY LIAISON	23
O.	COMMUNITY BUILDING	23
P.	RAG SAFETY	23
Q.	TRAPKARRE ('PEDAL-CARS')	24
R.	ALL COUNCIL MEMBERS	24
S.	ELECTIONS	25

## SECTIONS

### SECTION 1: FOUNDING OF THE SSES

1. The SOCIETY FOR STELLENBOSCH ENGINEERING STUDENTS was founded by students in engineering at Stellenbosch University (SU) on 8 March 1949.
2. The SSES consists of all BEng students; undergraduates as well as postgraduates. Students who are enrolled for a BSc with engineering subjects may apply for membership, too.
3. The SSES does not discriminate on the grounds of race, gender or faith.
4. Both Afrikaans and English are recognised as full and equal mediums of communication. (New language policy's stance)

### SECTION 2: THE ESRC (ENGINEERING STUDENTS REPRESENTATIVE COUNCIL)

1. The ESRC is the governing and coordinating body of the SSES.

### SECTION 3: DEFINITION OF TERMS

1. Unless the CONSTITUTION indicates otherwise, words importing the male gender include all genders.
2. SSES Society of Stellenbosch Engineering Students
3. FACULTY The Faculty of Engineering at SU

4. OFFICE The SSES's office on the ground floor of the General Engineering Building in Banghoek Road, Stellenbosch
5. STUDENTS Students who are enrolled full-time for either undergraduate or postgraduate programmes at the Faculty

6. ADDRESS The official address of the SSES is:  
Society of Stellenbosch Engineering Students  
SSES Office, Faculty of Engineering  
Banghoek Road Stellenbosch 7600 OR  
PO Box 3061 Matieland 7602  
Telephone: 021 887 0602  
Fax: 021 808 4206
7. MEMBERS SSES members, i.e. all undergraduate and postgraduate students
8. ENGINEERING STUDENTS REPRESENTATIVE COUNCIL (OR 'COUNCIL' OR 'ESRC') The executive body consisting of members who have been elected in accordance with the ESRC's constitution
9. COUNCIL MEETING (OR 'ESRC MEETING')  
A duly constituted ESRC meeting that takes place weekly
9. QUARTERLY MEETING A meeting held every quarter, to which the departmental heads and dean are invited
10. CONSTITUTION The operative SSES constitution as stipulated in Section 4.1
11. TERM The term of office of an ESRC member, which begins at the joint quarterly meeting that follows ESRC elections (see Section 11) and which expires at the next joint quarterly meeting



12. Where a stipulation refers to a section or rule only by a number or a letter, the whole section or rule applies to the stipulation concerned.

## SECTION 4: CONSTITUTION

1. This constitution repeals all previous SSES constitutions.
2. Two copies of this constitution, signed and dated by the ESRC chair, will be available at the SSES's office for perusal by all members at all times. The constitution will also be available electronically on the ESRC website.
3. Amendments to the sections of the constitution must comply with the following procedure:
  3. The draft amendment is tabled as a motion at a duly constituted ESRC meeting.
  - 3.2 All members are informed of the proposed motion by official notification, and the draft amendment is made available at the office for perusal by all members for at least three academic workdays.
  - 3.3 A two-thirds majority of council members who are present and who cast their votes at a duly constituted council meeting adopt the motion that sets out the draft amendment.
4. Amendments to the Rules of the constitution must comply with the following procedure:
  - 4.1 The amendment is proposed as a motion at a duly constituted ESRC meeting.
  - 4.2 The motion is adopted by council members by a two-thirds majority vote.
5. Should any doubts arise regarding the interpretation or the meaning of any term contained in this constitution, the ESRC's decision on the matter is to be final and binding.
6. Should any dispute arise between the Afrikaans and the English texts of this constitution, the Afrikaans (English) version must prevail.

7. The Winter Week functions according to its own constitution. Amendments to that constitution are subject to ratification by the ESRC.

## SECTION 5: OBJECTIVES

1. The objectives of the SSES are to represent, promote and protect students' interests.
2. The ESRC has the following duties:
  1. Govern the SSES.
  2. Liaise between the students and the staff at the Faculty.
  3. Organise meaningful activities and projects for members in accordance with the Rules.

