

Council Meeting Agenda

Engineering Society of Queen's University Thursday, March 7th, 2019 6:00 pm, Dunning Room 11

I.	Attendance	xii. Professional Development		
II.	Adoption of the Agenda: Motion 1	xiii.Services		
III.	Adoption of the Minutes: Motion 2	X.	Question Period	
IV.	Break	XI.	Faculty Board Report	
V.	Speakers Business	XII.	Alma Mater Society Report	
VI.	Presentations	XIII.	Senate Report	
	i. BED Fund Proposals	XIV.	Engineering Review Board Report	
VII.	New Business: Motions [3-28]	XV.	Advisory Board Report	
VIII.	Executive Reports	XVI.	Equity Officer Report	
	i. President	XVII.	Club Reports (Happy)	
	ii. VP (Operations)		i. Eng Phys	
	iii. VP (Student Affairs)		ii. ECE	
IX.	Director Reports		iii. Mechanical	
	i. Academics		iv. Mining	
	ii. Communications	XVIII.	Year Reports	
	iii. Conferences		i. Sci'19	
	iv. Design		ii. Sci'20	
	v. Events		iii. Sci'21	
	vi. External Relations		iv. Sci'22	
	vii. Finance	XIX.	Statements and Questions by	
	viii.First Year		Members	
	ix. Human Resources	XX.	Discussion Period-Student Choice	

Speaker: Andrew Farley Secretary: Natalie Arpin

x. Information Technology

xi. Internal Affairs

Initiative Budget Planning

Motion List

Motion 1

Whereas: We're back;

& whereas: council is now in session;

BE IT RESOLVED THAT:

Council approve the agenda of the Council meeting of Thursday, March 7th, 2019, as seen on the Engineering Society website.

Moved by: Emily "Check the web" Varga Seconded by: Andrew "Check the site" Farley

Motion 2

Whereas: It's March now;

& whereas: last council was in February;

BE IT RESOLVED THAT:

Council approve the minutes of the Council meeting of Thursday, February 7th, 2019, as seen on the Engineering Society website.

Moved by: Emily "March" Varga

Seconded by: Natalie "Madness" Arpin

Motion 3

Whereas: Our Academic Representatives is structured poorly;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 7 – Academic Representatives, as seen in APPENDIX "REPZ".

Moved by: Carson "Rep me rep you" Cook Seconded by: Sidney "Rep all of you" Picco

Whereas: Director Duties are outdated;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 8- Engineering Society Directors, as seen in APPENDIX "DUTIES".

Moved by: Carson "Out of date" Cook

Seconded by: Emily "But not out of style" Wiersma

Motion 5

Whereas: Elections and Referenda Bylaw does not describe how individuals are held

accountable to campaign regulations;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 3-Engineering Society Elections, as seen in APPENDIX "E&R".

Moved by: Carson "Democracy is great" Cook Seconded by: Emily "So is accountability" Varga

Motion 6

Whereas: AMS Judicial Committee does not have exclusive jurisdiction over removal

of elected officers;

& whereas: EngSoc must acknowledge Judicial Committee's jurisdiction,

BE IT RESOLVED THAT:

Council approve the changes to By-Law 1-Engineering Society Council, By-Law 3-Engineering Society Elections and By-Law 22-Alma Mater Society Judicial Committee, as shown in Appendix "IMPEACH ME JCOMM".

Moved by: Carson "Impeach me" Cook

Seconded by: Emily "Not without By-Law" Varga

Whereas: We've moved around some impeachment By-law;

& whereas: It's got issues;

BE IT RESOLVED THAT:

Council approve the first reading of the changes to By-law 3 – Engineering Society Elections as seen in APPENDIX "IMPEACH ME 2 ELECTRIC BOOGALOO".

Moved by: Jamil "Impeach me" Pirani

Seconded by: Carson "Not without By-Law" Cook

Motion 8

Whereas: Discipline Club Bylaw needs to be updated;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 1-Engineering Society Council, By-Law 3-Engineering Society Elections and By-Law 6- Departmental Clubs as seen in APPENDIX "DISCIPLES."

