

# THE Engineering Society OF Queen's University Policy Manual

# Table of Contents

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Table of Contents.....	2
β: Society Leadership.....	5
A. The Executive .....	5
B. Summer Executive Positions.....	13
C. Directors .....	15
γ: Hiring and Transition .....	34
A. Appointments .....	34
B. Hiring Policy .....	37
C. Joint Hiring Policy .....	53
D. Dismissal Policy .....	55
E. Transition.....	57
δ: EngSoc Spaces .....	60
A. General Practices .....	60
B. ILC Spaces .....	61
C. Clark Hall Spaces.....	62
ε: Conduct and Grievances .....	64
A. Ethics Policy .....	64
B. Engineering Society Review Board.....	64
C. Grievance Procedure.....	65
ζ: Corporate Guidance.....	71
A. QUESSI Directors .....	71
B. ESARK Directors .....	72
C. Advisory Board of the Engineering Society .....	73
η: Services and Corporate Initiatives .....	80
A. Management Contracts .....	80
B. Transitioning.....	82
C. Service Complaint Practices .....	84
D. Manager and Staff Evaluation .....	85
E. Campus Equipment Outfitters (CEO).....	87
F. Science Quest .....	92
G. Golden Words.....	96
H. Clark Hall Pub .....	103
I. Integrated Learning Centre, ICONs .....	106
J. The Tea Room .....	108
K. EngLinks.....	112
L. Staff and Manager Discipline.....	116

M. Finances .....	118
N. Hiring .....	119
O. Health and Safety .....	119
P. Workplace Harassment and Violence .....	120
Q. Wages & Salaries .....	125
R. Staff Eligibility .....	125
S. Leave .....	126
T. Human Rights .....	126
U. Guidelines For Administrative Pub Bans .....	126
V. Closure Of Business .....	130
W. First Year Engineering Orientation Program .....	131
X. Science Formal .....	134
<b>Θ: Financial Policies .....</b>	<b>136</b>
A. Finances .....	136
B. Society .....	137
C. Affiliated Groups .....	142
D. Corporate Initiatives .....	146
E. Allocated Expenses .....	154
<b>ι: Academics .....</b>	<b>156</b>
A. Better Education Donation Fund (BED Fund) .....	156
B. Englinks .....	162
C. Faculty Board Representatives .....	166
D. Englinks Lending Library .....	167
<b>κ: Student Development .....</b>	<b>168</b>
A. EngSoc Affiliated Clubs .....	168
B. Design Groups .....	172
<b>λ: Information Technology .....</b>	<b>178</b>
A. Information Technology .....	178
B. Engineering Society Computer Policy .....	180
C. Mailing List Practices .....	183
<b>μ: Conferences And Competitions .....</b>	<b>187</b>
A. Internal Conferences and Competitions .....	187
B. Hosted Conferences and Competitions .....	190
C. Conference Delegate Training .....	192
<b>ν: Special Events .....</b>	<b>193</b>
A. Super-Semi .....	193
B. December 6th Memorial .....	193
D. First Year Speaker Series .....	194
<b>ξ: Awards and Grants .....</b>	<b>196</b>

A. Awards .....	196
π: Technical Workshops.....	197
A. New Workshops .....	197
B. Running of Workshops .....	197
C. Exceptions to the above .....	198
Ω: Permanent Staff .....	200
A. General .....	200
B. Hiring Procedure.....	200
C. Terms of Employment .....	201
D. Continuous Improvement .....	202
E. Vacation and Holidays.....	203
F. Leaves and Other Absences .....	204
G. Termination .....	205
ρ: Society Bursaries .....	207
Engineering Society Policy Manual Change log.....	216

## β: Society Leadership

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*Preamble: The Society Leadership policy outlines the positions and responsibilities of the Engineering Society Executive and Directors. Included are lists of responsibilities and duties as well as special requirements such as summer positions.*

### A. The Executive

*(Ref. Bylaw 4)*

#### A.1 President

*(Ref. By-Law 4.B.1)*

A.1.1 The President shall serve as the primary representative and voice of the Engineering Society, articulating the mission, vision, direction and opinions of the Society.