## SECTION 6: JURISTIC PERSONHOOD

1. Neither the SSES nor the ESRC is a juristic person, but a society for registered students in engineering at SU, which comprises certain rights and obligations.
2. The chair and treasurer, vice-chair or secretary of the ESRC acts on the SSES's behalf. Agreements that the SSES concludes may be signed only by a duly authorised SU official.
3. The SSES's expenses may not exceed the funds available to it.
4. No council member may personally be held accountable for any debts of the SSES, unless the debts concerned have resulted from the negligence, a financial offence or dishonesty of the specific individual.
5. SU indemnifies each council member and regular member against any financial losses and expenses that they may suffer, incur or be held accountable for on the SSES's behalf in the course of duly executing their duties; unless they are guilty of negligence, a financial offence or dishonesty.
6. Council members may receive no salary in their capacity as members of the SSES council. They will, however, receive an annual honorarium from the SSES in recognition of their services.

- 6.1 Honoraria will be **increased** (dictated) according to the Dean's discretion.

## SECTION 7: POWERS OF THE ESRC

1. Conclude, subject to Section 6.2, any agreement with an institution, authority or person to obtain from such party any rights, concessions or privileges that may promote any of the SSES's objectives.
2. Buy or rent, with SU's approval as required, any premises or part thereof with an eye to administrate or implement the SSES's affairs.
3. Employ any members, officials or servants in accordance with the applicable SU policy and upon the conditions that the ESRC may deem necessary or convenient in order to promote the SSES's objectives; and remunerate or arrange remuneration for any such officials for their services.
4. Procure funding, equipment and furnishing on behalf of the SSES in order to allow for or facilitate its administrative, organisational and financial duties being fulfilled, or to promote the image of the ESRC.
5. Obtain an SU cost point as set out in sections 6.2 to 6.5, and perform all related actions efficiently, effectively and in accordance with SU policies and rules.
  6. No council member may receive any commission or gifts from institutions, authorities or persons external to the Faculty for tasks performed in their capacity as member of the SSES council.
7. Any commission or gifts that council members might receive in the course of their duties will accrue to the SSES. Should any such reward be concealed, the ESRC will take the necessary steps against the council member concerned.
8. **Appoint an honorary president who must act as mentor to the ESRC.**

## SECTION 8: SSES MEMBERSHIP

1. All students become SSES members upon registering for an undergraduate or postgraduate programme at the Faculty.

2. Any students who are enrolled for a BSc programme with engineering subjects become SSES members upon application at the ESRC's office.

3. The cost of membership is to be an amount proposed by the ESRC under Rule A.1.

3.1 Payment is obligatory for all undergraduate students at the Faculty.

3.2 Postgraduate students are not required to pay a membership fee.

3.3 BSc students with engineering subjects must pay their fee at the ESRC's office when they apply for membership.

4. Members who leave the Faculty may resign and obtain a refund of their membership fee for the year concerned, provided that the following procedure be adhered to:

4.1 The member must furnish proof of having paid a membership fee.

4.2 Refunding of membership fees must be requested before 1 June of the year for which membership has been awarded.

4.3 SU Administration will refund membership fees only upon presentation of proof of a member's resignation signed by the ESRC chair.

5. The ESRC may elect life-long honorary members to the SSES under Rule A.3.

6. Should a vacancy arise on the ESRC, any member whom the council may deem fit may be **coopted** (invited) into the ESRC, with the same rights and duties as any other council member.

6.1 Should the council decide not to fill a vacancy, the portfolios assigned to the position concerned must be reassigned to other council members.

## SECTION 9: VOTING RIGHTS

1. All members have the right to vote on the following occasions:

ESRC elections, and  
the AGM meeting.

2. Only council members have voting rights at ESRC meetings. (In the case of an unresolved voting position, EC will meet, and if still unresolved, the decision will fall onto the Chair)