Moved by: Carson "Department" Cook

Seconded by: Emily "Or discipline?" Wiersma

Motion 9

Whereas: Conduct of AGM is not defined well;

& whereas: we should define it well;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 2- Rules of Order for Council Meetings as seen in APPENDIX "CONDUCTORS".

Moved by: Emily "A for Annual" Varga Seconded by: Carson "G for General" Cook

Whereas: Changes to the Council and Executive term were made 2 years ago;

& whereas: it's not shown in our By-Law;

BE IT RESOLVED THAT:

Council approve the change to By-Law 1-Engineering Society Council, By-Law 3-Engineering Society Elections and By-Law 4-The Executive as seen in APPENDIX "TERMS".

Moved by: Emily "Are you ever leaving?" Varga Seconded by: Carson "Apparently not" Cook

Motion 11

Whereas: BED Fund needs council's final approval before the 2018-2019 purchases can be

completed;

BE IT RESOLVED THAT:

Council approve the purchases found in the BED Fund Proposals Presentation.

Moved by: Sidney "Better Education Fund" Picco Seconded by: Liam "Better Education Fun" Cregg

Motion 12

Whereas: the position title of Recruitment Officer better fit the duties outlined of the

previous Events Coordinator;

& whereas: the Recruitment Officer is primarily responsible for reaching students who

want to get more involved;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section β .C.10- Directors, as seen in APPENDIX "LET'S GET HIRING".

Moved by: Bethany "Hiring" Viray Seconded by: Kodie "Let's get" Becker

Whereas: the oversight of the Director of HR be better by the VPSA; & whereas: the President is now overseeing the Director of Social Issues;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section β .A.1-The Executive, β .A.3-The Executive, and β .C.10- Directors, as well as By-Law 8- Engineering Society Directors as seen in APPENDIX "POWER TO EXEC".

Moved by: Bethany "My VPSA" Viray Seconded by: Kodie "Not my president" Becker

Motion 14

Whereas: First Year conference has not been meeting its goals as they have been laid out in

policy in a couple years;

& whereas: The Conference should be rebranded and reconfigured as a speakers series to

meet these goals better;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section v-Special Events as seen in APPENDIX "FYC".

Moved by: Emma "First Year's" Prairie Seconded by: Carson "Learning?" Cook

Motion 15

Whereas: Making sure first years are being fully supported is a lot of work;

& whereas: the team is getting expanded with more specific roles;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 8- Engineering Society Directors and Policy section γ .A- Hiring and Transition as seen in APPENDIX "INVOLVEMENT".

Moved by: Emma "First Year Helpers" Prairie Seconded by: Carson "Aren't Those FYPCOS?" Cook

Whereas: The Community Outreach is ready to grow and expand its operations; & whereas: The Director of External Relations needs more support regarding the

management of campus initiatives;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section β - Society Leadership for the Community Outreach Team to be restructured to ensure the growth of the portfolio, as seen in APPENDIX "OUTREACH".

Moved by: Zaid "Gonna miss you External Relations" Kasim Seconded by: Jonah "My job now" Opler

Motion 17

Whereas: External Communications Committee is shifting its focus and learning about

other schools;

& whereas: A new position is necessary to keep updated on policy changes at these schools;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section β - Society Leadership, for the creation of the External Communications Officer, as seen in APPENDIX "EXTERNAL".

Moved by: Zaid "Let's Communicate" Kasim Seconded by: Jonah "Externally" Opler

Motion 18

Whereas: the policy for the Executive Subsidy is a little bit vague; & whereas: some parts need to be added to make things clearer;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section θ . B – Society as seen in APPENDIX "THANK YOU NEXT".

Moved by: Rebecca "Exec" Leblond Seconded by: Carson "Sub" Cook

Whereas: Sometimes life happens;

& whereas: We need to be able to hire positions anyways;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section γ .B.4 - The Hiring Committee as seen in APPENDIX "OUT OF OFFICE".

