

# **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)*

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# Definitions

**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

**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

**NEGM** – National Engineering & Geoscience Month

**NREF** – Markin/CNRL Natural Resources Engineering Facility

**SLC** – Student Liaison 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)*

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

## **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.”*

- 1.1 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)*

## **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)*

## **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)*

*(Amended - April 20, 2015 - Board of Directors)*



## **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.*

## **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 pro tem 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 telegraphed 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.2 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 operation of the ESS
  - 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. All Associate Vice-Presidents will be considered guests of the Board of Directors at all meetings of the Board.
11. All Project Group Presidents will be considered guests of the Board of Directors at all meetings of the Board.
12. The Chair will manage the Office of the Chair of the Board of Directors.
13. 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.
14. 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.
15. The Chair may appoint staff to the Office as needed.
16. 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.
17. The Office shall report to the Board of Directors as requested.
18. 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.
19. 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.

## **B.1.2: 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, effective the subsequent year, 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 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.4 The Board of Directors will review the Officers' performance of their duties on a regular basis.*
- 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 ESS. 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.
4. The following Departments will exist in the Society:
  - a. The Department of Finances to manage the finances of the society.
  - b. The Department of Internal Affairs to handle all online, print and media communications as well as the day-to-day operations of the ESS. The department will coordinate communications between the society, its membership, the clubs and other student groups within the Faculty of Engineering. 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 Student Services to provide services including academic, physical and mental health, mentorship and advocacy.
  - d. The Department of External Relations to administer professional development and liaise with industry and professional organizations, as well as with all first year students. The Department will also handle all the fundraising initiatives external to the Society.
  - e. 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 Internal Affairs:
    - 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 Operations to maintain all day-to-day operations of the society and its various spaces on campus.

- iv. The Division of Outreach to handle engagement with all its member students including social media, memories, volunteers, marketing and advertising.
  - b. Within the Department of Student Services:
    - i. The Division of Academic Affairs to further the academic environment of members. The Division will deal with student concerns at the University and Faculty levels and will manage the affairs of the EUEF in conjunction with the Faculty.
    - 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 mentorship programs.
  - c. 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 ESS.
  - d. Within the Department of Student Life:
    - i. The Division of Geer Week to organize and adjudicate Geer Week.
    - ii. The Division of Events to organize events consistent with the mandate of the Department.
- 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 ( $\frac{1}{2}$ ) 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)*

### **B.1.3: 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 program.*

#### ***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 ESS 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 ESS 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)*

## **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 VP 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 \$4 per term fee (during fall/winter) assigned to 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. \$0.25 to cover the costs of Geer Week
  - d. \$0.65 to cover the printing costs of the Engineers' Handbook
  - e. \$0.70 to cover sending students to engineering conferences and competitions
  - f. \$0.10 to cover the costs of first year orientation activities
  - g. \$0.30 to cover the costs of publications and promotions

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.

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

## **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: Returning Officers Selection Committee**

#### ***Policy:***

1. Prior to October 15 of each year, the Board of Directors will strike the Returning Officers Selection Committee.
2. The committee will be composed of three members of the Board of Directors as voting members of the committee.
3. No voting member of the Committee may be a candidate to be a Returning Officer.
4. Quorum for the Committee shall be three voting members unless the membership of the Committee has been reduced in which case it shall be the full membership of the Committee.
5. The Committee shall meet on or before October 31 to select a chairman, to schedule its meetings, and to determine the applications for the various Returning Officer positions.
6. Applications for Office staff positions will be made available after October 31 and their availability will be advertised. Applications will be accepted for at least 15 school days.
7. The Committee will select a Chief Returning Officer prior to November 20 from the membership of the Society.
8. The Committee will select the deputy returning officers by November 30 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.
9. The Committee will submit a final report to the Board of Directors by January 31.

### **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 or 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 complementarily 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 or 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 or 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 CRO 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 of 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)*

### **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)*

## **B.5: Membership of the Society**

**Relevant Sections of the Bylaws:**

- I.2. Every undergraduate student of the Faculty of Engineering of the University of Alberta is a member of the society.*
- I.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)*

## **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.

## **B.6.3: The Policy Manual**

**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)*

## **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, the ESS, the University of Grant MacEwan First Year club, the Civil Graduate Student Society, the Electrical Graduate Student Society, the OTHER Graduate Student Society, the PS Warren Geological Society, and the Undergraduate Geophysics Society to coordinate activities related to National Engineering & Geosciences Month and professional events.*

#### ***Policy:***

1. The President and the Vice-President (External Relations) will attend the Student Liaison Committee.
2. Other students will be welcome and encouraged to attend. The incumbent President and Vice-President (External Relations) will be invited to the final SLC meeting each March so that they might become accustomed to the committee.

#### **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)*

## **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 Internal Affairs 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.

### **C.1.1: Website**

#### **Preamble:**

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

#### **Policy:**

1. The Department of Internal Affairs 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

### **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.
3. The Division of Outreach will work to promote the Wiki to the students.