## SECTION 10: FUNCTIONING OF THE ESRC

1. The ESRC consists of as many members as necessary (a minimum of 8 and maximum of 12 members) for executing the ESRC's duties efficiently.
  - 1.1 ESRC members are elected from the ranks of the SSES as set out in Section 11.
  - 1.2 The ESRC must appoint the members responsible for the portfolios Winter Week and Trapkarre by following the procedure below:
    - 1.2.1 The outgoing council presents the candidate at a meeting where the ESRC chair is present.
    - 1.2.2 The ESRC ratifies the appointment.
    - 1.2.3 Should the council fail to propose any candidate at all, the ESRC must appoint a candidate by means of its regular voting procedure.
2. After the ESRC elections have been concluded, the old and the new ESRC must jointly elect an Executive Committee (EC) and a representative to the Academic Affairs Council for Engineering (AACE) as set out in 10.1.2.3, under the direction of the election convenor.
3. The EC is comprised of the following ESRC officials:
  - 3.1 the chair,
  - 3.2 the vice-chair,
  - 3.3 the treasurer,
  - 3.4 the secretary, and
  - 3.5 should the treasurer or the secretary be elected to the position of vice-chair, the EC may request the AACE representative to serve on the committee, too.

4. After the chair, treasurer, secretary and AACE representative have been elected, the ESRC must assign the remaining portfolios to the remaining council members by means of secret ballot passed among the new council and under the direction of the outgoing chair and vice-chair. (, the new EC will allocate these portfolios)
  - 4.1 The vice-chair may be assigned any portfolio except that of chair, and act as vice-chair only under Rule E. Should the vice-chair choose to take on an extra portfolio, such portfolio must be canvassed in the same way that would apply to any other new council member.
5. The EC acts on behalf of the ESRC in matters of urgency that arise between ESRC meetings.
6. The ESRC may elect an honorary president from the ranks of the facultorial staff for each term. The honorary president may be re-elected.
7. At the first ESRC meeting of the third term, an election convenor must be appointed for the purposes of the election of a new ESRC during the next term. (Chair?)
8. The election convenor must be a council member who will not stand in the prospective ESRC elections.
9. Should a vacancy arise on the ESRC, the position may be filled as set out in Section 8.5.
10. Council members must remain SSES members for the full duration of their term of appointment.

## SECTION 11: ESRC ELECTIONS

1. ESRC elections must be held every year.
  2. Only council members may propose and second candidates for serving on the ESRC, as set out in Section 10.
  3. Nominations must be submitted at the election convenor before or on the nomination date.
  4. Voting must take place according to an acceptable voting procedure.

5. Should the number of nominations received be smaller than the number of portfolios, the following procedure is to be followed:
  1. The nomination process may be extended by a reasonable period.
  2. Alternatively, the nominees will return unopposed to the council, and the members of the old and the new ESRC must assign the remaining portfolios among the ranks of the new members.
6. A joint quarterly meeting of the outgoing and the newly elected councils must be held within a week after the ESRC elections. At this meeting, each newly elected council member must receive a comprehensive annual report and a copy of this constitution.

## SECTION 12: ESRC MEETINGS

1. All council meetings and quarterly meetings of the ESRC must follow acceptable procedures.
2. All meetings must be duly constituted and conducted in accordance with C.2 to C.4.
3. At least one quarterly meeting must be held each term. All the departmental chairs at the Faculty as well as the Dean, the honorary president and if possible the Faculty Official and the Faculty Manager must be invited to quarterly meetings. Written apologies are required and must reach the secretary 24 hours before the meeting is to start.
  1. Half of the council members plus one form a quorum.
  2. Should a quorum not have formed within 15 minutes after the scheduled starting time of the meeting, the meeting must be postponed by at least three academic workdays.
  3. A specific meeting may not be postponed more than once.
  4. The number of council members who are present at the postponed meeting will form a quorum.
4. All members are welcome to attend council meetings.

5. The chair may grant any person present an opportunity to address a meeting. (Upon prior request through an agenda point)
6. Council must meet as often as necessary, preferably once a week, in the ESRC's office (a prior discussed venue organised by the secretary). Oral (Written) apologies are required.

## SECTION 13: COMMITTEES

1. The council's activities are executed by means of a committee system.
2. Each council member may convene a committee of members to assist with the activities regarding their portfolio.
3. The members who may serve on a committee must be approved by the ESRC.
4. At council meetings, committee members have the same rights as ordinary members.
5. Each council member acts as chair of their specific committee.
6. The council may relieve any committee members of their duties at any time, should the council be of the opinion that the specific members do not have the SSES's interests at heart or do not promote them.
7. With a view to stimulating interest in a specific committee, the Dean may be approached (upon agreement of the ESRC) on the matter of honoraria. If approved, honoraria are payable from the amount budgeted for the ESRC cost point.

