

The University of British Columbia



Constitution  
Amended: Mar 2025

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# CONSTITUTION

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## **Article 1. Definition of the Society**

### **Section 1.1 Organization Name**

The name of the organization shall be the “Design Undergraduate Society of the University of British Columbia”.

### **Section 1.2 Mission**

The mission of the organization is to support the academic, professional, and social needs of design students, encourage excellence in all aspects of student life, and celebrate the accomplishments of its members.

## **Article 2. Objectives**

The objectives of the organization shall be:

- I. To maintain communication between student groups within the Bachelor of Design and School of Architecture and Landscape Architecture community.
- II. To support the initiatives of student groups within the design community.
- III. To support the social needs of its members by organizing and promoting social events and services.
- IV. To support the academic needs of its members through representation to relevant groups and development and promotion of academic services and events.
- V. To support the professional development of its members through representation to relevant groups and development and promotion of professional services and events.
- VI. To support the external community by organizing and promoting events in cooperation with external groups.
- VII. To act as a liaison between Bachelor of Design undergraduate students and the School of Architecture and Landscape Architecture.

# BYLAWS

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## Bylaw 1: Interpretation and Definitions

- I. "UBC shall hereafter refer to "the University of British Columbia, Vancouver".
- II. "The Society" shall hereafter refer to "the Design Undergraduate Society of UBC".
- III. "DESUS" shall be equivalent of "The Society"
- IV. "SALA" shall be equivalent to "School of Architecture and Landscape".
- V. "ARCHUS" shall be equivalent to "Architecture Student Society".
- VI. "LASA" shall be equivalent to "Landscape Architecture Student Association".
- VII. "Council" shall mean the governing body of the Society comprised of Executive members and Representatives
- VIII. "Executives" shall be the equivalent of "Executive Council of the Society"
- IX. "Constitution" shall hereafter refer to "Constitution of the DESUS"
- X. "Quorum" shall mean the minimum number of members required to be present at a meeting to be valid.
- XI. "Voting Members" shall also be referred to as Representatives who represent the interest of the general student body and assist in the execution of the Council's agenda and thus can vote on decisions within the Council.
- XII. "Non-Voting members" shall also be referred to as Coordinators, Liaison and Managers of Council who do not directly represent the interest of the general student body and thus are not able to vote on decisions within the Council.

## Bylaw 2: Membership

- I. Members
  - A. Active members of the Society shall be all undergraduate students enrolled in the UBC Bachelor of Design Program at the School of Architecture and Landscape (SALA).
- II. Membership in Bad Standing
  - A. Individuals may be deemed members in bad standing:
    - 1. Through failure to pay one hundred percent (100%) of membership fees to the Society; or
    - 2. By special resolution in a general meeting.

### Section 2.1: Membership Fees

- I. Amount of Association Membership Fee

- A. The membership fees shall consist of a basic fee of not less than \$50 per academic year per member.

### **Bylaw 3: The Council**

- I. Composition of the Council:
  - A. The Council shall be comprised of the following positions:
    - 1. The Executive;
    - 2. The Year Representatives;
    - 3. AMS Representative
- II. Meetings of the Council
  - A. The Council shall meet at least twice per month.
  - B. The quorum required for the transaction of business at a Council meeting shall be fifty-one percent (51%) of currently elected members and never less than seven members.
  - C. As the Council chair, the President shall be a non-voting member, except to break a tie.
  - D. Subject to any special resolutions of the Society, the most recent edition of Roberts' Rules of Order shall govern the conduct of all meetings of the Executive.
  - E. Meetings of the Council shall be open to all members of the Society, provided that the Council be permitted to move "in-camera" upon majority vote.
  - F. Meetings of the Council shall be scheduled by:
    - 1. Resolution of the Executive, or;
    - 2. The President, upon request of three or more members of the Council
    - 3. To exercise a vote, members of the Council must be present at the time the vote is put in place.
    - 4. The minutes of Council meetings shall be posted in the Society's Office.

