Policy Manual
Engineering Students’ Society of the University of Alberta

(Amended – April 6, 2011, Board of Directors)
(Amended – April 11, 2012 – Board of Directors)
(Amended – April 20, 2015 – Board of Directors)
(Amended – February 2, 2012 – Board of Directors)
(Amended – February 1, 2017 – Board of Directors)
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Definitions

Academic Year – The academic year is as defined by the University of Alberta Calendar
APEGA – Association of Professional Engineers and Geoscientists of Alberta
BoD – Board of Directors
CFES – Canadian Federation of Engineering Students
CME – Chemical & Materials Engineering Building
CoFA – Council of Faculty Associations
Conflict of Interest – Items which will result in a gain or loss of blood, sex, money, or grades.
EFC – Engineering Faculty Council
ETLC – Engineering Teaching & Learning Complex
ESAF – Engineering Students’ Activities Fund
ESGF – Engineering Student Groups Fund
ESS – Engineering Students’ Society of the University of Alberta
EUEF – Engineering Undergraduate Equipment Fund
FAMF – Faculty Association Membership Fee
MECE – Mechanical Engineering Building
NEG – National Engineering & Geoscience Month
NREF – Markin/CNRL Natural Resources Engineering Facility
PRC – Policy Review Committee
SLC – Student Liaison Committee
UFCC – Undergraduate Funding Committee
WESST – Western Engineering Student Societies Team
POLICY MANUAL A:  
The Role of the Engineering Students’ Society

This Policy Manual describes the role of the Engineering Students’ Society. It is intended to be static over time. Only the Board of Directors will have the ability to modify this manual, however the Executive is encouraged to recommend changes to the Board.

(Adopted—March 24, 2003, Board of Directors)  
(Adopted—March 30, 2004, Board of Directors)
Article I. A.1: Mission of the Society

*Relevant Section of the Bylaws:*

*Mission Statement:*

“To promote professional awareness among engineering students by encouraging a sense of unity and integrity, through the combined efforts of all engineers working together in both social and technical activities.”

*I.1*

The Engineering Students' Society of the University of Alberta is an organization composed of the students of the Faculty of Engineering of the University of Alberta, and includes all organizations established or continued under the authority granted by these bylaws.

*Policy:*

1. The Society will endeavor to improve the life of all members on campus.
2. The Society will enrich the learning process of a university education.
3. The Society will represent members to the University, the campus community, and the public.
4. The Society will help the development and administration of engineering student institutions.

*(Adopted—March 24, 2003, Board of Directors)*

*(Amended—April 11, 2012)*

Article II. A.2: Responsibilities of the Society

*Policy:*

1. The Society will defend the interests of its members.
2. The Society will represent the membership fairly.
3. The Society will be a trustworthy executor of its members’ money.
4. The Society will uphold the Code of Ethics for engineers.

*(Adopted—March 24, 2003, Board of Directors)*

Article III. A.3: Principles of Governance and Operation

*Policy:*

1. The Society will operate with open and transparent processes.
2. The Society will respect the rule of law.
3. The Society will respect and operate in accordance with the University Of Alberta Code Of Student Conduct.
4. The Society will operate in a democratic fashion and uphold the right of the engineering student body to run the organization.
5. The Society will endeavor to respond quickly to the concerns of its membership.
6. The Society will be an efficient user of resources.
7. The Society will operate in a fashion becoming of the APEGA Code of Ethics.

*(Adopted—March 24, 2003, Board of Directors)*

*(Amended—April 11, 2012)*
POLICY MANUAL B: The Structure and Organization of the Engineering Students’ Society

This Policy Manual describes the structure and organization of the Engineering Students’ Society. It is intended to be static over time. Only the Board of Directors will have the ability to modify this manual, however the Executive Committee and is encouraged to recommend changes to the Board.

(Adopted—March 24, 2003, Board of Directors)
(Adopted—April 28, 2006, Board of Directors)
(Amended – March 31, 2009, Board of Directors)
(Amended – November 7, 2011)
(Amended – February 15, 2012)
(Amended – April 11, 2012)
Article IV. B.1: Governance of the Society

Preamble:
At the core of any organization is its governance process. The ESS governance process should be open and democratic, yet efficient.
The Board of Directors is responsible for ensuring that the ESS is operating effectively. As such it is charged with making policies that govern how the ESS operates as well as evaluating the rest of the organization and acting as it sees fit to ensure good governance.
The Executive of the ESS handles the day-to-day operations of the ESS. The small number and the greater commitment of these individuals will ensure that day to day issues are dealt with quickly and by those who best understand administrative issues. The Executive will however be bound to the legislation of the ESS (Bylaws and Policy Manual) so that the organization has long term stability of purpose and direction set by the membership.

Article V. B.1.1: The Board of Directors

Relevant Sections of the Bylaws:
III.1 The Board of Directors will be the legislative, administrative and executive body of the Engineering Students’ Society. It has all powers as may from time to time exist under the Societies Act, and may exercise those powers as fully and completely as the Society could in a General Meeting, except as otherwise provided for in these bylaws.
III.2 The members of the Executive Committee and a representative from each Club are ex officio Directors of the Society, and hold voting rights. Each member of the Executive Committee holds one vote, while each Club Director holds one vote per 200 students, or portion thereof, enrolled in the programs which the Club represents.
III.3 Each Director must be a member of the Society at the time of appointment to the Board, and throughout their term in office. Club Directors must be enrolled in a degree program encompassed by the Club they represent, at the time of appointment to the Board and throughout their term in office.
III.4 The Board of Directors will adopt, by two-thirds (2/3) super-majority, the enrolment figures provided by the Faculty of Engineering each year, with the voting weights for a new year being those of the previous year until new figures are adopted.
III.5 The quorum for the Board of Directors is one-half (50%) of the total number of votes on the Board. If the Board of Directors no longer has sufficient Directors to meet its quorum, the Board may, notwithstanding quorum requirements, meet to transact urgent business provided it has Directors representing at least half of the votes still extant on the Board, and will at that meeting, summon a General Meeting of the Society at which Directors will be appointed to fill vacancies.
III.6 The Board of Directors will appoint a Chair to preside over its meetings. Should the Chair be absent, the Board will select a Chair in lieu to preside. The Board will adopt such procedures as it sees fit to operate, provided that business is determined by majority voting, unless specified otherwise in these Bylaws or in motions adopted by the General Meeting.
III.7 No notice of meeting is required for regularly-scheduled meetings, but notice of extraordinary meetings must be delivered, telephoned, e-mailed, or otherwise communicated to each Director no less than one day prior to the meeting. No error in notice invalidates a meeting or makes void its proceedings, but an absent Director may ratify and approve any or all of such a meeting.
III.8 A resolution adopted in writing and signed by all of the Directors is as valid and binding as if it was passed at a meeting of the Board of Directors.
IV.9 No Director will receive any remuneration for acting as a Director of the Society.
VI.6 A General Meeting may remove an Officer or Director of the Society from office, appoint a person to be a Director or Officer of the Society, or fill any other office of the Society.
VII.3 Each meeting of a body established by the Society will be open to the members of the Society unless declared in a closed session by a two-thirds (2/3) vote of those eligible to vote on the body.
Preamble:
The Board of Directors is the Head of State of the ESS. It holds all power over the organization. For the purposes of good governance, it may delegate some of these powers out to bodies better capable of conducting the ESS’ business. However, the Board should observe the actions of these bodies to ensure that the ESS is functioning effectively and should act to rectify problems in the Society’s functioning as appropriate. The Board is charged with defending the requirements set out by the legislation of the ESS and ensuring their adherence.

Policy:
1. At the first meeting of the year, the Board of Directors will elect a Chair
   a. The Chair will be a Student at Large that is familiar with the policy of the ESS. The Chair cannot be a guest or member of the Board of Directors.
   b. The Chair will preside over meetings of the Board of Directors.
   c. In the Chairman’s absence, the Board of Directors will elect a member from within the Board’s membership to chair that meeting.
2. The Board of Directors will meet at least once a month during the months of September - April to deal with any business.
3. Additional meetings may be called by
   a. the Chair, or
   b. any three (3) Directors.
4. Minutes of Board of Directors meetings will be made available to the membership of the society within 1 week of the meeting minutes being approved by the Board of Directors.
   a. Meeting Minutes can be approved at any meeting or by email confirmation by each member of the Board.
5. The Board of Directors will regularly receive reports from
   a. the Executive Committee, and
   b. any other bodies directed to submit reports to the Board.
6. The Board of Directors will monitor the operations of the Society.
7. The Board of Directors will intervene into the Society’s operations to ensure the Society’s preservation and continued good governance.
8. Where misconduct is found, the Board will determine appropriate action and rectification.
9. Whenever the Board of Directors determines that the Society is in a state of emergency, the Board may exercise full authority over the Society.
10. The following will be considered guests of the Board of Directors at all meetings of the Board
    a. All Associate Vice-Presidents
    b. All Project Group Presidents
    c. All Engineering SU Councillors
11. The Chair will manage the Office of the Chair of the Board of Directors.
12. The Office will be charged with managing the day to day affairs of the Board including
    a. the drafting and distribution of agenda,
    b. the recording and distribution of minutes,
    c. the compiling of records of the Board’s business,
    d. the distribution of materials and reports to Board members, and
    e. the advising of Board members as to how to conduct the Board’s business.
13. Applications for the role of Executive Assistant, whose primary responsibility is to record minutes of the Board of Directors meetings, will be accepted with other coordinator applications. If no Executive Assistant is found by application, the Chair will appoint one.
14. The Chair may appoint staff to the Office as needed.
15. The Chair will, within 30 days of the giving of assent to a policy or amendment, publish the policy or amendment in a location easily accessible to all members.
16. The Office shall report to the Board of Directors as requested.
17. Directors of the Society are its official representatives for the entire duration of their term. They are expected to:
    a. Respect and conduct themselves with the rule of law.
b. Respect and conduct themselves in accordance with the University Of Alberta Code Of Student Conduct.

c. Respect and conduct themselves in a fashion becoming of the APEGA Code of Ethics.

18. A 2/3 majority vote of The Board will permit a General Meeting of the society to be called for the purpose of motioning the removal of any director (As per VI.6 of the Bylaws, 2005) of the Society found to be acting in manner not compliant with section B.1.1.17.

19. The operational and managerial aspects of the Board of Director meetings are outlined in the Board of Directors Guide located with the Volunteer Guides. This document will reflect the procedures on how the Board will operate its meetings.

20. To effectively manage the diverse work completed by the Society, the Board of Directors will strike a number of committees each year as outlined in policy sections B.1.2-7. Each committee will be chaired by a member of the Executive; all other members of the Board must fill one (1) of the mandatory seats on a committee

21. All decisions made by the Board of Directors and its subsequent committees will pass by a simple majority of fifty percent (50%) of members in attendance, unless otherwise stated.

22. All committees will be struck at the first meeting of the Board of Directors of the academic year.

(Amended – February 2nd, 2016 – Board of Directors)
(Amended – February 1, 2017, Board of Directors)

### B.1.2: Policy Review Committee

**Preamble:**

To ensure the ESS policies and procedures are representative of the actual operations of the society, this committee will meet to review Society documentation and present recommendations for the Board to review.

**Policy:**

1. The makeup of the committee will be as follows:
   a. The President of the Society, who shall chair this committee
   b. At least Two (2) members of the Board
      i. An odd number of members does not need to be maintained. The Chair of the committee will have a tie-breaking vote as all suggestions must pass through the board as per policy B.1.2.5
   2. This committee shall meet on a monthly basis or at the discretion of the Chair
   3. Any member of the Board of Directors may present topics for review
   4. All changes determined by the policy review committee must be approved by the Board of Directors.
   5. The PRC will review each section of the policy manual throughout the year to ensure accuracy and put forward changes as necessary. The PRC will pay special attention to:
      a. The accuracy of the preamble sections which refer to the Society bylaws or University policies in case they have been changed, removed.
      b. The stylistic consistency of the document.
      c. Remind the Board of what other documents may need to be updated after policy has been changed.

(Adopted – February 2nd, 2016 – Board of Directors)

### B.1.3: Undergraduate Funding Committee

**Preamble:**

To better manage the time of the Board of Directors, and to keep consistent all decisions pertaining to funding, the Undergraduate Funding Committee will meet to review matters concerning the ESS Budget, ESAF, the Sports Fund, and ESGF.

**Policy:**

1. The makeup of the committee will be as follows:
   a. The Vice-President Finance and Operations, who shall chair this committee
b. At least Two (2) members of the Board
   i. If more than two (2) Board of Directors members wish to join the committee, an odd number of committee members must be maintained.
   c. Two (2) students-at-large who are neither members of the Engineering Students’ Society executive or the Engineering Students’ Society Board of Directors.

2. Each member of the committee will get one vote

3. Quorum for this committee shall be fifty percent (50%) of voting members,
   a. The chair is a voting member

4. This committee shall meet on a monthly basis or at the discretion of the Chair

5. The UFC will review ESAF applications as per policy laid out in section C.2.2.

6. The UFC will review ESGF applications as per policy laid out in section C.2.4

7. The UFC will review Intramural funding applications as per policy laid out in section C.2.5

8. The Undergraduate Funding Committee will create a report following each meeting for the Board of Directors which will include but is not limited to the following:
   a. A summary of the submissions and results of ESAF applications
   b. A summary of the submissions and results of ESGF applications
   c. A summary of the submissions and results of the Intramural Funding applications

(Adopted – February 2nd, 2016 – Board of Directors)
(Amended – February 1, 2017, Board of Directors)

B.1.4: Conference Delegation and Returning Officers Selection Committee

Preamble:
To ensure a fair and equitable selection process, the Selections committee will convene to choose delegates for conferences, as well as to select the Returning Officers of the Society.

Policy:
1. The Conference Delegation and Returning Officers Selection Committee shall be known as the Selections Committee.

2. The makeup of the committee will be as follows:
   a. The Vice-President External, who shall chair this committee
   b. the President;
   c. one (1) Board of Directors officer
   d. one (1) faculty representative; and
   e. One (1) student-at-large who is neither member of the Engineering Students’ Society executive or the Engineering Students’ Society Board of Directors

3. No member of the Selections Committee may be a candidate to be a delegate or Returning Officer. In the event where a member wishes to be a candidate, another member of the Board will fill in for the relevant meeting.

4. Each member of the committee will get one vote

5. All members of the committee must be present for quorum.

6. This committee shall meet on a monthly basis in the fall semester or at the discretion of the Chair

7. The Board of Directors must approve all delegate and returning officer selections, and in addition, will have the ability to overturn any selection deemed gratuitous or to revoke, in extenuating circumstances, delegate status of any selected delegate.