Moved by: Kodie "On Vacation" Becker Seconded by: Carson "Out Camping" Cook

Motion 20

Whereas: ERB members can serve as many terms as they want; & whereas: it's already in policy, so it's best to make it clear;

BE IT RESOLVED THAT:

Council approve the changes to Section γ .B.4 - Eligibility of Previous Volunteers and Employers as seen in APPENDIX "ERB 4EVER".

Moved by: Kodie "ERB Now" Becker

Seconded by: Rebecca "ERB Later" Leblond

Motion 21

Whereas: Non-engineers can serve in EngSoc positions;

& whereas: We still need to be able to deal with them if necessary;

BE IT RESOLVD THAT:

Council approve the changes to Section $\epsilon.C$ - Grievance Procedure as seen in APPENDIX "ERB EVERYONE".

Moved by: Kodie "Equality" Becker

Seconded by: Carson "Accountability" Cook

Whereas: Clarity in hiring is important;

& whereas: Group interviews may throw people off if unexpected;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section γ .B.6 - The Application Process as seen in APPENDIX "GROUP HIRED".

Moved by: Kodie "More Information" Becker Seconded by: Rebecca "Less Confusion" Leblond

Motion 23

Whereas: We are not in commerce and tax season is coming up; & whereas: We would all like to learn a bit more about finance;

BE IT RESOLVED THAT:

Council approve the creation of the Financial Resource Officer role, and the changes to Policy Section β .C-Directors and Policy Section γ ,A-Appointments, as seen in APPENDIX "TAX SEASON".

Moved by: Liam "Glucose" Cregg Seconded by: Jinho "Guardian" Lee

Motion 24

Whereas: The service managers need to be held accountable financially and there are five

services and only one director of services;

& whereas: Services need stronger finances training and monitoring;

BE IT RESOLVED THAT:

Council approve the implementation of the Financial Service Officer role and Human resources Service Officer role, and the changes to Policy Section β .C-Directors and Policy Section γ ,A-Appointments, as seen in APPENDIX "SERVICE STRONG".

Moved by: Sarah "Fructose" Hatherly Seconded by: Jinho "Father" Lee

Whereas: The IT Outreach Coordinator and IT Mentor positions need a similar skillset;

& whereas: The roles could be combined to be more productive and efficient;

BE IT RESOLVED THAT:

Council approve the creation of the IT Educator which will combine the roles of the IT Outreach Coordinator and the IT Mentor, and the changes to Policy Section β .C.8-Directors, as seen in APPENDIX "INFO TECH".

Moved by: Andrew "Dextrose" Farley Seconded by: Jinho "Daddy" Lee

Motion 26

Whereas: Director of Professional Development is no longer relevant to ExCommComm

anymore;

& whereas: they should not sit on ExCommComm;

BE IT RESOLVED THAT:

Council approve the changes to By-Law 9- Standing Committees, as seen in APPENDIX "EXCOMM".

Moved by: Juliana "Standing tall" Brown Seconded by: Zaid "Standing Comm" Kasim

Motion 27

Whereas: Having a lot of applicants is great;

& whereas: It's great until you have to do hours of interviews on end;

& whereas: We should allow people to take breaks during long stretches of interviews;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section γ .B.4 - The Hiring Committee as seen in APPENDIX "THE MORE THE MERRIER".

Moved by: Kodie "Endless Hiring" Becker Seconded by: Carson "Endless Fun" Cook

Whereas: Financial planning, sustainability, and oversight need to be improved;

& whereas: Proactive measures need to be taken to prevent deficits;

BE IT RESOLVED THAT:

Council approve the changes to Policy Section θ .C – Affiliated Groups, as seen in APPENDIX "FINANCES".

Moved by: Brandon "The budget will balance itself" Tseung

Seconded by: Emily "No" Wiersma

Executive Reports

President – Carson Cook

president@engsoc.queensu.ca

Hello Council!