### **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.

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

*(Amended—April 28, 2006, Board of Directors)*

*(Amended—October 6, 2010, Board of Directors)*

*(Amended - April 20, 2015 - Board of Directors)*

## **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 operate the following funding bodies:
  - a. the Engineering Students' Activities Fund in association with the Department of Finances and the Engineering discipline clubs.
2. The Division of Academic Affairs will operate the following funding bodies:
  - a. The Engineering Undergraduate Equipment Fund in association with the Faculty of Engineering.
3. The Department of Finances will operate the following funding bodies:
  - a. the Engineering Student Groups Fund, and
  - b. the Engineering Students' Activities 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 ESS.
2. The Vice-President (External), Vice-President (Finance) 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 ESS Board of Directors.
4. Surplus monies will go to the following year's gross amount.
5. Written proposals must be submitted at least 24 hours before the meeting. An emergency meeting may be called for time sensitive proposals.
6. Proposals must include:
  - a. The impact the funds will have on the attending students and engineering students in general
  - b. A projected timeline of the activity
  - c. A detailed budget
7. ESAF proposals must be made by a full time undergraduate engineering student.
8. The BOD shall review the proposals as follows:
  - a. Each board 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
9. The board will require a brief oral presentation from the authors of a proposal.
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. Status Report
    - i. Optionally can include photos
  - b. Receipts
  - c. A blog post the ESAF Blog
    - i. Can include text, images, video links, or other media at the discretion of the AVP Publications.

- d. Submission of a schedule detailing the other ways in which the recipient plans to share their ESAF experience as discussed in their proposal.
11. The ESAF will cover at most 50% of travel related expenses, including accommodation.
  12. Other expenses will be covered at the discretion of the board.

### **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 Society shall comply with the EUEF Bylaws.
2. The Society will work to integrate the EUEF Bylaws into the Policy Manual.

### **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 (Finances) at least two (2) days prior to the Engineering Student Groups 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 be immediately repayable to the Engineering Students' Society.
7. The Engineering Student Groups Funding Committee is composed of the following:
  - a. the Vice-President (Finances);
  - b. two (2) members of the Board of Directors; and



- c. two (2) engineering students appointed by the Board of Directors who are neither members of the Engineering Students' Society executive or the Engineering Students' Society Board of Directors.
- 8. A member of the Engineering Student Groups 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.
- 9. 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.
- 10. The committee shall meet at least once per academic year.

*(Adopted—March 24, 2003, Board of Directors)  
(Amended - April 11, 2012, Board of Directors)*

## **C.2.5: 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 include different levels of sponsorship and various ways to involve sponsors in the events and activities they choose to sponsor
  - b. The package will include but is not limited to the following events:
    - i. UAEC
    - ii. Spring Formal
    - iii. NEGM

*(Adopted—April 28, 2006, Board of Directors)  
(Amended - April 20, 2015, Board of Directors)*

## **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 its' identify 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)*

## **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.
  - 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. 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.

- d. 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.

*(Amended – April 20, 2015, Board of Directors)*

## **C.4.2: Organizing 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 and 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.
2. The committee for the selection of delegates shall consist of
  - a. the Vice-President (External);
  - b. the President;
  - c. one (1) Board of Directors officer not applying as a potential delegate;
  - d. one (1) faculty representative; and
  - e. one (1) student-at-large not applying as a potential delegate.
3. The selection process will consist of
  - a. the submission of appropriate applications, forms for which will be available for a period of no shorter than two weeks;
  - b. the submission of a standard resume at the time of application submission; and
  - c. if judged necessary by the delegate selection committee, interviews with potential delegates.
4. The Board of Directors must approve all delegate 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.
5. The process of delegate selection will proceed based on the following timeline:
  - a. the application forms will be available no later than the first of October;
  - b. the deadline for applications will be no later than the fifteenth of October; and
  - c. candidate selection will occur no later than the first of November.
6. Delegate selection will be based on the following criteria
  - a. 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.

- b. The Vice-President External Relations will attend to represent the Society in an official capacity to the Canadian Federation of Engineering Students. This delegate will be fully funded to attend this meeting. If the Vice-President External Relations is unable to attend, the President will represent the Society in an official capacity to the Canadian Federation of Engineering Students. The spot on the delegation will then be open to all other applicants.
  - c. The President will be reserved a place on the delegation.
  - d. Other criteria for selection of delegates are as follows
    - i. a minimum of one first or second year student, if available, will be selected as a delegate.
    - ii. preferential consideration will be given to a non-graduating club president if available.
    - iii. additional merit will be given to individuals who attended the WESST Retreat.
7. 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
8. Delegates will be asked to submit a deposit of \$200 in acknowledgment of the expectations of section C.4.2.7. Deposits will be returned to the delegates after CFES Congress to those who have complied with section C.4.2.7.
9. Delegates found to be acting in manner not compliant with section C.4.2.7 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)*

## **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 Internal Affairs 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 VP Internal 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. Other duties as laid out by the AVP Operations or VP 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 VP Internal and VP Finance.

### **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.5.2: 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](mailto: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 VP Internal in conjunction with the Volunteer Coordinator

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

## 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 an ESS volunteer through means of video, picture, and verbal accounts.
2. Material collected throughout the year will be distributed through the Outreach Division

# **POLICY MANUAL D:**

## **The Activities of the Engineering Students' Society**

*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)*

## **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.

## **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)*

## **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)*

## 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)*

## 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
  - a. Should a particular competition at UAEC have extremely low participation, invitations should be extended to relevant student groups to allow the possible representatives of the University of Alberta a chance to practice their skill
    - i. Business students should be contacted to participate in the Re-Engineering and Consulting competitions
    - ii. The University of Alberta Debate Club should be invited to participate in the debate competitions

### D.5.1 Western Engineering Competition

#### **Preamble:**

*The Western Engineering Competition is a regional competition hosted by a different member school of WESST 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)*

## **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)*

## **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)*

## **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)*



## 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)*

## 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)*

## 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)*

## 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)*

## **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)*

## **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)*

## **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.

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

## **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.

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

## **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.

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

## **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.

### **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.

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

*(Amended – April 11, 2012, Board of Directors)*

*(Amended – April 20, 2015, Board of Directors)*

# **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)*

## **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)*