8. The CFES Congress delegation will be selected as follows.
   a. The timeline of the application and selection process will
      i. Make the application forms available no later than the first of October;
      ii. Set the deadline for applications no later than the fifteenth of October; and
      iii. Complete candidate selection no later than the first of November.
   b. Delegate selection will be based on the following criteria
i. Delegates will be current or emerging Engineering student leaders who plan on being involved in extra-curricular activities. All delegates must be in good academic standing at the time of the Congress.

ii. Selection of the delegation may be based on the degree to which the applicants will benefit from the event.

c. The selection process will consist of

   i. the submission of appropriate application forms which will be available for a period of no shorter than two (2) weeks;

   ii. the submission of a standard resume at the time of application submission; and

   iii. if judged necessary by the selections committee, interviews with potential delegates

   d. Other criteria is laid out in section C.4.2

9. All other conferences will be selected as follows.

   a. The selection process will consist of

      i. the submission of appropriate application forms which will be available for a period of no shorter than two (2) weeks prior to the deadline of application; and

      ii. the submission of a standard resume at the time of application submission

   b. Selection of the delegation may be based on the degree to which the applicants will benefit from the event

   c. Other selection criteria will be specific to the conference or competition

10. Returning Officer selection will be completed as follows.

   a. Prior to the fifteenth of October of each year, the Selections Committee will determine the applications for the various Returning Officer positions.

   b. Applications for the positions will be made available after the fifteenth of October and their availability will be advertised. Applications will be accepted for at least ten (10) school days.

   c. The Committee will select a Chief Returning Officer prior to the fifteenth of November from the membership of the Society.

   d. The Committee will select the Deputy Returning Officers by the twenty-fourth of November from the membership of the society. The Committee will invite the incoming Chief Returning Officer to participate in the selection of the rest of the Deputy Returning Officers. The incoming Chief Returning Officer should not be present for any discussions surrounding delegate selection.

   e. The Committee will submit a final report to the Board of Directors by the thirty-first of January.

   

   (Adopted – February 2nd, 2016 – Board of Directors)

B.1.5: Sponsorship Committee

Preamble:

The Sponsorship Committee shall meet to effectively address the diverse sponsorship needs of the Society and the Clubs.

Policy:

1. The makeup of the committee will be as follows:

   a. The Vice-President External, who shall chair this committee

   b. the Vice-President Internal, who shall write the committee reports as approved by the chair

   c. At least one (1) Board of Directors officer

   d. The AVP Sponsorship of the Society

   e. All Vice-President External/Vice-President Sponsorships or their equivalents from each of the Discipline Clubs

2. This committee shall meet on a monthly basis or at the discretion of the Chair
3. An annual sponsorship package will be produced and approved by the Sponsorship Committee at the end of each academic year. The sponsorship package created will be for the following academic year.

(Adopted – February 2nd, 2016 – Board of Directors)
(Amended – February 1, 2017, Board of Directors)

B.1.6: Social Committee

Preamble:
The Social Committee exists to encourage partnership in events between the Society and the Clubs, as well as to reduce scheduling conflicts.

Policy:
1. The makeup of the committee will be as follows:
   a. The Vice-President Student Life, who shall chair this committee
   b. The Vice-President Communications
   c. At least two (2) Board of Director members
   d. The AVP Events of the Society
   e. The AVP Geer Week
   f. All Vice-President Social or their equivalents for each of the Discipline Clubs
2. This committee shall meet on a monthly basis or at the discretion of the Chair
3. The committee will ensure the Engineering Events calendar remains up to date.
4. The committee shall create a monthly report for the Board of Directors including all major upcoming events.
5. The committee will strive to organize training required to plan events, as well as to share resources for events including but not limited to volunteer-power and equipment such as tables.

(Adopted – February 2nd, 2016 – Board of Directors)
(Amended – February 1, 2017, Board of Directors)

B.1.7: Academic and EUEF Committee

Preamble:
The Academic and EUEF Committee brings together members of the Board of Directors, the VP Academics of the discipline clubs, and members of the Society. The Committee acts in two manners. Firstly, the committee will tackle important academic advocacy and academic services issues which affect undergraduate engineering students. Secondly, it will administer the Engineering Undergraduate Equipment Fund.

Policy:
1. The makeup of the committee will be as follows:
   a. The Vice-President Services
      i. The Vice-President Services will chair the committee when it is acting as the Academic Committee
      ii. The Vice-President Services is not a member of the EUEF Committee portion of the committee
   b. The AVP EUEF of the Society
      i. The AVP EUEF will chair the committee when it is acting as the EUEF Committee
      ii. The AVP EUEF is not a member of the Academic Committee portion of the committee.
   c. At least one (1) Board of Directors officer
      i. The Board of Directors officer is not a member of the EUEF Committee portion of the committee.
   d. The AVP Academic of the Society
e. All Vice-President Academics or their equivalents for each of the Discipline Clubs

2. This committee shall meet on a monthly basis or at the discretion of the Chair.

3. The committee shall create a monthly report for the Board of Directors including all significant projects, issues, or activities the committee has undertaken.

4. The committee will meet with the purpose of
   a. Identifying advocacy areas in terms of undergraduate academics
   b. Coordinate academic service efforts between the discipline clubs and the Society
   c. Administer the Engineering Undergraduate Equipment Fund as per policy section C.2.3.

(Adopted – February 2nd, 2016 – Board of Directors)
B.1.9: The Executive

Relevant Sections of the Bylaws:

IV.1 The Officers of the Society are the Executive Committee, which is composed of the President, and the Vice-Presidents. The Board of Directors or a General Meeting may, with effect starting the next term of office, create or remove a Vice-Presidential position, provided that there is at least one Vice-President.

IV.2 The Officers of the Society must be readily available for, and are answerable to the Board.

IV.3 The Board of Directors will review the Officers’ performance of their duties on a regular basis.

IV.4 The President’s duties will include representing the Society, overseeing the Vice-President(s), and any other duties set by the Board of Directors. The duties of the Vice-President(s) will include assisting the President in the operation of the Society, overseeing any subordinate offices established by the Board, and any other duties set by the Board of Directors.

IV.5 The Board of Directors may, on the recommendation of the Executive Committee, establish such offices of the Society as it deems fit to assist the Officers in the performance of their duties. The Board may appoint, replace, and remove persons from these offices, and it may establish duties for them.

Preamble:

The Executive is charged with the day-to-day operations of the Society. This legislation defines the basic structure of the Executive.

Policy:

1. The Executive of the Society will be organized into a number of departments.
   a. Each department will be headed by a Vice-President.

2. Departments will be divided into divisions.
   a. Each division will be headed by an Associate Vice-President.

3. Departments and divisions will be empowered to appoint staff as necessary.
   a. Staff need not be members of the Society with the exception of positions which require handling of cash and monetary transactions.

4. The following Departments will exist in the Society:
   a. The Department of Communications to handle all online, print and media communications. The department will coordinate communications between the society, its membership, the clubs and other student groups within the Faculty of Engineering.
   b. The Department of Finances and Operations to manage the finances and operations of the society. The department will manage the infrastructure that supports the operations of the Society and control all property and assets of the Society.
   c. The Department of Internal Affairs to oversee all volunteers within the society, and to manage and preserve institutional knowledge.
   d. The Department of Student Services to provide services including professional development, academic, physical and mental health, mentorship and advocacy.
   e. The Department of External Relations to liaise with industry and professional organizations, as well as with alumni and all first year students. The Department will also handle all the fundraising initiatives external to the Society.
   f. The Department of Student Life to administer charitable and social events for the benefit of the membership of the society.

5. The following Divisions will exist in the Society:
   a. Within the Department of Communications:
      i. The Division of Publications to manage all publications of the Society.
      ii. The Division of Information and Technology to manage all website infrastructure and the servers.
      iii. The Division of Outreach to handle engagement with all its member students including social media, volunteers, marketing and advertising.
      iv. The Division of Memories to ensure all events and initiatives are captured throughout the year.
   b. Within the Department of Finances and Operations
i. The Division of EUEF to manage the affairs of the EUEF in conjunction with the Faculty.
ii. The Division of Operations to maintain all day-to-day operations of the society and its various spaces on campus.

c. Within the Department of Internal Affairs:
   i. The Division of Human Resources to manage recruitment and onboarding of all volunteers, as well as to oversee training and volunteer development.
   ii. The Division of Health and to provide services regarding the physical and mental health and wellness of students.
   iii. The Division of Mentorship to run the first year and co-op and traditional mentorship programs.
   iv. The Division of Professional Development to promote services which encourage personal and professional growth in preparation for the life in workforce after post-secondary

d. Within the Department of External Relations:
   i. The Division of First Year Students to handle all matters that apply to first year engineering students at the University of Alberta North Campus, University of Alberta Faculty St. Jean and University of Grant MacEwan First Year program and other partner schools with first year transfer programs.
   ii. The Division of Career Fair to organize the ESS Career Fair.
   iii. The Division of Sponsorship to liaise with industry, build long term relations with the engineering industry and secure any necessary funding for the various activities carried out by the Society.
   iv. The Division of Alumni Relations to retain alumni-student relationships through various forms of communications and mixers.

e. Within the Department of Student Life:
   i. The Division of Geer Week to organize and adjudicate Geer Week.
   ii. The Division of Professional Events to organize events consistent with the mandate of the Department.
   iii. The Division of Social Events to organize events consistent with the mandate of the Department
   iv. The division of Ski Trip to organize an annual GEER Ski Trip, in close coordination with clubs.

6. The Associate Vice-Presidents will report to their governing Executive member.
7. The President and Vice-Presidents will report to the Executive Committee.
8. The Executive Committee will report to the Board of Directors.
9. The President, Vice-Presidents, and Associate Vice-Presidents will be responsible to the Board of Directors.

10. If a vacancy for the President or of a Vice-President arises, the Office of Elections will schedule a special election to fill that position.
    a. The Board of Directors may cancel the special election and appoint a replacement as allowed for by the Bylaws.

11. Each Associate Vice-President will be selected by an Associate Vice-President Selection committee.
    a. Each committee will be composed of the
       i. incoming governing Vice-President,
       ii. the outgoing governing Vice-President (if any), and
       iii. the outgoing Associate Vice-President (if any).
    b. If no outgoing governing Vice-President and/or no outgoing Associate Vice-President exists, a member of the Executive Committee will sit on the committee.
    c. The selection of each committee will be subject to ratification by the Board of Directors.
    d. Associate Vice-Presidents will be chosen from the membership of the Society, where no non-member candidate is demonstrably superior for the position.
12. The Executive Committee will meet at least once per month during the months of May – August, and once every week during the months of September – April when classes are in session.

13. A Vice-President may designate their seat on the Executive Committee to an Associate Vice-President within their department.

14. Quorum for the Executive Committee is a number of members of the Committee that is greater than one half (½) of the membership of the Committee.

15. The President (or designate) will chair the Executive Committee.

16. The Executive Committee will coordinate the activities of the Departments to meet the Society’s goals.

17. The Committee will develop and implement strategic plans for the executive.

18. All Directors and Associate Vice-Presidents will be considered guests of the Executive Committee at all of its meetings.

19. There will be an Office of the President to coordinate and support the activities of the Executive Committee.
   a. The Office will be headed by the President.
   b. The Office will report to the Executive Committee.
   c. The President may appoint staff to the Office as needed.

   (Adopted—March 24, 2003, Board of Directors)
   (Amended—August 30, 2003, Board of Directors)
   (Amended—November 12, 2003, Board of Directors)
   (Amended—March 30, 2004, Board of Directors)
   (Amended—April 28, 2006, Board of Directors)
   (Amended – March 31, 2009, Board of Directors)
   (Amended – April 11, 2012, Board of Directors)
   (Amended – April 20, 2015 – Board of Directors)
   (Amended – February 2nd, 2016 – Board of Directors)
   (Amended – February 1, 2017, Board of Directors)

B.1.10: The Clubs

Relevant Sections of the Bylaws:
V.1 The General Meetings, on the recommendation of the Board of Directors, will determine which organizations constitute Clubs within the meaning of these Bylaws, on the basis of the following principles:
   (a) Clubs must represent at least one (1) engineering degree program.
   (b) An engineering degree program must be represented by exactly one (1) Club.
   (c) All engineering degree programs must be represented by a Club.
   (d) Qualifying year students and students not engaged in a degree program are to be represented by a Club that does not encompass any engineering degree
Relevant Sections of the SU Bylaws:

8100. 19 An Association shall be responsible for the oversight of all Departmental Associations, Affiliated Associations, or other sub-groups within its constituency that it recognizes as being representative in nature. The Association shall exercise this oversight in a manner that conforms to the basic principles of the relationship between the Students’ Union and the Associations, specifically:

a. The Association shall have the authority to recognize, derecognize or place on probation the aforementioned groups;
b. The Association shall maintain consistent lines of communication with the aforementioned groups, both individually and collectively;
c. The Association’s decisions pertaining to the aforementioned groups may be appealed to the Students’ Union; and
d. The Students’ Union reserves for itself the power to impose mandatory fees on the student body or any subsection thereof.

Preamble:

The Society shall exert power over the departmental associations in regards to their ability to advocate and represent their students. The Students’ Union gives this power to the Faculty Association through Bylaw 8100. The responsibilities detailed in this policy will be executed by the Board of Directors unless otherwise noted.

Policy:

1. General Policy
   1. The Society and the Clubs will maintain a calendar of events to be updated throughout the year
      a. EWB and other groups will be invited to participate in this internal calendar
      b. The President will see to the creation of the calendar each year and oversee its’ usage and participation
   2. The ESS shall have power over the Clubs in a representational capacity
      a. The ESS will ensure students of a Clubs’ membership are being fairly and effectively represented and advocated for to respective Departments and the Faculty
      b. The ESS will not have power over the Clubs in any such way that pertains to being a Student Group in which Clubs are responsible to Student Group Services and the SU.
   3. The President shall maintain a schedule of Departmental Associations, their status, and any modifications to the qualifications for membership.
   4. The ESS shall initiate a probation investigation upon a Club’s no longer being a student group
   5. Official student group status is not a necessary prerequisite for being recognized as a Departmental Association.
   6. Any decisions made pertaining to a Club’s status must include thorough investigation, consultation, transparency, and adherence to the principles of natural justice.
   7. A Club shall have legislation consistent with the requirements of Students’ Union bylaws and ESS bylaws, specifying, at minimum:
      a. The official name of the Club;
      b. The mandate of the Club;
      c. The membership, membership categories, and rights of members of the Club;
      d. The procedure for adoption, amendment, and rescission of its legislation;
      e. The procedure for adoption, amendment, and rescission of its policies and/or procedures;
      f. The mechanism for calling a General Meeting;
      g. The powers and responsibilities of each of its officers;
      h. The powers and responsibilities of each of its boards, committees and/or councils;
      i. The rights, privileges and responsibilities, individually and collectively, of its Affiliated Associations, if any;
      j. The manner of selection of its officers and the manner of removal of its officers;
k. The manner in which elections, if applicable, are to be conducted;
l. The manner in which finances and property are managed including the budgeting and auditing processes;
m. Procedures outlining the annual transition of its executive and board officers

8. A Club may adopt procedures, consistent with the requirements of ESS bylaws and the Clubs' legislation, which serve to operationalize their legislation.