Things that I've been doing for the last 2 weeks:

- o Reviewing Bylaw
- o EWC Proposal
- o Transitioning Del!
- o Planning for student choice initiative
- Orientation Week planning
- StuCon relations

Things that I will be doing for the next 2 weeks:

- Continuing transitioning new Exec
- Orientation Week budgeting
- Planning for student choice initiatives

The student choice initiative is coming quick, our plans need to be in place for the end of March. I will provide more information in a verbal report, but nothing will be concrete until mid-March when proper policy directives are provided by the government. Mandatory student fees will be for those fees that support initiatives relating to: athletics & recreation, career services, student buildings, health & counseling, Walkhome programs, bus-it programs, and bursary aid offices. We must provide a detailed breakdown of where our fees go to the Division of Student Affairs, and have conversations with them to categorize as mandatory or not.

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Carson

VP (Operations) – Behshid Behrouzi

vpops@engsoc.queensu.ca

What I've been up to these past few weeks:

FInancial year end report in accordance with CRA standards for our annual financial audit

Troubleshooting Total Access for re-hires, helping with preparation of T4s Re-evaluating and meeting about investment portfolio Transition meetings with incoming Ops pod directors Transitioning Jinho

What I will be working on the next 2 weeks:

Transition will kick into gear once all of the new service heads have been hired Cementing legal processes document that I have been working on all year Pilot-ing new cheque req system and making tweaks

VP (Student Affairs) – Emily Wiersma

vpsa@engsoc.queensu.ca

Hello Council!

Past two weeks:

- Discipline club constitution committee
- Conferences wrap ups
- Design team space allocation
- Consent training
- Permanent Dec 6th memorial installation

Things that I will be doing over the next two weeks:

- Discipline club round table/constitution committee stuff putting together constitutions
- Transition

• Tab Night – Sunday March 10th!

Congratulations to the new team!,

Emily



she wears high heels i wear sneakers....



Director Reports

Academics - Sidney Picco

academics@engsoc.queensu.ca

Hey friends!

So here are some things that I've been doing over the past two weeks:

- Transition package/updated budget, and TRANSITIONING HELEN!!
- Logistics of general chart field and general purchases for the BED Fund
- BED Fund meetings with the faculty
- BED Fund proposals passed on to the Dean and approved this council
- EngSoc-Faculty Academic Office Hour
- Course and curriculum issues
- Academic survey for international students with Katie and Mofi.
- Discipline Constitution Committee

Things that I will be doing over the next two weeks:

- Recap meeting with the Deans on EngSoc-Faculty Academic Office Hour
- Working with Discipline Constitution Committee to create Academic policy and redefine VP Academic role
- Redefining the EngLinks Marketing Manager role with the new Head Manager, Jordan and Helen.
- Finishing off 3 academic manuals with Dean of Academics and my FYPCO Complementary Studies, Course Enrollment and Disenrollment, Academic Appeals.
- Disciplines to start making BED Fund approved purchases
- Continue transitioning Helen

Have a great week everyone, Sid



Communications – Alex McKinnon

communications@engsoc.queensu.ca

Hey Council!

Things that I've been doing over the past two weeks:

- Team quarter zips sort of not here yet...
- Lots of All Eng stuff
- Required a reading week All Eng for positions to adhere to hiring policy:/
- Day to day upkeeping
- Website project chugging along
- Taught HR how to use the TVs

Things that I will be doing over the next two weeks:

- Doing archive stuff
- Transition stuff
- Getting hyped for AGM
- Cleaning up the portfolio for a smooth transition into next year!

I believe everything is in the report. Lets have a good year!

Have a great week everyone, Alex McKinnon

Comm knows how to transition



<u>Conferences – Sam Roper</u> <u>conferences@engsoc.queensu.ca</u>

Heeeeeeeeeeeeee Council!