## SECTION 14: AGM (ANNUAL GENERAL MEETING)

1. The AGM must be held as early as possible in the second semester.
2. An AGM is constituted as follows:
  1. Two-thirds of the ESRC members form a quorum.
  2. All members have voting rights.
3. Every member of the ESRC council must report on their activities during the term.



4. After all reports have been presented, members may question one another about their respective reports.
5. After the reports have been presented as well as approved, the meeting must proceed under the direction of the chair and motions must be heard.
6. A cut-off date, of at least three academic workdays before the AGM, must be set for motions. Any member may table a motion.

## SECTION 15: ESRC CIRCUS

1. The chair must present the candidates, after which the members may question them.
2. The chair determines the duration of questions and opportunities to speak, as well as the number of persons who are allowed to put questions.
  3. The chair has the duty to ensure the following:
    1. Questioners may not attack candidates personally in any way.
    2. The meeting must proceed in an orderly fashion.
4. Attendance is obligatory for all candidates. Should candidates be absent without written apologies, the election convenor will retract their nomination.

## SECTION 16: DISSOLUTION

1. The SSES is dissolved when a motion to that effect is adopted by a two-thirds majority of members voting for it.
2. Should the SSES cease to exist, all its assets as well as the assets of its committees must be handed over to the Dean of the Faculty for safekeeping.
3. Should a similar society be constituted within five years after the SSES has been dissolved, the new society may take over the SSES's assets from the Dean, provided that the Dean agree to it.
4. Should no similar society be constituted within five years of the SSES's dissolution, the Dean may do with the SSES's assets as he or she sees fit.

# RULES

## A. MEMBERSHIP

1. The ESRC must submit its proposed membership and membership fees to the SU Director: Finance for ratification.
2. Membership of the ESRC is terminated in all instances of the following occurring:
  1. A member dies.
  2. A member hands in his or her resignation at the secretary. Resignations take effect immediately.
  3. A member leaves the Faculty.
  4. A member misses more than one formal ESRC quarterly meeting without written apologies; however, the member concerned must be granted an opportunity to put his or her case before the ESRC first.
  5. A member misses more than two informal ESRC meetings without oral (written) apologies; however, the member concerned must be granted an opportunity to put his or her case before the ESRC first.
  6. A member refuses to appear before the ESRC to explain why his or her membership should not be terminated.
  7. A member has repeatedly committed acts of misconduct or dereliction of duty and is obliged to resign by a two-thirds majority of the votes at an ESRC meeting.
  8. A member's term of appointment expires.
3. An honorary member is a person who has rendered exceptional service to the SSES or who, according to the ESRC's discretion, deserves to be called an honorary member of the SSES.

4. Honorary membership of the SSES is terminated as stipulated in rules A.2.1 and A.2.2.

5. The honorary president retires at the end of each term.

6. The membership of an ordinary SSES member is terminated as stipulated in rules A.2.1 and A.2.3, and in Section 8.3.

## B. FINANCES

1. Under Section 6.5, council members must set out any financial claim against the SSES on a prescribed form and present it, along with the required proof, at the treasurer for the claim to be paid in accordance with the same Section 6.5.

2. Membership fees must be determined as set out in Section 8.2, and be levied in accordance with Rule A.1 regarding persons who comply with Section 8.1.

1. The membership fee for all members, except students enrolled for a BSc programme with engineering subjects, will be collected by SU Administration and paid over to the SSES.

2. Under sections 8.1.2 and 8.1.3, students who are enrolled for a BSc with engineering subjects must pay their membership fees upon applying for membership at the ESRC's office.

3. The treasurer is authorised to compensate council and other members for the use of their private vehicles for SSES purposes.

4. Where applicable, financial reports and budgets will be required of council members.

5. Airtime may also be claimed in instances where members have used a private cell phone.

## C. COMPOSITION OF THE ESRC

1. Under Section 10.1, the ESRC will comprise the following portfolios:

1. Chair
2. Vice-chair
3. Secretary
4. Treasurer
5. Social
6. AACE
7. Various Projects
8. Marketing
9. IT
10. Industry Liaison
11. Community Building
12. RAG Safety
13. Trapkarre