9. Annually, a Club shall provide the ESS with:
a. A schedule of any Affiliated Associations, and any other sub-groups it has delegated its representative authority to;
b. Statements of expectation signed by each of the Association's officers on their mandated responsibilities as per ESS and Association bylaws;
c. Confirmation that the Association is in compliance with University policy regarding Departmental Councils, and Chair Selection & Review Committees;
d. An outline of organizational and financial goals; and
e. Financial reports, as outlined in the Bylaw Regarding Student Representative Association Finances.

10. An Association shall adopt a governance structure which satisfies the following:
a. Legislation is adopted, amended, or rescinded by:
   i. A General Meeting which meets at least once per Fall Term and Winter Term; or
   ii. A Council which meets at least twice per Fall Term and Winter Term where a General Meeting may overturn the adoption, amendment, or rescission.
b. Policy and Procedure is adopted, amended, or rescinded by:
   i. A Council which meets at least twice per Fall Term and Winter Term; or
   ii. An Executive Committee or Board which meets at least once per month during each Fall Term and Winter Term where a Council may overturn the adoption, amendment, or rescission.
c. The executive and board officers, as applicable, of the Association are held accountable to and removable by:
   i. A General Meeting which meets at least once per Fall Term and Winter Term;
   ii. A Council which meets at least twice per Fall Term and Winter Term; or
   iii. Another mechanism agreed to by the ESS.
d. Minutes from Council, Executive Committee or Board Meetings, and General Meetings are publicly available;
e. Financial statements are available to members;
f. Elections, plebiscites and referenda, if applicable, are conducted by an Association Deputy Returning Officer who acts at arm's length from the other bodies of the Association.

2. Derecognition

1. The ESS may derecognize a Club, thus leaving an unrepresented constituency if;
a. The Club applies for derecognition;
b. A majority of the students which the Club represents petition for derecognition;
c. A Club is found to be in gross violation of its conditions of probation;
d. A probationary Club does not meet its conditions of probation in accordance with the timelines set out in the probationary conditions; or
e. A Club is found to be in gross negligence of its fiduciary responsibility.

2. During the period of an unrepresented constituency the Department of Student Services shall assume responsibility of the affairs of the constituency.

3. Upon the derecognition of a Departmental Association:
a. The ESS shall recognize a new Club with probationary status after two calendar weeks and before the end of two calendar months;
b. Assets will be assumed by the ESS and held in trust for the next recognized Club for the Department.

3. Probation

1. The ESS may recognize a Club as having probationary status if:
a. Multiple significant issues, including but not limiting the generality of the foregoing: financial misrepresentation, constitutional violations, alleged violations of the Code of Student Behaviour, or failure to adhere to basic standards of democratic accountability or administrative and financial transparency, arise out of the annual recognition process;
b. The Association applies for probation; or
c. Fifteen percent (15%) or more of the members that the Club represents petition for probation, subject to ratification by ESS on the condition that the petition is deemed to be representative of the membership, and not a niche interest.

2. The ESS and the Club having probationary status, shall agree to and sign Conditions of Probation, which shall govern the Club while it retains its probationary status.

3. After three calendar months and before one calendar year of a Club being recognized as having probationary status, the ESS shall:
   a. Recognize them as no longer having probationary status and no longer being subject to their conditions of probation, if the Club has met their conditions of probation;
   b. Extend the probationary period of an Association for up to six months, if all parties to the conditions of probation consent to the extension or if the ESS has reason to believe that the conditions of probation will be met during the period of extension; or
   c. Derecognize the Club, if the conditions of probation are not met and the ESS has no reason to believe that the conditions of probation will be met during the period of extension

(Adopted – April 20, 2015 – Board of Directors)
Article VI. B.2: Finances of the Society

B.2.1: Budgets

Relevant Section of the Bylaws:
VIII.1 The fiscal year of the Society is from 1 May to 30 April.

Preamble:
Budgets are what enable an organization to effectively allocate resources to meet its goals. To this end, budgets are a reflection of the organization’s future. A poor budget results in the organization floundering.

Policy:
1. Budgets will be prepared by the Department of Finance.
2. Budgets will be ratified by the Board of Directors.
3. The fiscal year will be governed by a budget, governing the period of May 1 to April 30.
4. Budgeting decisions will be driven by the ESS’ vision and its governing legislation.
5. Budgets will follow generally-recognized accounting standards.
6. Discussion with respect to the general direction of the budget shall be undertaken prior to its development by the Board of Directors.
7. The current year’s budget will be presented at the general meeting in the fall semester.

B.2.2: Account Structure and Executive Powers of Spending

Preamble:
In order to simplify the use of budgeted money, it is useful to provide officers with accounts and distribute fund to those accounts. This way, the officer in charge of spending a certain sum of money is able to do so by using the fund in their account. This reduces work for the Vice-President (Finances & Operations), as they do not need to approve every expenditure, but only those that are not budgeted.

Accounts for this purpose need not be actual bank accounts, but may instead be bookkeeping entities within the ESS’ finances.

Policy:
1. The following accounts should exist within the Society:
   a. A general account for irregular capital purchases under the control of the Executive Committee.
   b. An account for every Department under the control of the Vice-President.
   c. An account for every Division under the control of the Associate Vice-President.
   d. An account for the Engineering Student Activities Fund, under control of the Associate Vice-President Sponsorship
   e. An account for the Office of the Chair of the Board of Directors under the control of the Chair.
   f. An account for the Office of Elections under the control of the Chief Returning Officer.
   g. An account for the Office of the President under the control of the President.
   h. An account for the Office of the Auditor under the control of the Vice-President Finance.
2. All monies in an account will be spent only upon approval of the person in control of the account.
3. All monies must be spent as budgeted.
4. The person who controls an account is allowed to spend up to $100 more on any budget line item under that account’s control.
5. The Executive Committee may approve expenditures that are up to $200 more on any budget line item.
6. All authorizations of disbursements will be co-signed by two members of the Executive Committee.
B.2.3: Accounting

Preamble:
In order to increase transparency of the Society, there should be a structured method of reporting financial transactions.

Policy:
1. The Vice-President Finance will produce a financial report in advance of every Board of Directors meeting.
2. The report will include, but will not be limited to:
   a. account balance
   b. previous account balance
   c. recent incomes
   d. recent expenditures
   e. current payables
   f. current receivables
   g. breakdowns of the finances of recent event
3. The report shall be distributed to the Board of Directors and the Auditor upon completion.
4. The report shall be made available to the membership of the society.
5. A report shall be presented at the winter general meeting of the society.

B.2.4: Distribution of Faculty Association Membership Fee

Relevant section of proposal to Students’ Council regarding FAMF:

Scope:
The Engineering Faculty Association Membership Fee is a $7.00 per term fee assigned to full-time students enrolled in the Faculty of Engineering.

Financial Oversight:
The Engineering Students’ Society will require financial statements from the recipients who are not the ESS or ESAF indicating the anticipated expenditures to be made with the allocated funds. The Faculty Association Membership Fee funds received from the Registrar will be held separately from the remainder of the ESS’ funds, under policies established by the Board of Directors and approved by a General Meeting.

   The ESS will also require annual reports indicating how funds received from the fee have been spent from each of the recipients (excluding the ESS and ESAF) by March 31 of each year, and compile a report to Students’ Council as required by Bylaw 8200. The ESS will fully comply with any other legislation adopted by Students’ Council with respect to financial oversight. The ESS will also open its books to Students’ Council or delegated bodies for inspection under reasonable terms of access with respect to the fee.

   The Board of Directors of the Engineering Students’ Society is delegated the authority to require from each of the recipients that they provide to the Board a satisfactory accounting of their spending of fee money, and may withhold allocated funds if such an accounting is not provided. A General Meeting may overturn, uphold, or vary the decision of the Board of Directors. The Audit Committee of the Students’ Union will be advised of actions taken by the Board of Directors and General Meetings.

Policy:
1. Any changes to the distribution of FAMF must be made at a General Meeting, and will be reflected in the subsequent allocation of funds.
2. The current distribution of FAMF is as follows:
   a. $1.00 to the Engineering discipline clubs
b. $1.00 to the Engineering Student Groups Fund

c. $1.00 to the Engineering Student Activities Fund

d. $1.50 to cover sending students to engineering conferences and competitions

e. $0.65 to cover the printing costs of the Engineers’ Handbook

f. $0.40 to cover the costs of engineering bandanas

g. $0.15 to cover the costs of printing the bridge

h. $0.25 to cover health and wellness services

i. $0.10 to the intramural sports fund

j. $0.15 to cover the costs of the Engineering Carnival

k. $0.50 to cover the costs of Geer Week

l. $0.30 to cover the costs of Spring Formal

3. Distribution of any funds allocated by a General Meeting to the Society for specific purposes will be immediately dispersed upon receipt of the funds from the Students’ Union.

4. Distribution of any funds allocated by a General Meeting to discipline clubs recognized by the ESS will be conducted as follows:

a. Upon receipt of the funds in the FAMF account, the Society will determine the allocations to the Clubs in adherence with the relevant policies, and submit such allocations to the Board of Directors for information.

b. Clubs must document how FAMF funds will be spent, and submit this information to the Society before receiving their allocation. The submission should contain:

i. detailed receipts for items spent in accordance with submitted proposals, if possible.

ii. a summary of how students have benefited from the FAMF funding.

c. Recipients who are not the Society that fail to submit the information outlined above, may have additional allocated funding withheld, at the discretion of the Board of Directors.

5. Members who have paid into FAMF will have the opportunity to have their contribution refunded, if they are philosophically opposed or otherwise unable to contribute to the fund.

a. The deadline for requesting a refund shall be determined by the Vice-President (Finance), but shall occur at least once per term.

b. The opportunity to refund a FAMF contribution, and the date of the deadline to request this refund, must be well advertised to members through several media formats at least two weeks before the deadline.

c. The Society will, upon verification of the members’ payment of the FAMF, refund this contribution by whatever means available no later than one month after the Society has received these funds.

(Amended—September 22, 2003, Board of Directors)
(Amended—October 14, 2003, Board of Directors)
(Amended—October 28, 2003, General Meeting)
(Amended—November 26, 2003, Board of Directors)
(Amended—March 17, 2004, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended—April 6, 2011, Board of Directors)

Article VII. B.3: The Election Code

B.3.1: The Office of Elections

Relevant Section of the Bylaws:
VI.1 The Board of Directors will appoint a Chief Returning Officer to organize and co-ordinate elections, plebiscites, and referenda. If one is not incumbent when an election, plebiscite, or referendum is required, the Chair of the Board will act as the Chief Returning Officer. Subject to a General Meeting’s overriding authority, the Board may set rules for elections, plebiscites, and referenda. The Chief Returning Officer is ineligible to run for office.

Preamble:
In a democratic organization such as the ESS, the Chief Returning Officer must be an individual of high character so that his decisions and the election will not be called into question. His portfolio must be well separated from those individuals that hold elected positions in the ESS and those individuals that are seeking election. The Chief Returning Officer will thus wield substantial individual authority.

Policy:
1. The Office of Elections will be composed of:
   a. one Chief Returning Officer serving a term of January 1 to April 30 of the school year in which they are appointed and charged with conducting all of the Society's elections for that period. The Chief Returning Officer will have full decision making power for the Office.
   b. two deputy returning officers serving a term of January 1 to April 30 of the year of the school year in which they are appointed and charged with assisting the Chief Returning Officer during that period.
   c. any additional officers appointed by the Chief Returning Officer.
2. The Chief Returning Officer must be a member of the Society.
3. The Chief Returning Officer will be given an honorarium of $150 at the end of their term. Each deputy returning officer will be given an honorarium of $75 at the end of their terms.
4. If a member of the Office should resign before the end of their term, no honorarium will be paid.
5. The Chief Returning Officers and deputy returning officers shall be selected by the Returning Officers Selection Committee.
6. If the Chief Returning Officer resigns before the end of his term, the Board of Directors will appoint one of the deputy returning officers to the position of Chief Returning Officer to serve the rest of the term as Chief Returning Officer. The new Chief Returning Officer shall receive a portion of the Chief Returning Officer honorarium to be determined by the Board of Directors, proportional to the work done by this officer.
7. Any vacancies for deputy returning officer will be filled by appointment of the Chief Returning Officer. Any new deputy returning officer shall receive a portion of the deputy returning officer honorarium proportional to the amount of time served in the position.
8. Should an election take place prior to the appointment of the Chief Returning Officer, the Chair of the Board of Directors will act as Chief Returning Officer.
9. No member of the elections staff may be a candidate for any position within the Society during their term. The Chief Returning Officer may not hold an elected position in the Society in the current school year.
10. Any Office member may be removed by the Board of Directors.
11. The Office of Elections shall report to the Board of Directors and shall submit a report to the Board within two weeks of any election.
12. All officers in the Office shall be considered to be officers of the Board of Directors.

B.3.2: Selection of Returning Officers

Policy:
1. The Returning Officers will be selected by the Selections Committee, as laid out in policy B.1.4.

(Amended – February 2nd, 2016 – Board of Directors)
B.3.3: Nominations and elections

Relevant Sections of the Bylaws:

VI.2 Every member of the Society will have the same voting power in an election, plebiscite, or referendum. Honorary members do not have votes.

VI.3 All Officers and Directors of the Society hold office for a term of up to one year, starting not earlier than 1 May, and ending on 30 April the following year. If an Officer or Director of the Society is no longer enrolled in a course of study in the Faculty of Engineering, otherwise fails to qualify as a member of the Society, or is otherwise incapable of holding the office, the position will be declared vacant by the Board of Directors as soon as practicable. The Board of Directors may, by two-thirds (2/3) super-majority vote, remove an Officer or Director of the Society from office for serious neglect, ineptitude, or other offences.

VI.5 The Board of Directors may fill vacancies in the Executive Committee by two-thirds (2/3) super-majority, and in any other office of the Society by simple majority. Alternatively, the Board of Directors may opt to hold an election for any vacancies in the Executive Committee.