Things that have happened over the last two weeks:

- As of Saturday all conferences for the 2018-2019 year have successfully happened!! Huge shout out to all executive committees for doing a fantastic job ©
- Allison Finer is the new Director of Conferences!! Congrats Allison, you are going to be a star!
- Began transition etc.
- Allison has already started hiring for the conferences team!
- Generally keeping up with the conferences

Things that I will be doing over the next two weeks:

- Post-conference meetings
- Hella transition work

Love you bye

Sam

Me: Moves one picture on word slightly

Microsoft Word:



<u>Design – Hatem Dawagreh</u> <u>design@engsoc.queensu.ca</u>

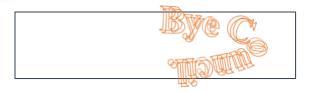
Hi Council,

Things I've been doing the past 2 weeks: bast 5 weeks:

- Design Appreciation night
- Bay cleanup
- Transition manual and updating budgets
- Got a new design team room
- Space Allocation

Things I'll be doing:

- Math
- Roundtable
- Transition my lower who is named Max
- Space Allocatin



Events - Miranda Bundgard

events@engsoc.queensu.ca

Bonjourno!

Things that I've been doing over the past two weeks:

- Catching up on those zzz's yay reading week!
- Working through details relating to Thunderballz
- Finishing transition manuals, materials, actuals, onedrive
- "Meeting" Christina and begin transitioning!

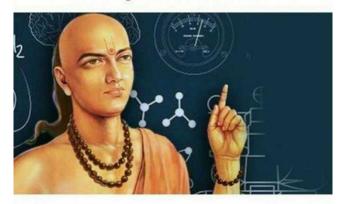
Things that I will be doing over the next two weeks:

- Helping out wherever I can with EngVents Events
- Thunderballz and Chutes and Lattes
- Meeting with various chairs/coordinators to catch up
- Continue transitioning Christina and getting her caught up with everything

Cha gheill or nah gheill,

Miranda Bundgard

Do you know?



Aryabhatta was a mechanical engineer. Once he counted number of girls in his class and that's how he invented Zero

External Relations - Zaid Kasim

events@engsoc.queensu.ca

What up what up Council!

Stuff I've been doing over the past two weeks:

- FYPCO Mental Health Project planning has been great! → The event is tomorrow!!!
- Fix N' Clean Winter Event happened and went really well, still distributing shirts and bars, but they arrived so that's good
- COT went to the kid's hockey game and WE WON THE

CHAMPIONSHIP GAME! GO ENGSOC GOLDEN KNIGHTS

- Woah I have a lower who is trying to steal my job (love u Jonah <3) → transition meetings with Jonah and answering any questions he has
- Some policy stuff and planning the Cover Your Crest event coming up...
- MIDTERMS ②

Thing I'm working on over the next two weeks:

- Meeting with OTIS and Water Team Heads to plan a snazzy event
- ExCommComm stuff → focusing on sustainability
- Discussing OEC stuff
- March ESSCO Teleconference

- ComSoc Event IS happening and will be getting planned within the next week
- ExCommComm meeting, we have a new structure to the committee so I'm excited to see how it turns out
- Wrapping everything up ② gonna miss this job

Nothing else from me,

Hope everyone has a sick week! ZONK ??? Yeeeeeet ??? YOnk...



Throwback from the xmas parade <3 thanks to all these people (community outreach team) who made my time as DoER what it was...

<u>Finance – Brandon Tseung</u>

finance@engsoc.queensu.ca

Council, wyd?

It's been a while! Hope everyone had a great reading week filled with productive studying and reading. Shoutout to my team once again for taking over while I had to leave the province!

Things that I've been doing over the past two weeks:

- Regular deposits, float runs, and cheque reqs
- Moneris tracking and Queen's Financial Services funds allocation

- Online ticket sales funds allocation
- Wrote and sent the main transition manual for my lower!
- Creating an implementation plan for the FYPCO project
- Looking at changing finance policy

Things that I will be doing over the next two weeks:

- Normal bank stuff
- Implementation phase of FYPCO project
- Transitioning my lower and working on side transition docs
- Creating an upper-year budgeting workshop for Frosh
- GETTING MY IRON RING

And congratulations to Liam for becoming the next Director of Finance!