2. An election committee must be appointed as set out in sections 10.7 and 10.8, and in Rule O.1.

3. A vice-chair must be appointed from the ranks of the council to act as set out in Rule E.

1. The vice-chair must be an elected council member; i.e. ex officio members may not serve as vice-chair.

4. A chair must be appointed from the ranks of the council to act as set out in Rule D.

1. The chair must be an elected council member; i.e. ex officio members may not serve as chair.

## D. THE CHAIR

1. The chair's duties are as follows:
  1. Fulfil the functions of a chair by doing, among other things, the following at meetings:
    1. Maintain the general order.
    2. Remain impartial.
    3. Keep to the agenda.
    4. Ensure that council members' rights are protected.
    5. Ensure that the will of the majority be complied with.
  2. Maintain the order at all SSES and ESRC meetings during their specific term of office.
2. Should the chair wish to act impartially in the course of a meeting, the meeting must be placed under the direction of someone else.
3. The chair may do the following at any time:
  1. Convene an extraordinary ESRC meeting, either by notifying council verbally or according to C.4.
  2. Postpone an ESRC meeting to a more suitable date, as set out in C.2.
4. The chair has a regular as well as a deciding vote at meetings.
5. The chair must act and conclude agreements in accordance with Section 6.2.
6. The chair may serve ex officio on all ESRC committees.
7. The chair may request any council members to submit to the ESRC an interim report on their activities.

8. The chair may issue press reports or press releases on behalf of the SSES, or have them issued; provided that the matter concerned be discussed beforehand at an ESRC meeting, and that such contact with the public, press, radio or television meet with the chair's approval.
9. Under C.5, the chair must convene a joint ESRC meeting that is to be held as soon as possible after the new ESRC has been elected.
10. At the AGM, the chair must submit a report on the SSES's activities during the relevant period.
11. The chair must represent the ESRC as the need arises.
12. The chair **or vice-chair** serves on SU's Academic Affairs Council.
13. The chair must resign as set out in A.2.
14. The chair must act as treasurer in case of the treasurer being absent or incapable of performing his or her duties as stipulated in Rule A.2.
15. The chair serves on the Faculty Board.

## E. THE VICE-CHAIR

1. The vice-chair acts with full capacity as chair of the ESRC in the following instances:
  1. the chair is absent at a meeting,
  2. the chair has conferred the authority of chair on the vice-chair for a short period, or
  3. the chair must resign as set out in A.2 before his or her term expires.
2. The **chair or** vice-chair serves on SU's Academic Affairs Council.
3. The vice-chair serves on the Faculty Board.
4. The vice-chair is obliged to take responsibility for **a second portfolio.**  
(Discipline and Class Reps)

5. The vice-chair must ensure that the CONSTITUTION be correct and up to date. (Change to secretary portfolio)

## **F. THE TREASURER**

1. The treasurer has to submit a report on the SSES's financial position at every quarterly meeting.
2. The treasurer must draft a budget for the financial period concerned, and concludes the SSES's transactions.
3. The treasurer must submit a financial report at the AGM.
4. The treasurer must manage the telephone account and deduct the expenses of each council member's personal calls from their annual honorarium. Should a council member's call expenses exceed their honorarium, the person must pay the difference to the treasurer.
5. The treasurer must act and conclude agreements in accordance with Section 6.2.
6. Under Rule D, the treasurer acts as chair should the chair as well as the vice-chair be absent or incapable of performing their duties in accordance with A.2.
7. The treasurer must resign as set out in A.2.
8. At the beginning of the relevant financial period, the treasurer must draft a budget to be submitted to the council.

## **G. THE SECRETARY**

1. The secretary must convene the following meetings upon request by the chair:
  1. weekly ESRC meetings
  2. quarterly meetings
  3. extraordinary council meetings
  4. AGM and ESRC circus, and

5. the joint meeting of the old and new councils.
2. The secretary must give council members written or electronic notification of council meetings to be held,
  1. at least five academic workdays before the date set for the meeting, and
  2. the notification must state the venue, date, time and agenda of the proposed meeting.
3. The secretary is responsible for booking the venue.
4. The secretary must distribute the minutes of a meeting among the council members as soon as possible after the meeting concerned, and before the next meeting.
5. The secretary must convene an extraordinary committee meeting within two academic workdays upon written request by at least six council members or upon request by the chair.
6. Should the chair, the vice-chair and the treasurer be absent or should all three of them be incapable of performing their duties as stipulated in Rule A.2, the secretary must act as chair as stipulated in Rule D.
7. The secretary must resign as set out in A.2.
8. The secretary must ensure that a sufficient supply of stationery be available at the office.
9. The secretary must draw up an agenda for every council meeting in consultation with the chair for the meeting.
10. The secretary must ensure that all council members submit a report on their activities between meetings.
11. The secretary must ensure that each council member submit a comprehensive annual report at the joint quarterly meeting of the old and the new councils.
12. The secretary must ensure that a schedule be drafted for office duty, and that council members fulfil their duties in this regard.