Policy:

1. The Office of Elections will announce the dates of any election two months before the close of voting for that election. The election of the Executive Committee should be scheduled for between January 15 and March 31 of the year. The Office of Elections may call a by-election at any time it deems suitable to fill any elected position.

2. The Chief Returning Officer, with the approval of the Board of Directors, may hold its elections concurrently to the elections of the Students’ Union and use the Students’ Union election infrastructure for this purpose.

3. Three weeks before the close of voting for an election of the Executive Committee, the Office of Elections will make nomination packages available and will advertise their availability. These packages will include
   a. copies of all relevant legislation,
   b. nomination papers soliciting the name, contact information, and student identification number of the proposed nominee; the position the nominee wishes to contest; and the names, years, signatures, and student identification numbers of at least fifteen (15) members as nominators;
   c. contact information for the Office of Elections;
   d. the time, date, and location for a candidates meeting.

4. Valid nomination papers must include
   a. the names, faculties, years, signatures, and student identification numbers of at least fifteen (15) members identifying themselves as nominators;
   b. a signed acceptance of the nomination by the proposed nominee;
   c. a twenty dollar ($20.00) deposit payable to the Engineering Students’ Society;
   d. a statement identifying the name under which the nominee wishes to appear on the ballot.

5. All candidates for an election must be full members of the Society.

6. No member may be a candidate for more than one position of the Executive Committee, unless that member is running for President and only one other position. No member may represent more than one side in a referendum or plebiscite.

7. Where a member nominates more than one candidate for a single position, all their nominations will be considered null and void.

8. Invalid nomination papers will not be accepted by the Office of Elections. The Office of Elections will evaluate all nomination papers within 48 hours and notify candidates that their nomination has been accepted.

9. Where no nominations for a given position have been received by the nomination deadline, the Office of Elections shall extend nominations for that position by up to 48 hours.

10. For any referendum or plebiscite initiated by petition, a twenty ($20.00) deposit payable to the Engineering Students’ Society will be required to represent a side in that referendum of plebiscite.
11. Candidates wishing to run as a slate must notify the Office of Elections in writing of their desire within twenty-four (24) hours of the nomination deadline. This notification shall include a slate name, which may not be the same as or a reasonable derivation of the name of any registered federal or provincial political party. The slate name will appear next to the names of the members of the slate on the ballot. A slate may consist of candidates contesting multiple positions, of candidates wishing to serve complimentary portions of a term for a single position, or any combination therein.

12. Any candidate who wishes to appear on the ballot under a name that is not similar to that candidate’s legal name will be deemed a “Joke Candidate.”

13. Where two (2) or more candidates have asked to appear on the ballot under names that are either identical or so similar as to be effectively indistinguishable, the Office of Elections shall determine and announce under what names each of the two (2) or more candidates shall appear on the ballot.

14. All candidates can change the name they wish to appear on the ballot before the opening of campaigning. Where a candidate who has been designated a joke candidate submits a new name to appear on the ballot, and where the new name is, at the discretion of the Office of Elections, a reasonable derivative of that candidate’s legal name, that candidate’s designation as a joke candidate shall be reversed.

15. Where two (2) or more slates of candidates submit names that are either identical or so similar as to be effectively indistinguishable, Office of Elections shall determine of announce within forty-eight (48) hours of the nomination deadline what name each of the two (2) or more slates shall use.

16. The Office of Elections shall hold a candidates meeting following the nomination deadline. Every candidate or a delegate of the candidate shall attend the candidates meeting in its entirety. Failure to do so will result in disqualification. The Chief Returning Officer is permitted to make exceptions.

17. For a referendum of plebiscite, the Office of Elections shall hold a meeting with all sides wishing to run a campaign.

18. At the candidates meeting or the meeting for a referendum or plebiscite campaign, the Office of Elections shall review all relevant rules and legislation, announce the time and date of any election forums scheduled, conduct a random draw to determine the order of appearance of candidates’ names on the ballot; determine and announce which candidates are Joke Candidates, and announce any rules that the Office of Elections is creating.

19. Campaigning will begin at a time specified by the Office of Elections, no later than 72 hours after the nomination deadline. No campaign shall, between the nomination deadline and the commencement of campaign activities, perform any campaign activity.

20. No campaign shall use any resources not allotted to that campaign. Resources include posters, banners, and budgets.

21. Any member shall be free to act as a volunteer for multiple campaigns or endorse multiple campaigns.

22. All campaign materials shall be approved in form, content, and cost by the Office of Elections before they may be used in campaign activities. Candidates and slates wishing to have campaign materials approved shall provide the Office of Elections with:
   a. a written estimate of the cost of the proposed campaign material, including the source of that cost; and
   b. the complete contents of the proposed campaign material, including text, images, and layout.

23. The Office of Elections shall provide in confidence a written approval or refusal of campaign materials within twelve (12) working hours of receiving a request.

24. The Office of Elections shall not approve campaign materials that:
   a. have more than a nominal value when distributed;
   b. cannot be removed at the end of the campaign;
   c. are likely to permanently damage or alter property;
   d. are libelous, slanderous, racist, sexist, homophobic, or otherwise defamatory;
   e. violate any federal or provincial statute or regulation.
25. No campaign or volunteer shall damage or destroy any other campaign’s campaign materials.

26. All campaign materials must be purchased at official list price costs from the supplier.

27. No candidate for the positions of President or Vice-President shall accrue more than fifteen dollars ($15.00) in campaign expenses, all of which shall be paid by the Society. Where the candidate does not submit for the ballot a name that is a reasonable derivative of their legal name, that candidate will be deemed a “joke candidate” and will accrue no more than six dollars ($6.00) in campaign expenses, all of which shall be paid by the Society.

28. No side in a referendum or plebiscite shall accrue more than seventy-five dollars ($75.00) in campaign expenses, all of which shall be paid by the Society.

29. The expense limits for a slate shall be allotted to the candidates in that slate such that each candidate shall have the same expense limit he/she were to have had if the candidate had run as an independent. If candidates are running to complimentarily share a term for a position, they will be provided with a joint expense limit equivalent to the expense limit for a single candidate competing for that position.

30. Each candidate and slate shall keep an up to date and accurate account of all campaign expenses it incurs, and shall be responsible to the Office of Elections for all such campaign expenses.

31. Any service of product purchased will be charged to the candidate at fair market value. General labour and any expertise had by a significant portion of the population shall be considered to have a fair market value of zero. The Office of Elections shall determine the fair market value of a product of service.

32. The Office of Elections shall review all campaign expense records, and shall post summaries of the same no later than twelve (12) hours after the end of voting.

33. Where the Office of Elections determines that a campaign has exceeded or falsified its campaign expense limit, that campaign shall be disqualified, and notice of this shall be posted with the campaign expense records, and communicated directly to the campaign in question.

34. For elections of the Executive Committee or for a referendum or plebiscite, each member shall be entitled to cast one ballot, except the Chief Returning Officer who is entitled to cast a ballot only in a tie.

35. Where a member is found to have cast more than one ballot in any election, all of that member’s ballots shall be considered spoiled.

36. For elections of the Executive Committee, ballots shall list each candidate running for each position, followed by, in each position, the voting selection "None of the Above." For referenda or plebiscites, ballots shall list all options for the question followed by, in each option, the voting selection.

37. Balloting shall be conducted by preferential balloting, in which each voter shall rank their choices for each position or option using natural numbers with one (1) representing the first choice, and increasing numbers representing less desirable choices.

38. The Board of Directors will allow other groups to hold their elections concurrently with that of the Society, using the infrastructure of the Society’s elections. The Board will determine a fee for this service and will require that the group’s ballot be separate from that of the Society’s election ballot.

39. Ballots shall be tallied by instant runoff. A candidate shall require a majority of voters to indicate him/her as their first choice in order to be elected. A referendum or plebiscite option shall require a majority of voters to indicate it as their first choice in order to win.

40. Voters shall be entitled to mark as few as zero candidates for any given position or as many as all of them. Voters shall be entitled to mark as few as zero options for any given referendum or plebiscite, or as many as all of them.

41. A section of a voter’s ballot shall be considered spoiled where the intent of the voter cannot be reasonably derived.

42. Where “None of the Above” is declared the victor, the Office of Elections shall call a new election for that position.
43. Voting shall be conducted at times determined and advertised by the Office of Elections. Voting may be electronic or in person and may be conducted at any time during the campaign period.

44. The Office of Elections shall conduct balloting by any means that provides precise, accurate, and confidential results, and may use multiple methods in any combination.

45. Each candidate is permitted to have one (1) agent, designated in writing by the candidate, acting as scrutinizer and being present at the counting of ballots.

46. Scrutinizers shall not be permitted to leave the count room or contact any individual not in the count room.

47. The Office of Elections shall publish the results of the election within 24 hours of all appeals being resolved and voting having ceased. The results of the election shall also be reported to the Board of Directors and the President.

48. A request for a recount shall be granted by the Office of Elections where:
   a. the request is in writing and signed by a member of the constituency in question;
   b. the request is submitted to the Office of Elections within forty-eight (48) hours of the posting of election results pursuant; and
   c. the difference between the first place votes of the victor and the second place candidate or option on the final count is less than one half (1/2) of one percent (1%) of the total votes cast for that position.

49. The Office of Elections may initiate a recount independently for any reason.

50. The Office of Elections shall post the results of any recount within forty-eight (48) hours of the recount being completed.

51. The Society shall refund a candidate’s or referendum’s/plebiscite’s campaign deposit unless he/she withdraws without a reason acceptable to the CRÓ or the Executive Committee.

52. If a joke candidate is elected to any position, the Office of Elections shall:
   a. ask the Board of Directors to choose the highest ranking non-joke candidate, or
   b. call a new election for that position. The commencement of campaigning for the new election will occur a minimum of seven (7) days prior to the commencement of voting.

53. The nomination deadline for the new election shall occur a minimum of thirteen (13) days prior to the commencement of voting.

54. The Office of Elections is empowered to investigate and rule upon every contravention of this policy or any bylaw, policy rule, or regulation related to elections.

55. The Office of Elections shall prepare and provide a complaint form which requires complainants to indicate:
   a. their names and student identification numbers;
   b. the specific bylaw or policy, and section, rule, or regulation that has allegedly been contravened;
   c. the specific individual or group that is alleged to be in contravention;
   d. the specific facts which constitute the alleged contravention; and
   e. the evidence for these facts.

56. The original complaint must be provided to the Office of Elections.

57. Copies of the complaint form, with the complainant’s student identification number blacked out, must be provided to each respondent.

58. The Office of Elections shall be required to rule on any complaint that was received within twelve (12) working hours of the alleged contravention.

59. Where a complaint is received and is found to be complete, the Chief Returning Officer shall rule on the complaint within twelve (12) working hours of receiving the complaint.

60. The Office of Elections shall post all of its rulings, including:
   a. a summary of the complaint;
   b. a list of parties to the complaint;
   c. where the Office of Elections and the Chief Returning Officer fail to possess jurisdiction, a summary of the reasons for this finding;
   d. a listing of all bylaws, policies, rules, and regulations that apply;
   e. a finding regarding the facts;
   f. a ruling regarding the alleged contravention;
g. the penalty assigned, if any;

h. the time the ruling was posted; and

i. the time limit for appeal.

61. Where a campaign has contravened a bylaw, rule, or regulation, regardless of the cause or the intent of the parties involved, and that contravention has provided an unfair advantage to a candidate, the Office of Elections shall assign a penalty that:
   a. fully counter-balances any advantage gained; and
   b. penalizes the campaign who was guilty of the contravention.

62. Penalties available to the Office of Elections include:
   a. a fine, to be counted against the campaign's campaign expenses;
   b. the confiscation or destruction of campaign materials;
   c. limits, restrictions, and prohibitions on any type of campaign activities for any period of time up to the commencement of voting; and
   d. disqualification.

63. A campaign shall be disqualified where it is guilty of a contravention that:
   a. Cannot be counter-balanced by a lesser penalty;
   b. is malicious or substantially prejudicial to another campaign;
   c. involved tampering with ballots, voting procedures, or counting procedures; or
   d. casts the validity of the entire election into question.

64. Any member is entitled to appeal a ruling of the Office of Elections to the Board of Directors.

65. No appeal shall be considered by the Board of Directors unless it is received within twelve (12) working hours of the Office of Elections' ruling being posted.

66. The ruling on all appeals must be published by the Court in an engineering newsletter.

67. The results of the Election will be made official upon acceptance of the results by the Board of Directors.

**B.3.4: Referenda and Plebiscites**

*Policy:*

1. The Board of Directors may initiate a referendum or plebiscite on any issue.
2. Referenda and plebiscites are identical in the context of the Society.
3. No referendum or plebiscite will be binding on the Board of Directors or the Society.
4. A petition signed by 5% of the membership requesting a referendum on an issue will bind the Board of Directors to call such a referendum.
5. The Office of Elections will draft the question if no question is provided by the Board of Directors.

(Adopted—March 24, 2003, Board of Directors)
(Amended—August 30, 2003, Board or Directors)
(Amended—January 26, 2004, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended—April 11, 2012, Board of Directors)

**Article VIII. B.4: General Meetings of the Society**

*Relevant Section of the Bylaws:*

II.1. The society will hold at least two General Meetings each year at the University of Alberta, one each in the Fall and Winter terms. The Board of Directors may convene additional General Meetings of the society, at any time.

II.2. The Board of Directors will determine the time, place, and business of a General Meeting by resolution no less than fourteen days prior, and notice of the time, place, and business of the meeting must be given to the members of the society no less than seven days prior to the meeting, by posting the notice of meeting in prominent locations.
II.7. The Board of Directors will convene an extraordinary General Meeting upon the receipt of a petition bearing the names and signatures of no less than 2% of the current enrolment in the Faculty of Engineering.

Policy:
1. General Meetings will be scheduled for the fall and winter terms by the Board of Directors before July 31 of each school year.
2. General Meetings will be scheduled to take place in buildings frequented by large numbers of engineering students.
3. The General Meetings will be chaired by the President or their designate.

(Adopted—March 24, 2003, Board of Directors)
(Amended—November 12, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended—April 1, 2012, Board of Directors)

Article IX. B.5: Membership of the Society

Relevant Sections of the Bylaws:
1.2. Every undergraduate student of the Faculty of Engineering of the University of Alberta is a member of the society.
1.3. The Board of Directors may appoint honorary members of the society in recognition of outstanding services rendered to the society. Every graduate student, faculty member, or graduate of the Faculty of Engineering of the University of Alberta is an honorary member of the society.