Full send,

Brandon



<u>First Year – Emma Prairie</u>

firstyear@engsoc.queensu.ca

Hello Everyone!

Things that I've been doing over the past two weeks:

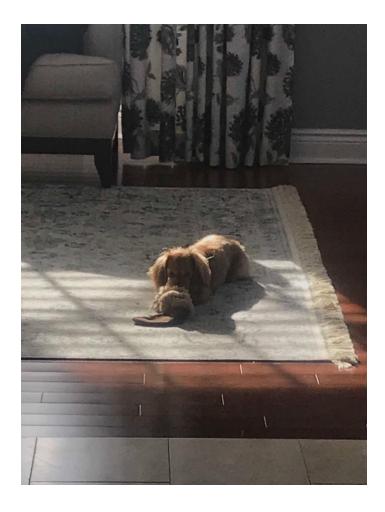
- Frosh questions and help (mainly disciplines)!
- Transitioning Nick(YAY)!
- Talks about iron pinning ceremony
- Emails

Things that I will be doing over the next two weeks:

- Emails
- Talking with frosh
- Transitioning Nick YAY
- Helping Nick get everything hired
- School

Cool bye,

Emma Prairie



Human Resources - Kodie Becker

hr@engsoc.queensu.ca

Happy March everyone!

Hope y'all are doing well! Here's what I've been up to lately:

- Helping people with dash/hiring/errors/emails/questions (forever)
- Editing more hiring policy (and maybe passing some more too!)
- Getting Transition stuff done (Congrats Bethany!)
- Creating a hiring preparation package
 - $\circ\quad$ Includes all documentation needed to hire/helps with hiring
- Helping ERB with policy/grievances

Things that I will be doing over the next two weeks:

- Wrapping up loose ends
- Going through more of policy to fix/update things
- Continuing to transition with Bethany
- A lot of help with hiring

If you have any questions or know someone who's willing to get involved but doesn't know how, send them my way! Have a good week all!

Kodie

Director of Hypnotic Radios

Me, chillin' during reading week:



<u>Information Technology – Max Karan</u>

doit@engsoc.queensu.ca

No report submitted.

Internal Affairs - Emily Varga

<u>iaffairs@engsoc.queensu.ca</u>

Hey Council,

Can you believe its March already?! I sure can't!

What I've been up to:

- -Banquet
- -Awards
- -Discipline Club Constitution Club
- -Council
- -Transitioning

What I'll be doing:

-Banquet

- -Awards Committee-nominations due March 8th 10 pm
- -Annual General Meeting- Thursday March 21st please send motions to me within the week (by March 13th)
- -Year executive elections--- Week 9 (hopefully)
 - -Monday March 11th Sci '22
 - -Tuesday March 12th Sci '21
 - -Wednesday March 13th Sci '20
 - -Thursday March 14th Sci '19

I hope midterms are going well and enjoy week 9 and 10, Emily

<u>Professional Development – Juliana Brown</u>

pd@engsoc.queensu.ca

Hi Council,

Last Two Weeks:

- Transitioning Liam
- Chatting with faculty about potential/upcoming events
- Working on resume review service
- Actuals

Next Two Weeks:

- Working on bylaw changes for ExCommComm
- More transition for Liam and his new team!

Cheers,

Juli

Services - Tristan Brunet

services@engsoc.queensu.ca

Well hello Council! How've ya been?

Wanted to start off this report by saying congrats to Sarah Hatherly for getting DoS. She copied me for doing Science Quest head and now she's following me into DoS as well! Transition for that has been going well and she's hiring all the new managers so lots of fun things to come!

Service Staff position will either be up or up soon by the time council rolls by! So if you're interested in making some cash during the school I highly recommend you apply to one of our awesome services!

Other than that my teams are just cruising along and gearing up for the end of the year! Make sure you head to CEO's St Paddy's sale next week to get all your green swag!

Adios!

Tristan