13. The secretary must handle the council's external correspondence, unless the matter relates to the portfolios of other council members.

## H. SOCIAL

1. The Social portfolio comprises the following responsibilities:

1. Organise *sokkies* (informal dances) (Events) for fundraising.

2. Organise refreshments for meetings.

3. Organise ESRC social activities and farewell functions.

4. Organise a Social Week in the third term.

2. The member responsible for Social must resign as set out in A.2.

## I. AACE (Academic Affairs Council for Engineering)

1. The member who is to be assigned the AACE portfolio must be elected at the first quarterly meeting after the chair, vice-chair and treasurer have been elected.

2. The AACE is comprised of the Faculty's class representatives.

3. This portfolio comprises the following responsibilities:

1. Appoint class representatives for all undergraduate classes.

2. Convene all class representatives for at least one meeting every term.

3. Communicate information from the ESRC to the class representatives.

4. The member responsible for AACE must serve as channel of communication among the class representatives and the ESRC and lecturers and use this as an opportunity to build healthy relations with the class representatives.

5. The member concerned serves on SU's central Academic Affairs Council.

(Vice Chair portfolio)

## J. WINTER WEEK

1. The member responsible for the portfolio Winter Week serves on the council ex officio. Ex officio members must attend all meetings, but do not incur the general duties of council members.
2. Should the member for Winter Week at the first ordinary council meeting commit to fulfilling the duties of a council member and to participate fully in council activities (additional to the Winter Week portfolio) as necessary, the council must pay the member a full honorarium.
  1. If the member concerned does not commit to full participation, the council may decide to pay the member an honorarium of no more than the amount that is paid to elected council members as a gift.
3. The portfolio Winter Week comprises responsibility for organising the Engineering Winter School during the July holidays.
4. The member who has been assigned this portfolio acts as chair of the Winter School Committee.
5. The committee is subject to their own CONSTITUTION.
6. The member responsible for Winter Week must resign as set out in A.2.

## K. VARIOUS PROJECTS (Eng Ball Portfolio)

1. The primary duty of the member responsible for the portfolio Various Projects is to take care of all arrangements regarding the annual Engineering Ball.
2. Other responsibilities that this portfolio comprises:
  1. Organise a First Years' Function during the first term.
  2. Organise a Ladies' Tea.
  3. Design, order and distribute Engineering T-shirts or tops.

4. Print ESRC year planners.

3. Take responsibility for ESRC projects that resort under none of the other council portfolios, unless the chair exempts the member concerned from such duties.

4. The member for Various Projects (Eng Ball) must resign as set out in A.2.

## L. IT

1. The IT portfolio comprises the following responsibilities:

1. Keep in contact with Information Technology and FIRGA.

2. Propose articles for the back page of the *INGliting* newsletter.

3. Distribute e-mails among the members. (Secretary)

4. Do maintenance and upkeep regarding the ESRC website. (???)

5. Publish the announcement of the new ESRC. (Secretary)

2. Assist other council members with their portfolios according to the chair's discretion.

3. The member responsible for IT must resign as set out in A.2.

## M. MARKETING

1. The portfolio Marketing comprises the following responsibilities:

1. Handle all the ESRC's marketing and advertising, whether in the form of posters or by means of any other media.

2. Assist other council members with their portfolios according to the chair's discretion.

2. The member responsible for Marketing must resign as set out in A.2.

## N. INDUSTRY LIAISON

1. The portfolio Industry Liaison comprises the responsibility to act as liaison between the ESRC and the broader engineering industry.
2. The member who has been assigned this portfolio also has to compile and maintain a database of bursary companies.
3. The member concerned must assist other council members with their portfolios according to the chair's discretion.
4. The member responsible for Industry Liaison must resign as set out in A.2.