### **Bylaw 4: The Executive Members**

- I. The Executive Members shall be comprised of:
  - A. President
  - B. Vice President of Finance
  - C. Vice President of Academics
  - D. Vice President of Health and Wellness
  - E. Vice President Internal
  - F. Vice President External
  - G. Vice President of Student Life
  - H. Vice President of Communications
  - I. Vice President of Spirit
  - J. Alma Mater Society Representative

## **Bylaw 5: The Year Representatives**

- I. Year Representatives shall be comprised of
  - A. First Year Representative
  - B. Second Year Representative
  - C. Third Year Representative
  - D. Fourth Year Representative

## **Bylaw 6: Duties and Responsibilities of Individual Council Members**

- I. President
  - A. The President shall:
    - 1. Chair and set the agenda for biweekly executive meetings.
    - 2. Attend biweekly AMS Council Meetings and monthly SEC Meetings.
    - 3. Coordinate the responsibilities of all other student executives, ensuring fair work distribution and alignment with the group's mission.
    - 4. Serve as the official point of contact between the BDes student body and SALA, APSC, and UBC representatives, including the BDes Program Chair.
    - 5. Support the activities of other student executives as needed.
    - 6. Set priorities for advocacy, student engagement, and studio culture, initiating new initiatives as needed.
    - 7. Ensure BDes representation on SALA, APSC, and UBC governing bodies, including relevant committees and the AMS Council.
    - 8. Follow and remain familiar with all official DESUS bylaws and rules.
    - 9. Set a positive tone for the year and promote a collaborative, productive, and healthy working environment.
- II. Vice President of Finance
  - A. The Vice President of Finance shall:
    - 1. Complete treasurer orientation on Canvas before the start of the school year.
    - 2. Collaborate with other executive teams to prepare and submit an estimated annual budget before the school year starts.
    - 3. Understand and manage DESUS's financial statements, account codes, and transactions.
    - 4. Process reimbursements by AMS financial policies.
    - 5. Attend monthly Caucus meetings with AMS Finance.
- III. Vice President of Academics
  - A. The Vice President of Academics shall:
    - 1. Advocate to the Faculty of Applied Science, SALA, and other relevant departments as reflective of student feedback.

2. Liaise with the AMS and SALA to promote student feedback on courses, professors, teaching assistants, and other academic concerns.
3. Work with DESUS and SALA groups on academic, health, and wellness initiatives.

IV. Vice President of Health and Wellness

A. The Vice President of Health and Wellness shall:

1. Chair the HeWe Committee and lead committee meetings to organize wellness initiatives such as Waffle Wednesdays, HeWe reminders, and student feedback outlets.
2. Coordinate with other health and wellness representatives from ARCHUS and LASA.
3. Attend biweekly caucus meetings with AMS Academic representatives.

V. Vice President Internal

A. The Vice President Internal shall:

1. Organize internal events for the DESUS team.
2. Take detailed notes during bi-monthly executive meetings.
3. Assist with DESUS operations where needed.
4. Serve as a member of the Grad Council team and communicate relevant updates to DESUS.

VI. Vice President External

A. The Vice President External shall:

1. Connect students with alumni and professors to foster a greater sense of community within the BDes program.
2. Organize the Program's Annual Lecture Series, including reaching out to alums, scheduling lecture days, and co-hosting events alongside BDes-affiliated clubs and associations (NOMAS, Axon\_Arch, FAFA, ILANDS, LASA, ARCHUS).
3. Plan and coordinate skill-building events introducing students to new forms of media (e.g., woodworking, pottery, cyanotype).
4. Strengthen connections between BDes and other undergraduate societies.
5. Populate the BDes Instagram account and SALA website with BDes student work.

VII. Vice President of Student Life

A. The Vice President of Student Life shall:

1. Develop an annual plan for social events, including scheduling and budgeting.
2. Appoint event leads for select events and delegate tasks to committee members.

3. Oversee the planning and execution of all events, ensuring logistical needs such as venue booking, itinerary creation, and role designation are met.
4. Plan and execute annual events, including BDes Ball, Pumpkin Carving, and Gingerbread House Making.
5. Maintain close communication within the Events Team, DESUS Executive Team, other society teams, and external organizations to execute events successfully.
6. Collect and organize post-event evaluations to improve future events.
7. Collaborate with the Outreach Team to create marketing materials for events.

VIII. Vice President of Communications

A. The Vice President of Communications shall:

1. Develop and implement marketing strategies to promote DESUS events and initiatives.
2. Manage DESUS's online presence, including social media accounts, newsletters, and other digital platforms.
3. Ensure clear and effective communication between DESUS and the BDes student body.
4. Work with other executive members to design and distribute promotional materials.