A.1.2 The President shall be the Executive authority in all matters related to the Engineering Society as a whole, though not in matters specifically related to the portfolios of other Executive members. These responsibilities include:

- a. All public relations activities and representation of the Society to all external organizations, including:
  - i. Oversight of the Director of Academics
  - ii. Oversight of the Director of Professional Development
  - iii. Oversight of the Director of External Relations
  - iv. Oversight of the Director of Social Issues
- b. Representation of the Engineering Society to the Faculty of Engineering and Applied Science and to Queen's University
- c. Supporting members of the Executive of the Engineering Society in their duties and responsibilities.
- d. Oversight of the Engineering and Applied Science Orientation Week, as seen in *Bylaw - 10.H, Bylaw – 10.I and Policy and Policy v.A.*
  - i. Authority over the actions and conduct of the Orientation Chair, Chief FREC, FREC Committee, FREC (Frosh Regulation and Enforcement Committee) Orientation Leaders.
  - ii. Approval authority of all Engineering and Applied Science Orientation Week events
  - iii. In consultation with the Orientation Chair, full authority over the Engineering and Applied Science Grease Pole event, as seen in *Policy δ.W.4.*

- e. Oversight of the Science Formal as seen in *By-law-10.I and Policy 10.1.Y*
  - i. Authority over the actions and conduct of the Science Formal Convener and Chairs
  - ii. Approval authority of the Science Formal event
  - iii. Collaborate with the Vice-President (Operations) for financial and strategic planning oversight
- f. Relations with Queen's Engineering and Applied Science Alumni, including
  - i. Liaison with the Queen's University Office of Advancement and Department of Alumni Affairs
  - ii. Liaison with Engineering and Applied Science Years and any affiliated groups related to Engineering and Applied Science alumni
- g. Oversight and supervisory authority of the Engineering Society permanent staff.
- h. Collaborative authority with the Vice-President (Operation) for the legal and financial decisions for the Engineering Society, as seen in *Policy 0.A*, including:
  - i. cosignatory authority on legal contractual obligations of the Engineering Society; and
  - ii. cosignatory authority for financial transactions of the Engineering Society
- i. Promoting the mission of the Engineering Society to the Society's membership
- j. Enfranchising membership in the operation of their Society

A.1.3 The specific duties of the President are the following:

- a. Attending and Chairing meetings of the Engineering Society Executive as described in *By-law 4.C*
- b. Serving as a Voting member of AMS Assembly.
- c. Representing the Engineering Society on the AMS President's Caucus
- d. Serving as a voting member of the Engineering and Applied Science Faculty Board, as seen in *By-Law 7.C* and *Policy 1.D.1*.
- e. Serving as a voting member of the Engineering and Applied Science Faculty Board's Operations Committee
- f. Ex-officio recommendation for appointment to the Queen's University Engineering Student Society Services Incorporated (QUESSI) Board of Directors for the Campus Bookstore operation, as seen in *By-Law 14* and *Policy 7.A*.
- g. To serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK), as seen in *By-Law 13* and *Policy 7.B*

- h. To serve as an ex-officio voting Member of the Engineering Society's Advisory Board.
- i. Reporting to EngSoc Council on the affairs of the Engineering Society and on issues related to the portfolio of the President.
- j. The President shall have a paid summer position, as detailed in *Grouping B*, and will be required to be in Kingston for the summer to develop strategic initiatives for the Society, to represent the Society's interests and serve as resource for the Engineering Society members. The Summer activities shall consist of:
  - i. Those activities and initiatives outlined in the President's Summer Plan, as detailed in *B.2*
  - ii. The Summer Plan Regular Task List including:
    1. Scheduling Executive Meetings
    2. Posting weekly summaries to the Engineering Society website
    3. Submitting monthly reports to Council
    4. Assisting FREC Committee in logistics and approval process for elements of the Engineering and Applied Science Orientation Week
    5. Liaising with the Faculty of Engineering and Applied Science
    6. Representing students on the Engineering and Applied Science Faculty Board Operations Committee
    7. Emergency Committee for the QUESSI Board of Directors during the summer months
    8. Liaison with the AMS

A.1.4 In all matters relating to the President's portfolio shall the expressed resolutions and ratified opinions of the Engineering Society Council be considered binding and principal. The President shall not represent or act in a manner contradicting the expressed will of the Engineering Society Council or the membership through a proper referendum

## A.2 Vice-President (Operations)

(Ref. By-Law 4.B.1)

A.2.1 The Vice-President (Operations) is the primary financial and legal officer of EngSoc, responsible for overseeing the Directors and Management of the facilities and service operations of EngSoc.

A.2.2 The Vice-President (Operations) shall have responsibility and authority over the following elements of the Society:

- a. The Director of Finance

- b. The Director of Services
- c. The Director of Information Technology
- d. The Director of Internal Processes
- e. The Advisory Board Secretary
- f. EngSoc accounts and those of associated groups who bank with the Engineering Society.
- g. The central EngSoc budget.
- h. The Finances and strategic planning of the Engineering Society Services as outlined in section 7 of the Policy Manual. This list includes:
  - i. Campus Equipment Outfitters (CEO)
  - ii. Science Quest
  - iii. Golden Words
  - iv. Clark Hall Pub
  - v. Integrated Learning Centre Constables (iCons)
  - vi. EngLinks
  - vii. The Tea Room
  - viii. Science Formal
  - ix. Orientation Week
- i. To enhance student life and the broader learning environment for the Engineering Society Membership and greater Queen's community.
  - i. The Vice-President (Operations) shall have the authority to create new services, with consultation with other members of the Executive regarding the start-up of a new service.
  - ii. The Vice-President (Operations) shall be responsible for submitting the proposal of the new service to the Advisory Board and, pending on their approval, write and present policy regarding the new service to the Engineering Society Council.
- j. The legal and financial decisions for the Engineering Society in collaboration with the President, and Vice-President (Student Affairs) as seen in *Policy 0.B*, including:
  - i. Cosignatory authority on legal contractual obligations of the Engineering Society, including leases, insurance and capital investments.
  - ii. Cosignatory authority for financial transactions of the Engineering Society including services capital purchases greater than \$1000.



A.2.3 The duties of the Vice-President (Operations) include, but are not limited to:

- a. To attend all Executive meetings as described in *By-Law 4.C*.
- b. To meet regularly with the Executive to:
  - i. Discuss, keep up to date, and develop long term strategy for the Society as a whole
  - ii. Discuss legal, ownership, and lease arrangement issues.
- c. To meet with service management in order to act as an information source and to monitor the progress of their goals. This involves:
  - i. Leading long term strategic and capital planning.
  - ii. The review of actual, margins and profits for each service.
  - iii. Handling all loan requests for services from the Engineering Society as outlined in section *0.G.5* of the Policy Manual.
  - iv. Responsibility for all honoraria and salary changes for services.
  - v. Evaluate the performance of management.
- d. To review budgetary actual and operational updates for each service on the 7th day of each month, as is outlined in section *0.H* of the Policy Manual and forward these documents to either the EngSoc Advisory Board and/or the appropriate advisory body.
- e. To serve as an ex-officio voting member of the Engineering Society's Advisory Board.
- f. To serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK).
- g. Ex-officio recommendation for appointment to the Queen's University Engineering Society Services Incorporated (QUESSI) Board of Directors for the Campus Bookstore operation, as seen in *By-Law 14* and Policy *ζ.A*.
- h. To supervise all service Business Managers, and events, Years and Club Treasurers, ensuring that their operations are in accordance with good financial practice and statutory requirements.
- i. To inspect the books of the Clubs, Years, and other operations of the Society monthly.
- j. To arrange that each year the Society's financial books be inspected by a Chartered Accountant who shall prepare a statement based on those records if deemed necessary.
- k. To oversee all aspects of the:
  - i. EngServe agreement

ii. Tripartite Agreement

iii. Lease Agreements

l. To sign off each day on any deposit into the EngSoc safe in the safe log as recorded by the Director of Finance.

m. To update and maintain policy relevant to the Operations Portfolio.

n. To act as a liaison for EngSoc associated groups and services to the Faculty of Engineering and Applied Science, Queen's University, and other external organizations, including:

i. Working with the EngSoc investment advisor on Society investments.

ii. Consulting with the AMS General Manager on issues of insurance and liability.

iii. Any managers and advisors who deal with the Society's money and/or services.

o. To monitor the external sponsorship of groups within this portfolio.

p. To keep Council informed by regular reports on the financial and operational position of the Society and its services.

q. The Vice-President (Operations) shall have a paid summer position as outlined in *Grouping B*, and will be required to be in Kingston for the summer to develop strategic initiatives for the Society, to represent the Society's interests and serve as resource for the Engineering Society members. The Summer activities shall consist of:

i. Those activities and initiatives outlined in the Vice-President (Operations)'s Summer Plan (*Grouping B.2*).

ii. The Summer Plan Regular Task List including:

1. Posting weekly summaries to the Engineering Society website.
2. Submitting monthly reports to Council.
3. Daily administrative, payroll and financial duties for the Engineering Society.
4. Assisting Executive and Directors during the summer months.
5. Assisting service managers and staff over the summer.
6. Liaising with the Faculty of Engineering and Applied Science on Finance and Financial Services issues.
7. Strategic planning and budget support for Clark Hall Pub, Science Quest, iCons, CEO, Golden Words, Tea Room, Science Formal and Orientation Week.

8. Budget, human resources, and management support for Science Quest.
  9. Providing financial assistance to QPID.
  10. Dealing with CU Advertising on the Engenda, Frosh Primer, and Yearbook publications.
  11. Becoming familiarized with Engineering Society finance.
  12. Reviewing insurance contract and space agreements.
  13. Updating the Society's finances.
  14. Assisting in the preparation of the EngSoc annual budget.
  15. Reviewing QUESSI documents.
  16. Liaising with the Faculty of Engineering and Applied Science and the AMS Services on Services issues.
- r. The indirect maintenance of the external and internal computer systems of the Society Offices through supervision of the Director of Information Technology (IT).