## **O. COMMUNITY BUILDING (Interaction)**

1. The member who has been assigned the portfolio Community Building (Interaction) is responsible for ESRC projects that relate to community building, and functions as the ESRC's liaison with external institutions that the council wants to engage in such projects.
2. The portfolio also comprises the responsibility to be informed about and to build on previous Community Building projects of the ESRC.
3. The member concerned must assist other council members with their portfolios according to the chair's discretion.
4. The member responsible for Community Building must resign as set out in A.2.

## **P. RAG SAFETY**

1. The member who has been assigned the portfolio RAG Safety is responsible, in collaboration with the RAG Committee and SU Risk & Protection Services ('USBD'), for safety consultations as set out in the RAG Safety Measures regarding various RAG activities.
2. The portfolio requires appointing a RAG Safety Committee.
3. The member for RAG Safety is responsible for updating the RAG Safety Measures.

4. The member concerned may undertake tasks set by the RAG Committee or USBD.

5. The member for RAG Safety must resign as set out in A.2.

## Q. TRAPKARRE ('PEDAL-CARS')

1. The portfolio Trapkarre comprises the following responsibilities:

1. Appoint a Trapkarre Committee.

2. Organise the Trapkarre speed races.

2. The member for Trapkarre must resign as set out in A.2.

## R. ALL COUNCIL MEMBERS

1. All council members must do office duty from 13:00 to 13:50 on weekdays according to a schedule that the secretary has drafted.
2. All members must assist with any reasonable task that the ESRC may assign to them.
3. Council members must adhere faithfully to the annual report that they receive at the beginning of a new term and add to it during their term of service.
4. Each council member must report comprehensively at quarterly meetings with a view to explain their activities during the period since the previous meeting.
5. At the joint quarterly meeting of the old and new councils, each council member must submit an annual report on their activities, with additional recommendations regarding their portfolios.
6. Council members who are absent from a quarterly meeting must submit their ordinary reports or annual reports at the secretary at least on the day before the meeting, together with written apologies.
7. At the end of their term, members must hand over their annual reports to their successors at the joint quarterly meeting.

8. At the end of their term, council members must hand over their office keys to the new secretary as soon as they have concluded their duties.
9. Council members must resign as set out in A.2.
10. The annual reports compiled by council members may be added to and amended as the ESRC may decide.
11. The SSES must present each council member with the following:
  1. a mounted photo of the ESRC,
  2. an annual honorarium,
  3. a free ticket to the Engineering Ball, and
  4. a formal ESRC jacket.
12. The council is entitled to **five** parking space for members **in front of the General Building.** (behind the building)

## S. ELECTIONS

1. In accordance with Section 10.7, the Election Committee for the ESRC is comprised of the following members:
  1. the election convenor and the chair, and
  2. two assistants from the ranks of the council, plus assistants from the ranks of the ordinary members (as many of the latter as deemed necessary).
2. Should the chair not stand in the upcoming ESRC elections, the same person may occupy both the position of election convenor and that of Election Committee chair.
3. The members of the committee must be appointed from among the council members who are not planning on standing in the upcoming ESRC elections.
  1. Should no council members comply with this requirement, the election convenor must be appointed from the ranks of the ordinary members, and the two assistants must be ordinary members, too.

4. The ESRC must determine the dates of the nomination period, nomination day, ESRC circus and election day on behalf of the Election Committee; provided that the relevant dates fall on academic workdays.
5. Nominations must take place as set out in Section 11.2 and be submitted as set out in Section 11.3, and must include the following:
  1. a written statement by the candidate that he or she is willing to stand in the ESRC elections, and
  2. the names and signatures of the nominator and two seconders.
6. The election convenor has the following duties regarding ESRC elections:
  1. Promote the ESRC elections sufficiently as regards nominations, the nomination period at the AGM, voting procedures, election day and any other promoting that would result in good participation in the form of a respectable voting percentage.
  2. Await, receive and verify nominations.
  3. Compile a list of candidates, along with their nominators and seconders, and make it available at least three academic workdays before election day.
7. The election convenor may decide on the ballot and voting procedure as he or she deems fit. (Follow uni code)
8. Should the number of nominations received be smaller than the number of vacant portfolios, the nominees will return unopposed to the council and the newly elected council must assign the remaining portfolios among the council members as set out in Section 11.

END OF CONSTITUTION AS ON 29 APRIL 2010 (8 July 2019)