Policy:
1. Members of the Society
   a. during the months of January through April and September through December are those students registered in the Faculty of Engineering,
   b. during the months of May through August are those students who were registered as students in April or who are registered as students during the months of May through August.
2. The Board of Directors may levy fees on members of the Society.

(Adopted—March 24, 2003, Board of Directors)
(Amended—November 12, 2003, Board of Directors)

Article X. B.6: Records of the Society

B.6.1: Archives

Relevant Section of the Bylaws:
VII.4 The Board of Directors will see that all books and records required by the bylaws of the Society or by any applicable law or statute are regularly and properly kept at such a place in Alberta as determined from time to time by the Board, and are at all times open to inspection by the Directors, including:
   a) copy of the objects and bylaws of the Society and any special resolutions altering or adding thereto;
   b) copies or originals of all documents, registers, and resolutions as required by law;
   c) minutes of the proceedings of all meetings of the Society and of the Board of Directors;
   d) all sums of money received and expended by the Society, and the matters in respect of which the receipt and expenditure takes place; all revenues and purchases by the Society; all assets and liabilities of the Society; all transactions affecting the financial position of the Society.

Preamble:
As a source of historical knowledge and as a reference to understand context, archives are an invaluable part of an organization.
Policy:
1. The Society will maintain an archive where copies of the Society’s Bylaws, Policy Manuals, reports, agendas and minutes of meetings, financial statements, newsletters, published materials, and all other documents used by the Society or reflective of the Society’s operations will be stored.
2. Before the end of the academic year, the Society will submit to the archives of the University of Alberta, a compilation of all new publicly-accessible materials in the Society Archives.
3. The archives of the Society will be open to inspection by members excepting those documents deemed confidential by the Board of Directors or the Executive Committee.

B.6.2: The Bylaws

Relevant Section of the Bylaws:
VII.5 The Board of Directors will see that all books and records required by the bylaws of the Society or by any applicable law or statute are regularly and properly kept at such a place in Alberta as determined from time to time by the Board, and are at all times open to inspection by the Directors, including:
   a) a copy of the objects and bylaws of the Society and any special resolutions altering or adding thereto;
   
VII.6. The master copy of these Bylaws is to be printed and labelled as such, initialed and dated on each page by the President and the Chair, or in their absence by any two Directors of the Society, and stored at a place determined by resolution of the Board of Directors.
IX.1 These Bylaws may be amended only by special resolution of a General Meeting competent to amend the Bylaws, pursuant to the Societies Act.

Preamble:
As the document that the Society is based upon, the Bylaws must be carefully stored for reference.

Policy:
1. The master copy of the bylaws will be stored with the Student Liaison in the Faculty of Engineering.
2. A copy of the Bylaws will be stored
   a. by the Chair of the Board of Directors, and
   b. by the President of the Society.
3. The Bylaws will also be stored electronically in the Society’s electronic storage.
4. The Bylaws will be available in the public domain.
5. Upon an amendment to the Bylaws, all outdated copies of the Bylaws must be destroyed except for copies to be archived.


Preamble:
As the document that the Society’s normal operations depend on, the Policy Manuals must be carefully stored for reference.

Policy:
1. The Policy Manuals will be stored
   a. in the archives of the Society,
   b. in the possession of the student liaison of the Faculty of Engineering, and
   c. in the possession of the Chairman of the Board of Directors.
2. The copy held by the student liaison in the Faculty of Engineering will be considered the master copy of the Policy Manuals and will be labeled as such. It shall be initialed and dated on each page by the President and the Chair.
3. The Chair of the Board of Directors will update the master copy of the Policy Manuals as required.
4. Prior to May 1 of each year, the Chair of the Board will ensure that the Faculty of Engineering and the archives of the Society have a current copy of the Policy Manuals.
5. The Policy Manual will also be stored electronically in the Society’s electronic storage.
6. The Policy Manual will be available in the public domain.

(Adopted—March 24, 2003, Board of Directors)
(Amended—November 12, 2003, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)

Article XI.

B.7: Representation on Campus Bodies

B.7.1: Engineering Faculty Council

Relevant Section of the General Faculties Council Policy Manual:

55.5 COMPOSITIONS OF THE FACULTY COUNCILS

55.5.5 Council of the Faculty of Engineering

Three undergraduate students from the Faculty of Engineering, as selected by the Engineering Students’ Society using whatever method the Society deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Engineering Students’ Society to the Faculty Office, and the Students’ Union. If the Society is unable to fill the required number of undergraduate students by September 30 of each year, then the Students’ Union will be responsible for the selection of the undergraduate representatives.

Preamble:

Engineering Faculty Council is the governing body of the Faculty of Engineering. In order to ensure effective representation on this body, the ESS will have an open application process to select representatives on it.

Policy:

1. The Executive Committee will nominate the President, the Vice-President (Student Services) and the Associate Vice-President (Academic Affairs) to sit on the Engineering Faculty Council.
2. The Executive Committee will appoint members of the Executive to sit on Engineering Faculty Council sub-committees including the Academic Planning Committee and the Admissions, Promotions, and Timetabling Committee.

B.7.2: Council of Faculty Associations

Preamble:

The purpose of the Council of Faculty Associations (CoFA) is to facilitate discussion between the various faculty associations at the University of Alberta.

Policy:

1. The President and the Vice-President (Student Services, Finance, and Student Life) shall represent the Society at CoFA. Additional members may attend as the need is required.

B.7.3: APEGA Student Liaison Committee

Preamble:

The APEGA Student Liaison Committee (SLC) brings together representatives of APEGA, and students at the University of Alberta in relevant undergraduate or graduate programs to coordinate activities related to National Engineering & Geosciences Month and professional events.

Policy:

1. The President and the Vice-President (External Relations) will apply to hold positions on the Student Liaison Committee
2. Other students will be welcome and encouraged to attend or apply.

(Amended – February 2nd, 2016 – Board of Directors)
B.7.4: Undergraduate Student/Staff Council

Preamble:
The Undergraduate Student/Staff Council (USSC) allows students to bring complaints to the Office of the Dean.

Policy:
1. The Vice-President (Student Services) will attend the Undergraduate Student/Staff Council.
   a. The Associate Vice-President (Academic Affairs) may also attend in the place of the Vice-President (Student Services).

(Adopted—March 24, 2003, Board of Directors)
(Amended—November 12, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
POLICY MANUAL C: The Operations of the Engineering Students’ Society

This Policy Manual describes the operations of the Engineering Students’ Society undertakes. It is intended to be somewhat fluid over time. The Board of Directors will be responsible for all changes to this Manual.

(Adopted—March 24, 2003, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended - January 2008, Board of Directors)
(Amended – October 6, 2010, Board of Directors)
(Amended – April 11, 2012, Board of Directors)
(Amended – April 20, 2015 – Board of Directors)
Article XII. C.1: Administration of Information Technologies

Preamble:
The ESS will operate information technologies to aid its operations and to provide services to its members and the Clubs.

Policy:
1. The Department of Communications is responsible for the information technologies of the Society. Specifically, the Department will:
   a. ensure the secure operation of ESS information technology assets;
   b. ensure the Society’s information technology services, including web and electronic mail service, are available;
   c. train and recruit [an] officer[s] to operate the services ensuring that successors to officers are trained as needed.

   (Amended – February 1, 2017, Board of Directors)

C.1.1: Website

Preamble:
The ESS website helps to communicate with students, industry, and the general public.

Policy:
1. The Department of Communications will maintain the Society's website.
2. The website will contain information relevant to its members and be updated often by the AVP IT and Website Coordinator

   (Amended – February 1, 2017, Board of Directors)

C.1.2: GeerWiki

Preamble:
GeerWiki, or the Wiki, is an online, digital method of documentation and record keeping for the Society.

Policy:
1. The Society will regularly update the contents of the Wiki.
2. The Department of Internal Affairs will maintain the integrity and quality of the posted information.

   (Amended – February 1, 2017, Board of Directors)

C.1.3: Server Hosting

Preamble:
The ESS owns a server on which its online services are hosted. Opportunities arise where other groups may need their online services hosted as well.

Policy:
1. The Society will attempt to facilitate the information technology needs of other student groups.
2. The Society may charge a minimal fee to the groups for this service.
3. The Society will consult with the necessary groups before implementing this service, including
   a. the Department of Electrical & Computer Engineering
   b. Academic Information and Communication Technology
4. The Department of Internal Affairs will ensure the proper operation and implementation of any hosting services.
Article XIII. C.2: Funding Bodies and Sponsorship

C.2.1: Funding Bodies

Preamble:
Funding bodies are a merit-based way of distributing money.

Policy:
1. The Division of Sponsorship will fundraise for the following funding bodies:
   a. the Engineering Students’ Activities Fund
2. The Division of EUEF will operate the following funding bodies:
   a. The Engineering Undergraduate Equipment Fund in association with the Faculty of Engineering.
3. The Department of Finance and Operations, and the Undergraduate Funding Committee will operate the following funding bodies:
   a. the Engineering Student Groups Fund, and
   b. the Engineering Students’ Activities Fund
   c. the Intramural Sports Fund

C.2.2: The Engineering Students’ Activities Fund

Preamble:
The Engineering Students’ Activities Fund (ESAF) is purposed to help engineering students attend seminars, conferences or sessions related to their engineering education.

Policy:
1. Funds from ESAF shall be kept in a separate bank account from that of the Society.
2. The Vice-President (External), Vice-President (Finance and Operations) and the President of the Society shall have signing authority. All transactions require two of the aforementioned as signers.
3. All contributions directed towards ESAF will be deposited into the ESAF account and its allocation will be determined by the Undergraduate Funding Committee.
4. Surplus monies will go to the following year’s gross amount.
5. ESAF proposals must be made by a full time undergraduate engineering student. Each student may only access the fund once per academic year. If a submission is rejected, a second proposal (for the same or a different activity), may be put forward.
   a. No more than 2 students may be fully funded for an individual event, unless strong evidence is given as to why further students should attend. If more than two (2) students apply, successful applications will be decided in the following manner:
      i. on a first-come first-serve basis of qualified applications
      ii. by splitting the maximum funds of two (2) students between multiple applicants.
         The manner in which the funds are split is at the discretion of the committee.
   b. More than 2 students may attend in the case of team competitions.
   c. Engineering student group students must apply on an individual basis. Engineering student groups applying for ESAF risk being ineligible for ESGF funding as stated in policy C.2.4.1.b.
6. Written proposals must be submitted by 11:59PM MST of the fifteenth of each month in which the committee meets.
   a. The proposal must be submitted before the activity takes place. Activities which take place between the submission date and prior to the decision of the committee are valid for consideration.
Applications must be sent to the Vice-President Finance and Operations at vp.finance@ess.ualberta.ca

7. The following expenses are approved for reimbursement up to $400:
   a. 100% of delegate fees
      i. If accommodation is included in the delegate fee, it will still be covered 100%
   b. Travel expenses up to 50%
   c. Accommodation up to 50%

8. ESAF application procedure is as follows:
   a. Download and complete the digital ESAF Application. Any application package deemed incomplete will be automatically rejected.
   b. Submit the application package by 11:59PM MST of the fifteenth of each month when the Undergraduate Funding Committee meets in accordance with policy C.2.2.6.a
   c. Optionally, attend the relevant Undergraduate Funding Committee meeting to present and speak to the ESAF application

9. The UFC shall review the proposals as follows:
   a. Each committee member shall receive and review a copy of the proposals.
   b. The proposals will be evaluated according to (but not necessarily in the order of):
      i. Student impact
      ii. Economic sensibility
      iii. Willingness to share the knowledge learned during the activity with students
      iv. Other criteria at the discretion of the BOD

10. Awarded ESAF monies will not be distributed until after the activity has taken place. The following criteria must be met within 28 days of completion of the activity, inclusive of activities which occur over the summer:
    a. Completion of the ESAF post-conference form included in the application package
    b. A blog post for the ESAF Blog
       i. Can include text, images, video links, or other media at the discretion of the AVP Publications.
    c. Completion of the other ways in which the recipient plans to share their ESAF experience as outlined in their proposal.
       i. If these actions fall outside the above stated 28 days, reasonable action to complete them (scheduling, greater activity detail) should be provided in lieu.
    d. Monies will only be reimbursed to the applicant whose name appears on the application form

(Amended – February 2nd, 2016 – Board of Directors)

C.2.3: The Engineering Undergraduate Equipment Fund

Preamble:
Undergraduate engineering students pay into the Engineering Undergraduate Equipment Fund (EUEF), which purchases lab equipment for engineering labs. The guidelines for EUEF are set out in their own bylaws.

Policy:
1. The EUEF Fund will be administered by the Academic Committee as laid out in policy section B.1.7
2. The Society shall comply with the EUEF Bylaws.
3. The Society will work to integrate the EUEF Bylaws into the Policy Manual.

(Amended – February 2nd, 2016 – Board of Directors)
C.2.4: The Engineering Student Groups Fund

Preamble:
Non-discipline club engineering student groups contribute to student life in the Faculty of Engineering and are worthy of financial support through the Faculty Association Membership Fee. Accordingly, the Engineering Student Groups Fund provides financial support to assist these groups.

Policy:
1. Qualifications to receive grant:
   a. The student group must be registered with the Students’ Union and be affiliated with the Engineering Students’ Society.
   b. The student group must not receive funds via the Engineering Students’ Activities Fund Committee.
2. All grants will be judged on the merit of the project, including the following criteria:
   a. how the funds will contribute to the success of the student group’s event or function;
   b. how the student group, the University campus, engineering students, and the Engineering Students’ Society will benefit from the event;
   c. how the money will improve the operations of the student group; and
   d. financial need.
3. Applicant organizations are required to provide:
   a. a complete annual budget for the current year
   b. contact information for a representative of the student group;
   c. a detailed budget for the specific request, including description and receipts (if applicable), and
   d. a description of current fundraising activities including details of all funding currently received with respect to the request. All donations including labour and/or parts must be included in revenue.
4. Written notice of a grant request must be received by the Vice-President (Finance and Operations) at least two (2) days prior to the Undergraduate Funding Committee meeting at which the request is to be considered.
5. If the organization is a subsidiary, an affiliate of, or maintains a membership of a larger organization, any funds received from said organization must be reported. As well, any sum paid to said organization must be reported.
6. Documentation of revenues and expenses must be submitted within ninety (90) days of holding or attending an event, or at the time of the granting if it is for a past event. Failure to do so will result in a grant being converted into a loan which will is immediately repayable to the Engineering Students’ Society.
7. A member of the Undergraduate Funding Committee that is a member of a group which has submitted a proposal or who has a conflict of interest concerning a proposal shall, at the meeting where that group’s proposal is being considered, inform the Committee of that fact.
8. The committee shall evaluate and approve proposals as follows:
   a. The committee shall determine which proposals are considered acceptable for voting; and if the sum of grants deemed acceptable for voting does not exceed the total available for granting, then the grants shall be awarded.
   b. In the event that the sum of grants deemed acceptable for voting exceeds the sum available for granting the following procedures will be followed:
      i. Each committee member shall rank each proposal (1. being the first choice, 2. being the second choice, etc.) until all proposals have been ranked; and
      ii. After each committee member has ranked their choices, points shall be totaled and funds shall be awarded starting from the least total points and continuing until either the funds available for the current granting session are exhausted or no further proposals require funding.
9. Policy surrounding the meetings and composition of the Undergraduate Funding Committee are laid out in section B.1.3

(Adopted—March 24, 2003, Board of Directors)
C.2.5: Intramural Funding

_Preamble:_
Undergraduate engineering students wishing to participate in intramural sports can apply to this fund to help cover the cost.