IX. Vice President of Spirit

A. The Vice President of Spirit shall:

1. Manage past years' DESUS merchandise, ensuring financial accountability, and develop the Merchandise Strategy for the current year.
2. Coordinate logistics, ordering, designing, shipping, and delivery of merchandise.
3. Ensure that B.Des students have apparel and items that represent their time at SALA.
4. Coordinate with the VP Finance to track inventory costs, budgeting for new orders, and making data-driven purchasing decisions to optimize sales and minimize surplus.

X. Year Representatives

A. The Year Representatives shall:

1. Serve as the primary point of contact between DESUS and their respective year cohorts, promoting DESUS relevant events and opportunities.
2. Gather and communicate student feedback to the DESUS Executive Team.
3. Assist with DESUS initiatives and event planning by engaging the year's student body.



4. Represent their cohort at DESUS meetings and discussions where applicable.

XI. Alma Mater Society Representative

A. The AMS Representative shall:

1. Represent DESUS and the BDes student body at AMS Council Meetings.
2. Communicate AMS policies, updates, and opportunities to DESUS and the student body.
3. Advocate for BDes students in AMS discussions and decision-making processes.
4. Report back to the DESUS Executive Team on AMS-related matters that impact the BDes community.

**Bylaw 7: Referenda**

This is the process by which a suggestion to amend policy is voted on by the active members of the society. A referendum shall be held when there is a suggestion to amend one or more bylaws in this constitution. The Executives shall have the ability to amend the code to fix errors of cross referencing and spelling or grammar errors. Errors may be fixed as long as the spirit or meaning of a code section is not altered, but made clearer. The following guidelines shall be followed for any referendum.

- I. There should be an announcement regarding the change at least 1 week before the voting to ensure all members are informed and have time to consider the implications.
- II. The Council must make clear whether and when the referendum will be binding, and the question must be clear such that the students may answer only Yes or No.
- III. The voting must be done through the AMS online voting system under the instructions of the VP Admin.

**Bylaw 8: Terms of Office and Elections**

- I. The term of Executive Council and AMS Representative shall be from May 1 to April 30 of the following year.
- II. Executive elections shall take place in the first 2 weeks of March and the voting system should be open for at least 5 consecutive days (Monday to Friday). No elections shall be held during the exam period in April or statutory holidays.
- III. Call for nominations must last for at least 1 week and conclude 1 week before election week.
- IV. To be nominated to run for any Executive council position, a design student must send a short introduction of themselves or their person by the end of the nomination period.
- V. The Executives shall be elected by and from the active members of the Society in a general election.

- VI. The election administrator shall be the acting President and cannot be a member who is running for a position or a part of the executive council.
- VII. All current members of Design Undergraduate Society are eligible to vote for all positions.
- VIII. If only one individual runs for a position, their name shall be placed on the ballot and students will be allowed to vote for or against the individual's acclamation.
- IX. If at the end of the election there is a tie between candidates, the winner shall be decided by the president through a coin toss while having  $\frac{2}{3}$  of the executives as witnesses.
- X. Given there is a vacancy in any voting member position, it shall be temporarily filled by a member appointed with  $\frac{2}{3}$  Council support, as they see fit, until it is permanently filled through a by-election.
- XI. Given vacancies in any voting member position during the March election period, there shall be a by-election held no later than the 4th week of September of the corresponding year. In this case, the same procedures listed above shall be followed again.
- XII. Given there is a vacancy in any non-voting member position, this position shall remain vacant for the remainder of the year with responsibilities being shared between the non-voting members.
- XIII. A member of the Council can only hold one voting-member position at a given time. There are no limitations on the number of non-voting-member positions held.

#### **Bylaw 9: Changes of Policy and Constitution Amendments**

- I. The Council shall dictate the policies of the DESUS through their decisions and following of the Constitution.
- II. If there are suggested changes to the constitution, the person of interest should prepare the amendment with the DESUS template in the DESUS Binder and attend one of the Executive weekly meetings. The changes can then be reviewed by the executives for approval.
- III. Time limit for the approval or denial of the amendment should be no longer than 2 weeks. Approval needs to be supported by  $\frac{2}{3}$  of the Executive Council. Any changes to the amendment should be posted to the public no longer than 1 week after the approval.

#### **Bylaw 10: Liabilities**

- I. The DESUS shall assume no liability for damages suffered, be the bodily harm, property damage and/or property loss, by any participant in any of the events sponsored by or sanctioned by the Society.
- II. The Society shall assume no responsibility for any damages incurred directly or indirectly by the actions of a member of the Society unless such action has been approved by the Society.