_Policy:_
1. This fund will reimburse up to 50% of the cost of an intramural sport per student. It is awarded on an individual basis and each student qualifies for a maximum of $20 per semester. Funds are not guaranteed and are dependent on the ESS budget.
2. Application procedure
   a. Create an account on imleagues.com. Payment and registration must be completed before applying as this fund reimburses only.
   b. Download the Intramural Funding Request Application form and complete it.
   c. Return the completed form to the Vice-President Finance and Operations of the ESS at vp.finance@ess.ualberta.ca.
3. Applications will be evaluated by the Undergraduate Funding Committee. Policy surrounding the meetings and composition of the Undergraduate Funding Committee are laid out in section B.1.3

C.2.6: Sponsorship Activities

_Preamble:_
Through events such as the Engineering Career Fair, and advertising in The Bridge and the Engineers’ Handbook, the Engineering Students’ Society receives funds from various companies that are interested in creating and maintaining connections with our members. It is to the Society’s best interest to maintain long-term relationships with sponsors.

_Policy:_
1. The Department of External Relations, particularly the Division of Sponsorship, will liaise with external resources to attempt to raise capital for the Society and its granting funds.
   a. The Department will work to create lasting relationships with external resources
2. The Executive Committee may decide whether or not to accept funds from any organization.
3. The Board of Directors may choose to overrule any Executive Committee’s decision.
4. Any funds donated to the Society through the Engineering Sponsorship Program shall be allocated to the Engineering Students’ Activities Fund
5. The Division of Sponsorship will create an annual sponsorship package to be distributed to industry contacts.
   a. The sponsorship package will be created in conjunction with the Sponsorship Committee as per policy B.1.5.6.
   b. The sponsorship package will include different levels of sponsorship and various ways to involve sponsors in the events and activities they choose to sponsor
   c. The package will include but is not limited to the following events:
      i. UAEC
      ii. Spring Formal
      iii. NEGM
Article XIV.  C.3: Visual Identity of the Society

C.3.1: Visual Identity of the Society

Preamble:
All major organizations have a visual identity that is part of the public persona of the organization. Consistency in the identity allows the organization to be easily recognizable and develops pride in the members of the organization.

Policy:
1. The Division of Outreach will maintain a set of visual identity guidelines for the Society.
2. The guidelines will include, but not be limited to, guidelines on use of the Society logo, colours, and name.

(Adopted—April 28, 2006, Board of Directors)
(Adopted – April 20, 2015, Board of Directors)

C.3.2: The Logo

Preamble:
The logo is a strong symbol of identity for the Engineering Students' Society and has symbol of it’s identity since as early as 1969.

Policy:
1. The official colour of the logo is ‘Pantone #280 (dark blue)’.
2. The official font of the logo is ‘News 706’.
3. The words “Engineering Students’ Society” should accompany the logo whenever the logo is being used to identify the Society.

(Adopted—April 28, 2006, Board of Directors)

Article XV.  C.4: Conferences and Competitions

C.4.1: Organizing Conference and Competition Delegations

Preamble:
Throughout the year, there are several conferences at which engineering students can gain skill to make themselves better engineers. As well, some conferences are geared specifically to executives of engineering student societies.

Policy:
1. For any conference that will include an official meeting of engineering student society executives, the Department of External Relations will send a delegate to represent the Society in an official capacity.
   a. When sending a delegate to represent the society in a voting capacity, 100% of the cost will be covered for this delegate to attend the conference.
2. For any conference or competition at which delegates will gain skills valuable to engineers or at which University of Alberta engineering students will compete in competition with significant engineering content, the Department of External Relations may organize a delegation for the University of Alberta through the Selections Committee.
   a. The Society may subsidize delegates to such a conference or competition.
      i. Subsidy can include a portion of flights and delegate fees
      ii. Subsidy will not include baggage fees, flight change fees, taxi or other ground transportation or any other such fees except in the case of policy 1.a.
b. A member of the delegation will be appointed as head delegate by the Department. The head delegate will be given authority as the Society representative at the conference or competition.
   i. A non-competing head delegate may be sent to the Western Engineering Competition to represent the Society in an official capacity.

3. Delegates are representatives of the Society when attending conferences and/or competitions. They are expected to:
   a. Respect and conduct themselves with the rule of law.
   b. Respect and conduct themselves in accordance with the University Of Alberta Code Of Student Conduct.
   c. Respect and conduct themselves in a fashion becoming of the APEGA Code of Ethics.
   d. Attend all daytime sessions.

4. For any conference or competition at which delegates will gain no significant skills valuable to engineers, the Department of Student Life may organize a delegation for the University of Alberta.
   a. The Society can decide not to subsidize delegates to such a conference or competition. 

C.4.2: The CFES Congress Delegation

Preamble:
The Canadian Federation of Engineering Students organizes a congress of engineering students each year to which every engineering student society in Canada is invited to send a delegation. At this meeting, seminars and workshops are held to improve the Federation and to train student leaders. CFES Congress is extremely valuable to the ESS.

Policy:
1. The Department of External Relations will organize a delegation to the Canadian Federation of Engineering Students Congress each year through the Selections Committee.
2. Delegates are representatives of the Society when attending CFES Congress. They are expected to:
   a. Respect and conduct themselves with the rule of law.
   b. Respect and conduct themselves in accordance with the University Of Alberta Code Of Student Conduct.
   c. Respect and conduct themselves in a fashion becoming of the APEGA Code of Ethics.
   d. Attend all daytime sessions.
   e. Read the Congress report from the previous year before attending the conference
   f. Submit a report of all daytime sessions they attended
   g. Help create a final report that will be submitted to the BOD

3. Delegates will be asked to submit a deposit of $200 in acknowledgment of the expectations of section C.4.2.2. Deposits will be returned to the delegates after CFES Congress to those who have complied with section C.4.2.2.

4. Delegates found to be acting in manner not compliant with section C.4.2.2 will be given formal reprimand by the Board and not have their deposit returned. The Society will use the deposit to subsidize attendance at future CFES Congresses or other conferences or competitions.

C.4.3: Bidding to Host a Conference or Competition

Policy:
1. The Society will subsidize a bidding group to travel to the relevant conference or competition where the bid will be made, if the Board of Directors believes that
   a. hosting the conference will be to the benefit of engineering students as a whole, and
   b. the bidding group is making a bid with a reasonable chance of winning.
2. The Executive Committee will make a bid to host a conference when
   a. hosting the conference will be to the benefit of engineering students,
   b. the Board of Directors feels that the Society can make a bid with a reasonable chance of
      winning, and
   c. the Board of Directors does not feel that organizing the conference will be a major
      impediment to the normal operations of the Society.

C.4.4: Hosting a Conference or Competition

Policy:
1. The Society will facilitate the selection of an organizing committee.
   a. The selection of the Chair of the Organizing Committee will be ratified by the Board.
   b. Once established, the Organizing Committee will provide regular updates to the Board.
   c. The members of the Organizing Committee are official representatives of the Society
      when planning and executing the conferences and/or competition. They are expected to:
      i. Respect and conduct themselves with the rule of law.
      ii. Respect and conduct themselves in accordance with the University Of Alberta Code
          Of Student Conduct.
      iii. Respect and conduct themselves in a fashion becoming of the APEGA Code of Ethics.
   d. Members of the organizing committee found to be acting in manner not compliant with
      section C.4.4.1.c will be given a formal reprimand by the Board and removed from their
      post as event organizer.
2. The Society will provide sponsorship for the conference or competition if the state of
   finances of the Society allows.
3. Regardless of providing fiscal sponsorship, the Society's logo will be prominently displayed
   in all official communications, presentations and publications for the Conference or
   Competition.
4. All events of the Conference and/or Competition will:
   a. Operate with open and transparent processes.
   b. Respect the rule of law.
   c. Respect and operate in accordance with the University Of Alberta Code Of Student
      Conduct.
   d. Be an efficient user of resources.
   e. Operate in a fashion becoming of the APEGA Code of Ethics.
   f. Operate in compliance with the University of Alberta’s Risk Management Policies and
      the Student Group Services policies.

(Adopted—March 24, 2003, Board of Directors)
(Amended—November 12, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended – April 11, 2012, Board of Directors)
(Amended – April 20, 2015, Board of Directors)

Article XVI. C.5: Operations of the Society

C.5.1: The Front Office

Preamble:
The Front Office is the frontline communication and interaction between the ESS and the students.
Its good operation is essential to both parties.

C.5.1.1 Operation of the Front Office

Policy:
1. The Department of Finance and Operations is responsible for the ESS Front Office
2. ESS Volunteers will operate the Front Office. This includes the following duties:
   a. Attending Front Office training offered by the Vice-President Finance and Operations or the AVP Operations
   b. Arriving on time for shifts, ideally ten minutes before
   c. Opening and closing duties when required
      i. Unlocking/locking and opening/closing the gate
      ii. Unlocking/locking the cash register
   d. Selling Engg Paper, merchandise, and tickets as required
   e. Taking note of stock and supplies
   f. Stamping posters according to the policies laid out in section C.5.1.2
   g. Locker sales according to the policies laid out in section C.5.1.3
   h. Other duties as laid out by the AVP Operations or Vice-President Internal
3. Any volunteer can operate the Front Office by following the policy laid out in C.5.1.1.2. The following ESS Volunteers are mandated to hold office hours:
   a. Each member of the Executive will hold 2 (two) weekly office hours
   b. Each AVP will hold 2 (two) weekly office hours
4. The AVP Operations will create and maintain a schedule of operation and volunteer staffing of the ESS Front Office.
5. A biweekly cash-out and stock tally will be completed by the merchandise coordinator.
   a. A monthly report will be created for the Vice-President Finance and Operations.

(Amended – February 1, 2017, Board of Directors)

C.5.1.2. Poster Stamping

Preamble:
In cooperation with the Faculty of Engineering, the Engineering Students’ Society has set out the following policy to ensure that posting both adheres to building rules set out by the Faculty and allows for fair access to the limited posting space to Engineering students.

Policy:
1. The Society controls selected bulletin boards in the Engineering Teaching & Learning Complex (ETLC) (4), the Natural Resources Engineering Facility (NREF) (4), the Chemical & Materials Engineering building (CME) (1), and the Mechanical Engineering building (MECE) (2).
   a. A maximum of 1 poster will be stamped per board.
2. All bulletin boards under the control of the Society are clearly marked with a card stating instructions of approval.
3. No posters shall be placed
   a. on glass or painted surfaces.
   b. on brick or concrete in ETLC and NREF.
4. If any confusion occurs as to the location of the bulletin boards, floor layouts will be provided at the Society Office, at the Geer Store.
5. No poster shall be posted without first being approved.
   a. Approval shall take the form of a rubber stamp bearing the Society logo and which includes the date on which that approval lapses.
   b. Approval may only be given by one of the following officers of the Society
      i. President
      ii. any Vice-President
      iii. any Associate Vice-President
      iv. any Volunteer who has been given the proper training
   c. Approval is at the discretion of these officers and may be restricted due to space limitations on the board(s) in question.
   d. Approval duration is at the discretion of the approving officer, but no more than two (2) weeks will be granted under normal circumstances.
6. No poster shall be affixed to bulletin boards with staples or tape. Only tacks shall be used to affix posters.
7. No single poster larger than 13"x19" shall be posted, except posters for the Society or directly requested by the Faculty of Engineering.
   a. The Vice President (Internal Affairs) will still have final authority over approving posters larger than 13"x19"
8. No more than one (1) poster for a particular event or announcement may be posted on any bulletin board.
9. No poster shall obscure any other poster on the bulletin board.
10. No poster shall be removed from any bulletin board except
    a. by the individual or group that posted that poster.
    b. by an officer of the Society.
11. All posters shall contain contact information in one of the official languages of Canada for the individual or group that posted them.
12. Any posters that cover the informational cards may be moved or removed.
13. No poster shall be approved that
    a. does not adhere to the posting guidelines outlined above
    b. is of an unduly offensive nature
    c. bears the name and/or logo of any person or group that is banned from posting
    d. promotes a for-profit event or advertises the sale of goods or services except:
       i. events sponsored by one of the discipline clubs.
       ii. sales of personal merchandise by individual students excluding sales of textbooks. Posters advertising textbook sales shall be referred to the Students’ Union textbook exchange.
       iii. offers of private tutoring by individual students.
    e. any poster that, in the opinion of the approving officer, is not appropriate for posting.
14. Any poster that does not adhere to the guidelines outlined above, or is restricted above may be removed at any time and without warning regardless of approval status.
15. Any poster that is modified subsequent to approval is subject to removal without notice.
16. Any individual or group that feels that their poster has been removed or denied approval unfairly may appeal this decision to the Board of Directors.

(Adopted—April 28, 2006, Board of Directors)
(Amended – April 11, 2012, Board of Directors)
(Amended – April 20, 2015, Board of Directors)

C.5.1.3. Locker Sales

Preamble:
In cooperation with the Computer, Electrical, and Engineering Physics Clubs, the Engineering Students’ Society has set out the following policy to ensure that locker sales in ETLC are properly completed, and its profits distributed accordingly.

Policy:
1. Locker sales will be completed at the ESS Geer Store under the following procedure:
   a. Students will place a lock of their own purchasing onto the desired locker.
   b. Students will come to the Geer Store to purchase said locker at the following rates:
      i. Eight (8) dollars per semester for one-third (1/3) lockers.
      ii. Ten (10) dollars per semester for one-half (1/2) lockers.
   c. The Geer Store volunteer will collect the appropriate currency, followed by the locker number and CCID from the student and input in into the locker form. A receipt will automatically be emailed out once the transaction is completed.

2. Each academic year, either the Computer, Electrical, or Engineering Physics club will act as the managing club. The managing club for each academic year is detailed in Appendix B.

3. The profits of the locker sales will be divided between the Computer, Electrical, and Engineering Physics club as follows:
   a. Forty (40) percent of sales to the managing club.
   b. Thirty (30) percent of sales to each of the remaining two clubs.

4. The cutting of unpaid lockers is to be completed by the managing club as per the following procedure:
   a. An updated list of occupied lockers will be requested by the managing club. It will be promptly forwarded by the Vice-President Internal or AVP operations, or their designate.
   b. Notices will be posted on occupied but unpaid lockers at least TWO (2) weeks prior to the date which the lock will be cut.
   c. An updated list will be procured the day which locks will be cut in case delinquent locker occupiers have paid for their locker.
   d. Locks will be cut with the ECE bolt cutters. Contents will be placed in NUMBERED bags according to the locker number. Contents will be kept for no more than sixty (60) days, and no less than thirty (30).
   e. Notice will be placed on cut lockers identifying where and when belongings may be retrieved, as well as the contact information of the relevant party within the managing club.

5. The updated list of occupied lockers will be forwarded to the managing club for the academic year.

6. Locker cutting complaints will be forwarded to and be the sole responsibility of the managing club. The managing club will be responsible for liaising with the complainant as well as with the Vice-President Internal or AVP Operations of the ESS to collect information and resolve the situation.

7. The ESS will take no responsibility for the cutting of lockers, the contents of any lockers sold on behalf of the clubs, or any other issues that arise after the completion of the original transaction.

C.5.1.4. Used Textbook Exchange

Preamble:
The Engineering Students’ Society has set out the following policy for the Used Textbook Exchange to ensure standards are followed so that the exchange is operated in a consistent and fair way. The following policy also minimizes risks and protects the ESS and their stakeholders from any liability associated with the Used Textbook Exchange, a service provided by the ESS.

Policy:

1. The following are terms for which the seller will acknowledge upon registering their textbook(s) into the Used Textbook Exchange:
   a. The seller must be a member of the Engineering Students’ Society and must have paid FAMF for the semesters in which they wish to sell their textbooks.
   b. The seller will provide the following details before submission of their textbook at the ESS Geer Store:
i. Contact information including name, year of study, discipline, phone number and email.

ii. Textbook information including the title, edition, ISBN, author, and the course to which the textbook is applicable. The course may be an engineering course or an elective.

iii. Price of the textbook. Textbooks may not be listed for free.

iv. Comments regarding the condition of the textbook. Failing to provide information (i.e. missing pages) or providing false information may result in suspension of membership.

c. The ESS reserves the right to set the Textbook Condition Ranking through the Textbook Condition Ranking System detailed below.

d. The seller recognizes the restricted period: A twenty one (21) day period effective the day and time the seller agrees to the terms set in this policy and hands over their textbook(s) to the Used Textbook Exchange. During this period:
   i. The seller may withdraw their textbook(s) from the exchange but will be charged the fee outlined in 1.f that the ESS would have been made off the sale(s)

e. The seller recognizes the holding period: a period of 7 days following the termination of the restricted period. The seller may withdraw their textbook from the Used Textbook Exchange without being charged a fee. The seller acknowledges that the ESS is automatically granted ownership of the textbook if it is not withdrawn within this period.

f. The ESS will charge the service fee as follows:
   i. A $5.00 service fee per textbook for textbooks costing up to $50.00
   ii. A 10% service fee for textbooks over $50.00
   iii. Solution manuals and study guides that are bundled with a textbook are exempted from the service fee

g. If the reimbursement cheque is not picked up within 30 days after being issued, the cheque will be discarded and the seller forfeits the rights to reimbursement. See Section 3.C for more details.

h. The ESS reserves the right to refuse textbooks from a seller, based on:
   i. The age of the textbook. The ESS will not accept textbooks greater than 3 editions old of the textbook used currently in class (i.e. if a class uses the 13th edition of a textbook, a 10th edition of the textbook would be accepted but a 9th edition would not).
   ii. The textbook price set by the seller. The ESS will not accept textbooks with a price uncompetitive in nature.
   iii. The textbook condition. The ESS will not accept textbooks in poor condition.
   iv. The type of textbook. The ESS will not accept textbooks that aren’t used currently by undergraduate engineering students.

i. A student wishing to sell their textbook(s) reserves the right to appeal a Refusal to Sell made by those working the Geer Store or Condition Ranking by the bookstore coordinator(s).
   i. The seller may send an appeal via email to the bookstore coordinator(s) with subject line “Textbook Refusal to Sell Appeal” or “Textbook Condition Ranking Appeal”
   ii. The textbook coordinator(s) should respond to a student making an appeal within 2 days of receiving the email.
   iii. The seller may appeal a decision made by the Textbook Exchange Coordinator(s) via email to the VP Services with subject line “Textbook Refusal Appeal” or “Textbook Condition Ranking Appeal”
   iv. The VP Services should respond to an appeal within 2 days of receiving the email
v. The decision made by the VP Services is final. The seller cannot appeal a decision made by the VP Services.

2. The following are terms the buyer acknowledges by participating in the Used Textbook Exchange:
   a. All sales are first come first serve.
   b. Textbooks cannot be reserved nor put on hold.
   c. All sales are final at the Used Textbook Exchange. Returns or exchanges cannot be made with no exceptions.

3. The following details for the overall operation of the Used Textbook Exchange
   a. Geer Store volunteers and textbook coordinators will ensure sellers are aware of all policy
      i. Start and end dates for the restricted period and holding period will be made clear to the seller upon textbook submission(s)
   b. Geer Store volunteers and textbook coordinators will ensure the exchange is operated in a fair way:
      i. Textbooks will not be held for any student, including volunteers within the ESS
      ii. Textbooks must be sold individually. The only exception is for solution manuals/study guides directly relating to the textbook, in which case they may be bundled as a single purchase
      iii. Before a textbook drop-off, the seller must fill out a Google Form containing the details in 1.b. Upon drop-off, the Geer Store volunteer will confirm the drop-off by recording their name and the date into the database. The identification code (details in 3.b.iv) must be generated at drop-off. The textbooks must be dropped off before they are advertised on the website.
      iv. The identification code will be comprised of the student ID number followed by the date of the drop off and then a number from 01-99 corresponding to the number of textbooks the student has dropped off. For example, a student with ID number 1467889 who has brought in two books on September 2, and two more on September 3 will have the four books labelled 1467889-090216-01, 1467889-090216-02, 1467889-090316-01, and 1467889-090316-02.
   v. The Geer Store volunteer who took in the textbooks is responsible for tagging each textbook with a sticker that includes the following information: the identification code outlined above and the asking price of the textbook.
   vi. Textbooks that have been received are to be placed on the bookshelf by the Geer Store volunteer after the sticker and form have been completed. These textbooks will be immediately made available for sale.
   vii. The Geer Store volunteer must record the exact price sold at and input the unique textbook identification code inside the point-of-sale system application. The code must match with the corresponding code on the form or list.
   viii. Upon a sale, the Geer Store volunteer must record their name and the 
   ix. The status of the textbook will be made clear on the website. If a textbook has been dropped off, then it must be posted on the website within one business day. If a textbook has been sold, it should be removed from the website within one business day. Textbooks sold will be taken off the website immediately following the sale.
   c. The Department of Finance will be responsible for the reimbursement of money to the seller.
      i. The Textbook Coordinator(s) will provide the Vice-President Finance and Operations with an exact list of textbooks sold at the end of each week. The list shall be certified and signed by the Textbook Coordinator(s) and a
senior executive other than the Vice-President Finance and Operations. The list shall comprise of the following information for every textbook sold:

1. Original owner’s given name and surname
2. Original owner’s email address
3. The price the textbook was sold at
4. Date of sale
5. Name of the volunteer who made the sale
6. A unique identification code that matches with the code punched in the POS system

ii. The Department of Finance and Operations shall reconcile the used textbook exchange. Cheques will only be disbursed after the reconciliation being made within seven (7) days after receiving the list described in c.i. In the circumstance that the Vice-President Finance and Operations identify a significant discrepancy from the reconciliation, the Vice-President Finance and Operations reserves the right to start an investigation on the individual(s) involved.

iii. Upon the sale of the seller’s textbook(s), the Department of Finance and Operations will issue a cheque within seven (7) days from the Friday of the week sold if no complication like mentioned in c.iii. has occurred in that week.

iv. Notification will be sent out by the Textbook Coordinator to the seller once their cheque has been issued. The Textbook Coordinator shall notify the seller within two business days.

v. Cheques will be available for pick up at the Geer Store. The original owner must show their OneCard at the front desk and sign that they have picked up their cheque.

vi. A second email and phone call notifying the seller will be made by the Textbook Coordinator if the cheque is not picked up within 14 days of it being issued.

vii. If the cheque is not picked up within 30 days after being issued, the cheque will be discarded and the seller forfeits the rights to reimbursement.

(Adopted – November 2, 2016, Board of Directors)
(Amended – February 1, 2017, Board of Directors)

C.5.2: Supplies

**Policy:**

1. Stock and ordering of supplies will be completed by the AVP Operations. This includes the following:
   a. Office Supplies
   b. Kleenex
   c. Engg Paper
      i. This includes picking the special colour for each semester
      ii. 20 Boxes of blue and 20 boxes of the special colour should be ordered for the beginning of the semester, with smaller orders placed during the semester when necessary

C.5.3: Volunteers

**Preamble:**

*Dedicated volunteers are needed at every level of the ESS to ensure its’ good operation. General volunteers are those whom do not hold a position in the executive, but instead are recruited for specific events.*

**Policy:**
1. The Volunteer Coordinator will be responsible for recruiting general volunteers for the ESS when needed
   a. A roster of general volunteers should be maintained to simplify the search for volunteers
   b. The roster should include the following information and be updated each year by removing graduated students and reaffirming interest from continuing students:
      i. Name
      ii. CCID/@ualberta.ca email
      iii. Program year and expected graduation

2. The Volunteer Coordinator will help to fill vacant spaces in the ESS should they occur

3. A Volunteer Appreciation Party (VAP) will be planned for each semester. It will be planned by the Vice-President Internal in conjunction with the Volunteer Coordinator

(Article XVII. C.6: Outreach

Preamble:
Communication between the ESS and the students should happen on many levels and be effective and concise. The ESS serves the students’ and this is best done when there are open and engaging channels of communication available.

C.6.1: Marketing and Advertising

Preamble:
For the ESS to succeed it is essential for students’ to be engaged in all its activities: be it social events, AGM’s or the services the Society provides. The goal of marketing and advertising within the ESS is to ensure students are well informed of every facet of the ESS and participating as much as possible and whenever possible.

Policy:
1. The ESS shall maintain a consistent and professional image in the eye of its membership and the general campus population
2. Specific campaigns will be designed for each event, especially for major events, that include sponsors and engage students
3. An emphasis towards face-to-face communication will be made when creating marketing campaigns for the ESS
   a. A “Street Team” for the ESS will be created to attend all ESS events as well as events by the faculty, departmental associations, and project groups, to create a greater ESS presence in the community
4. The Division will ensure that all ESS events and services are publicized to the student body

C.6.2: Communications

Preamble:
As Social Media becomes a more prominent factor in the average students’ day-to-day life it is important for the ESS to have a reach in this network and to utilize this reach for the better.
EnggLink is a weekly email newsletter to undergraduate engineering students.

Policy:
1. The Division of Outreach will compile events listings and other information into EnggLink and social media.
2. The Executive Committee will have the final authority over what is sent to the members in EnggLink and over social media.
3. The Social Media Coordinator and Communications Coordinator will maintain a consistent and professional image of the ESS
4. The following information shall not be compiled into EnggLink or promoted through social media
   a. Any event that is not relevant or beneficial to engineering students.
   b. Any for-profit event or sales of goods or services not sponsored by
      i. A discipline club
      ii. A project group
      iii. The faculty, a department, or the Engineering Employment Centre

C.6.3: Memories

Preamble:
The ESS is a longstanding organization with a colourful history. Documentation of the organization is a way to connect students, ESS volunteers, and Alumni

Policy:
1. Any event, or activity organized by Faculty, the Students’ Union, other student groups or Faculty Associations, or the ESS, at which the ESS or engineering students’ are prominently participating will be documented by the Memories Division through means of video, picture, and verbal accounts.
2. Material collected throughout the year will be distributed through the Outreach Division

(Amended – February 1, 2017, Board of Directors)
This Policy Manual describes the activities of the Engineering Students’ Society undertakes. It is intended to be somewhat fluid over time. The Board of Directors will be responsible for all changes to this Manual.

(Adopted—March 24, 2003, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended – January 2008, Board of Directors)
(Amended – April 11, 2012, Board of Directors)
(Amended – April 20, 2015, Board of Directors)
Article XIX. D.1: Representation of the Society

D.1.1: Branding

Policy:
1. The Society’s logo will be prominently displayed in all official communications, presentations and publications for the Activity.

D.1.2: Expectations of Activity Organizers

Policy:
1. Activity organizers are official representatives of the Society when planning and executing their activity. They are expected to:
   a. Respect and conduct themselves with the rule of law.
   b. Respect and conduct themselves in accordance with the University of Alberta Code of Student Conduct.
   c. Respect and conduct themselves in a fashion becoming of the APEGA Code of Ethics.
2. Activity organizers found to be acting in manner not compliant with section D.0.2.1 will be given formal reprimand by the Board and removed from their post as event organizer.
Article XX. D.2: Faculty Events

D.2.1: Geer Week

Preamble:
Geer Week is a tradition across campuses in Canada. Geer Week has existed at the University of Alberta since the late 1930s and has distinguished itself as one of the most visible tradition on the University of Alberta Campus. Other Faculties have attempted to create Faculty Weeks, but have fallen far short of the standard of Geer Week.

Policy:
1. The Society supports the continued existence of Geer Week on campus.
2. The Department of Student Life will organize Geer Week every year during the third week of January.
3. Every Engineering Discipline Club will be invited to participate in Geer Week, and all other Faculties will be invited, each to field teams as well.
4. The Society will be supportive of attempts in other Faculties to create and sustain Faculty Weeks.
5. Geer Week will be guided under the Geer Week Rules, under the authority of the Associate Vice-President (Geer Week).

D.2.2: National Engineering & Geosciences Month

Preamble:
National Engineering Month is designated to be March of each year by the Canadian Council of Professional Engineers. National Engineering & Geoscience Month was initiated by APEGA to coincide with National Engineering Month. This month is supposed to promote engineering to the general public. The ESS utilizes NEGM to celebrate and showcase the many facets of engineering to students on campus.

Policy:
1. The Society will be supportive of National Engineering & Geosciences Month by hosting National Engineering and Geosciences Month.
2. The Department of Student Life will organize activities during National Engineering & Geoscience Month each year. Events will focus on promoting the role of engineering students in society and encouraging entry into engineering programs.
3. The Society will work with APEGA, the Faculty of Engineering, the PS Warren Geological Society and the Undergraduate Geophysics Society in this undertaking.
4. The Society will support and liaise with the Engineering Art Show Committee to support and facilitate their activities.

(Adopted—March 24, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
Article XXI. D.3: First Year Experience

Preamble:
First year students require additional services and guidance during their transition into University.

Policy:
1. The Society will offer dedicated services to enhance the experiences of first year students.

D.3.1: First Year Engineering Club

Relevant Section of the Bylaws:
V.1.d Qualifying year students are to be represented by a distinct Club.

Preamble:
First year students are usually new to the engineering environment and need special guidance and services. The First Year Engineering Club gives these students representation to the ESS and will provide some services for their benefit.

Policy:
1. The Office of the President and the Division of First Year Relations will coordinate the elections of the First Year Engineering Club.
2. The Division of First Year Relations will assist in the operations and activities of the First Year Engineering Club.
3. The First Year Engineering Club will organize events and services for the benefit of its members.

D.3.2: Engineering Carnival

Preamble:
Social events are an effective way for first year students to meet with one another in a casual setting.

Policy:
1. At the beginning of the year, the Department of Student Life will organize an Engineering Carnival to help orient and introduce first year students to the Faculty as well as promote Engineering student groups and clubs to all engineering students.

(Adopted—March 24, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended—April 20, 2015, Board of Directors)
Article XXII.  D.4 Country Crusade

Preamble:
Country Crusade is a social event held by the Engineering Students’ Society for the students. It has proven to be one of the most popular events.

Policy:
1. The Division of Events will organize Country Crusade at least once in each of the fall and winter terms.
2. The event will follow all rules set out by the University of Alberta Risk Management.

(Adopted—April 28, 2006, Board of Directors)

Article XXIII.  D.5 University of Alberta Engineering Competition

Preamble:
In order to send the best competitors in certain engineering competitions to the Western Engineering Competition, a competition should be organized to identify the best competitors.

Policy:
1. The Department of Student Life will organize the University of Alberta Engineering Competition each fall.
2. The Competition will occur at least a month before the registration deadline for the Western Engineering Competition.
3. The winners and second place finishers of the Competition will be offered the chance to represent the University of Alberta at the Western Engineering Competition.
   a. Second place teams are subject to the number of teams per competition available by the host school of WEC and will be offered space if available.
   b. Second place finishers will be offered to attend WEC should the first place team not be able to attend.
4. Competitions will closely match those competitions at the Western Engineering Competition.
5. The following competitions will be held
   a. Senior Design
      i. Vex kits will be used to simulate competitions held at WEC
   b. Junior Design
   c. Re-Engineering
   d. Communications
   e. Debate
   f. Consulting
   g. Innovative Design
6. Only Engineering students are eligible to compete for the University of Alberta at WEC

D.5.1 Western Engineering Competition

Preamble:
The Western Engineering Competition is a regional competition hosted by a different member school of WESS each year. The competition serves as a qualifier for the Canadian Engineering Competition.

Policy:
1. The WEC delegation will be selected as described in policy D.4 3
2. The WEC delegation will abide by the Conference attendance policies laid out in C.4.1
   a. A non-competing head delegate may be selected by the Department of External relations to assist with delegate coordination. This delegate will be fully sponsored to attend.
D.5.2 Canadian Engineering Competition

Preamble:
The Canadian Engineering Competition is a national competition hosted by a different member school of CFES each year. The competition serves as a qualifier for the International Engineering Competition.

Policy:
1. The first and second place finishers of each WEC competition may attend CEC.
   a. The University of Alberta may not send a delegation depending on performance at WEC.
2. The CEC delegation will abide by the Conference attendance policies laid out in C.4.1

(Adopted—March 24, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended – April 20, 2015, Board of Directors)
Article XXIV.

D.6: Cup Run

Preamble:
The Cup Run is a tradition between the University of Alberta Engineering Students’ Society and the University of Calgary Engineering Students’ Society to arrange a series of social events. The terms under which the events are held is agreed upon in the Brew & Song contract.

Policy:
1. The Department of External Relations will organize:
   a. delegations to attend the University of Calgary Cup Run.
   b. activities and accommodations for the University of Calgary delegation at the University of Alberta Cup Run.
2. The Society will adhere to the terms set about in the Brew & Song.

(Adopted—April 28, 2006, Board of Directors)

Article XXV.

D.7: Lectures

Preamble:
Lectures by industry, academia, and institutions of learning can be enlightening for students to learn about the world, to learn about career choices, and to develop skills for a career.

Policy:
1. The Professional Development Coordinator in conjunction with the Division of Events, may organize numerous lectures, presentations, and workshops for members.
2. These lectures, presentations, and workshops will focus on any aspect of interest to members.

(Adopted—March 24, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)

Article XXVI.

D.8: Engineering Head Shave

D.8.1: Engineering Head Shave

Preamble:
The Engineering Head Shave is an event used to help raise funds for charity.

Policy:
1. The Division of Events will organize the Engineering Head Shave.
2. Proceeds from the Engineering Head Shave will be donated to the Alberta Cancer Foundation.
3. The Society will attempt to coordinate the Engineering Head Shave with other charity head shave events across campus.

D.8.2. Engineering Hair Dye

Preamble:
The Engineering Hair Dye is a charity event used to help promote and further fundraising efforts for the Engineering Head Shave

Policy:
1. The Division of Events will organize the Engineering Head Dye.
2. The Engineering Hair Dye will take place at least five (5) days before the Engineering Head Shave.
3. Proceeds from the Engineering Hair Dye will be donated to the Alberta Cancer Foundation.

(Adopted—April 28, 2006, Board of Directors)
Article XXVII. D.9: Engineering Career Fair

**Preamble:**
The Engineering Career Fair has been a very successful and popular event in past years and is essential to students.

**Policy:**
1. The Department of External Relations will organize the Engineering Career Fair each year.
2. The Engineering Career Fair will be free for all University of Alberta students.

(Adopted—March 24, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)

Article XXVIII. D.10: Engineers’ Ball

**Preamble:**
The Engineers’ Ball is one of the oldest social events on campus.

**Policy:**
1. The Division of Events will organize the Engineers’ Ball.
2. The Ball will be held at the end of Geer Week.
3. The winners of Geer Week will be announced at the Ball.
4. The Division will organize the event to be in compliance with the University of Alberta’s Risk Management Policies and the Student Group Services policies.

(Adopted—April 28, 2006, Board of Directors)

Article XXIX. D.11: Spring Formal

**Preamble:**
The Spring Formal is a formal event held to celebrate the accomplishments of the ESS and to present the Golden Geer and AVP and Coordinator of the Year Awards.

**Policy:**
1. The Division of Events will organize the Spring Formal.
2. The Golden Geer awards will be distributed at the Banquet.
3. The ESS AVP and Coordinator of the year awards will be distributed at the Spring Formal.
4. The Division will organize the event to be in compliance with the University of Alberta’s Risk Management Policies and the Student Group Services policies. The Division will encourage faculty and members of industry to attend the Formal.

(Adopted—April 28, 2006, Board of Directors)
(Amended – January 2008, Board of Directors)
(Amended – April 11, 2012, Board of Directors)

Article XXX. D.12: Pi Throw

**Preamble:**
Pi Throw is an event used to help raise funds for charity.

**Policy:**
1. The Division of Events will organize Pi Throw to happen the week containing March 14.
2. Proceeds from Pi Throw will be donated to the Edmonton branch of Habitat for Humanity.
3. The Society will attempt to coordinate Pi Throw efforts with other schools.
4. A Pi will cost at least $10.
5. A Pi may be redirected or sent back for $5 more than what it cost for the Pi to be sent.
   a. A real pie can be bought instead for $\pi^3$.
   b. Anyone receiving a Pi can choose not to participate, or, in special circumstances, delay the Pi for a later time.
(Adopted—April 28, 2006, Board of Directors)
(Amended – April 11, 2012, Board of Directors)
POLICY MANUAL E:
The Services of the Engineering Students’ Society

This Policy Manual describes the services of the Engineering Students’ Society undertakes. It is intended to be somewhat fluid over time. The Board of Directors will be responsible for all changes to this Manual.

(Adopted—March 24, 2003, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended—April 28, 2006, Board of Directors)
(Amended – January 2008, Board of Directors)
(Amended – April 11, 2012, Board of Directors)
(Amended – April 20, 2015, Board of Directors)
Article XXXI. E.1: The Golden Geer Awards

Preamble:
The Golden Geer Awards recognize outstanding graduating engineering students.

Policy:
1. The Society will award approximately 8-12 Golden Geer awards each year to graduating members. The exact number will vary to accommodate all suitable candidates.
2. Successful recipients must demonstrate a commitment to fellow Engineering students through their involvement in campus life and they must possess excellent character and leadership skills.
3. The Awards will be organized by the Department of Student Life.
4. Selection of recipients will be made through a Golden Geer Awards Selection Committee.
5. The composition of the Committee will be decided by the Department of Student Life.
   a. The Committee will be composed of, but not limited to:
      i. a representative from every engineering department
      ii. a representative from the Department of Student Life
6. No member of the Committee may be a nominator or nominee for the award.
7. The Committee must meet to decide on the awards at least two (2) weeks before the Spring Formal.

(Adopted—March 24, 2003, Board of Directors)
(Amended—April 28, 2006, Board of Directors)

Article XXXII. E.2: The ESS Associate Vice President of the Year and ESS Coordinator of the Year Awards

Preamble:
The ESS AVP and Coordinator of the Year awards recognize outstanding ESS executive members.

Policy:
1. The Society will award one ESS Associate Vice President of the Year and one ESS Coordinator of the Year Award each academic year. The senior executive has the authority to approve additional award winners or deem there are no suitable award winners.
2. The ESS Senior Executive is responsible for administering the nomination process and decision regarding award winners.
3. Recipients will be awarded on the following criteria:
   a. Be an active ESS Associate Vice President or Coordinator.
   b. Be an individual who shows involvement, dedication, has made significant accomplishments in their position within the ESS and shows future leadership potential.
4. Award will be given to the recipients at the Spring Formal.
5. Each award winner will receive an engraved personalized plaque.
6. No member of the Senior Executive may be a nominee for the award.

(Amended – January 2008, Board of Directors)

Article XXXIII. E.3: Engineers’ Handbook

Preamble:
The Engineers’ Handbook is an agenda day planner provided to engineering students

Policy:
1. The Division of Sponsorship will create the Engineers’ Handbook.
2. Handbooks will be distributed at the beginning of the fall and winter semesters.
3. Members will not be charged for their handbooks.
4. The number of handbooks ordered will not exceed 50% of the total number of Engineering Undergraduate Students. A second order can be placed if necessary.

E.3.1. Engineering Handbook Editorial Policy

Preamble:
An editorial policy should be used in order to maintain a standard of quality in the Engineers’ Handbook.

Policy:
1. The Society will develop guidelines regarding the content that is found in the Engineers’ Handbook.

E.3.2. Engineering Handbook Advertising Policy

Preamble:
A set of guidelines that deals with advertising in the Engineers’ Handbook should be created.

Policy:
1. The Society will develop guidelines regarding advertising that is found in the Engineers’ Handbook.

(Art adopted—April 28, 2006, Board of Directors)
(Art amended—April 20, 2015, Board of Directors)

Article XXXIV. E.4: Merchandise

Preamble:
Merchandise is sold as a means of garnering revenue, and allowing students to represent and take pride in the faculty. Merchandise is a way for Engineering Students to identify each other and be identified in the community.

Policy:
1. The Division of Operations will design and distribute merchandise for its members.
2. Merchandise should appeal to a majority of Engineering Students
3. Merchandise will be sold through the Geer Store.
4. Merchandise will not be sold for more than one hundred and fifty percent (150%) of the base cost.

(Art adopted—April 28, 2006, Board of Directors)

Article XXXV. E.5: Pat Heron Commemorative Bursary

Preamble:
The Pat Heron Commemorative Bursary is given to a third or fourth year engineering student who demonstrates significant extracurricular involvement and financial need.

Policy:
1. The Society will work with the Faculty of Engineering to award the bursary to an engineering student that best meets the criteria set out.
2. The representatives for the Pat Heron Commemorative Bursary Committee will be:
   a. chosen from a member of the Executive Committee
   b. chosen from a member of the Board of Directors.
3. The Committee will meet no later than three weeks after the application deadline.
Article XXXVI. E.6: Publications

   E.6.1: The Bridge

Preamble:
The Bridge is a student-run newspaper dedicated to covering matters that affect the engineering students at the University of Alberta.

Policy:
1. The Division of Publications will be responsible for the creation and distribution of The Bridge.
2. If an Associate Vice-President (Publications) cannot be found, the Board of Directors will meet to decide on how to proceed.
3. The Society will develop guidelines regarding the content that is found in The Bridge
4. The Society will develop guidelines regarding advertising that is found in The Bridge.

Article XXXVII. E.6.2: The ESAF Blog

Preamble:
The ESAF Blog is an initiative to promote the fund which allows recipients to share their experiences which were funded through ESAF.

Policy:
1. The Division of Publications will be responsible for the collection and compilation of content for the ESAF Blog
2. All recipients of ESAF funds will be required to submit a post for the Blog before they will receive the funds.
POLICY MANUAL F:
The Political Views of the Engineering Students’ Society

This Policy Manual describes the views of the Engineering Students’ Society on issues outside of its control. However, it does not deal with the actions of the Society that result from these views. It is intended to be somewhat fluid over time. The Board of Directors will be responsible for all changes to this Manual.

(Adopted—March 24, 2003, Board of Directors)
(Amended—March 30, 2004, Board of Directors)
(Amended – April 20, 2015, Board of Directors)
Article XXXVIII.  F.1: Political Views

Preamble:  
A description of political views taken by the ESS

Policy:
1. The ESS shall not align itself with any political group or organization at any level of government including municipal, provincial, or federal.
2. The ESS shall lobby to the SU, the University of Alberta, or various levels of Government when necessary through appropriate channels and in a manner that reflects the APEGA Code of Ethics and the Students’ Code of Conduct, and by the Rule of Law
   a. Any and all protests shall be organized in accordance with this policy
3. The ESS shall advocate for fair and thorough consultation in all matters that affect its members.

(Adopted – April 20, 2015, Board of Directors)