### A.3 Vice-President (Student Affairs)

(Ref. By-Law 4.B.1)

A.3.1 The Vice-President (Student Affairs) shall strive to represent the Engineering Society to its members and market the Society to the community at large.

A.3.2 The Vice-President (Student Affairs) shall have direct responsibility and authority over the following elements of the Society:

- a. The Director of Governance
- b. The Director of Conferences
- c. The Director of Communications
- d. The Director of Design
- e. The Director of First Year
- f. The Director of Human Resources
- g. Associated events of the Engineering Society not specifically delegated to another officer or separately empowered committee

A.3.3 The duties of the Vice-President (Student Affairs) include, but shall not be limited to:

- a. Attending meetings of the Engineering Society Executive as described in *By-law 4.C*
- b. Serving as a voting member of AMS Assembly

- c. Serving as a voting member of the Engineering and Applied Science Faculty Board as seen in *By-Law 7.C* and *Policy i.D.1*
  - d. Serving as a voting member of the Engineering and Applied Science Faculty Board Operations Committee
  - e. To serve as an ex-officio Director on the Engineering Society and Research Centre (Kingston) (ESARCK) as seen in *By-Law 13* and *Policy ζ.B*
  - f. The oversight of the hiring document filing system of the Society Offices.
  - g. The administration and monitoring of the e-mail lists of Engineering Society, including approval of all electronic communications to the Society membership through this list in accordance with the Society's Computing Policy (*Policy λ.B*)
  - h. Liaising with each Year Executive and Discipline Club; this includes convening regular meetings of the Year Presidents' Caucus.
  - i. Acting as the information officer in regards to the collection, use, retention, and disposal of personal information with regard to FIPPA legislation and as specified in the Privacy Policy (*Policy ρ*)
  - j. Reporting to Council the state of affairs of the Society with respect to this portfolio.
  - k. To serve as an ex-officio non-voting member of the Engineering Society's Advisory Board.
  - l. To update and maintain policy relevant to the Student Affairs Portfolio.
  - m.
  - n. Collaborative authority with the Vice-President (Operations) for the legal and financial decisions for the Engineering Society, as seen in *Policy θ.A*, including:
    - i. cosignatory authority on legal contractual obligations of the Engineering Society; and
    - ii. cosignatory authority for financial transactions of the Engineering Society
- A.3.4 The Vice-President (Student Affairs) shall have a paid summer position, as detailed in *Grouping B*, and will be required to be in Kingston for the summer to develop Engineering and Applied Science curricular initiatives, to represent the Society's academic interests and serve as resource for the Engineering Society members. The Summer activities shall consist of:
- a. Those activities and initiatives outlined in the Vice-President (Student Affairs)'s Summer Plan, as detailed in *Grouping B.2*.
  - b. The Summer Plan Regular Task List including:
    - i. Posting weekly reports to the Engineering Society website

- ii. Submitting monthly reports to Council
- iii. Liaising with the Faculty of Engineering and Applied Science and the AMS Services on Societal issues.
- iv. Assisting in the preparation of the EngSoc annual budget.
- v. Becoming familiarized with Engineering Society governing documents.
- vi. Assisting Executive and Directors during the summer months.
- vii. Aid conferences, clubs, event committees, design teams, and society officers over the summer months.
- viii. Review the budgets and strategic plans of student groups that fall outside of the portfolios of the other Executive members.

## B. Summer Executive Positions

*Preamble: This policy is intended to provide a guideline for the activities of the Summer Executive for the summer months. The policy covers accountability, compensation, and planning issues.*

### B.1 Planning and Documentation

B.1.1 Each Executive member shall create a Summer Plan to be presented and voted upon by council. The summer plan will outline the goals and projects that the Executive member wishes to complete during their sixteen (16) weeks of employment over the summer

- a. Two main resources shall be used to create the Summer Plan for each Executive Member, they are:
  - i. The transition report of the past Executive Member, which shall include suggestions relating to the Summer Plan.
  - ii. A Summer Proposal, prepared by each Executive member, created through consultation with the EngSoc Executive and any other relevant parties.
- b. The Summer Plan shall be presented to council, for approval, no later than the final meeting of EngSoc Council before summer recess.
- c. The VP (Operations), shall additionally submit their Summer Plan to the Advisory Board for feedback.

B.1.2 The Summer Plan presented by each Executive Member shall include the following:

- a. A list of projects with included time estimates that will justify the sixteen (16) week salary received by the Executive member
  - i. Detailed plans for each individual project broken up into the required steps

B.1.3 The regular summer tasks for each Executive member are found on the EngSoc website, and in the respective transition manuals.

- a. The Summer Plan Goal List shall form the basis for Executive goals for the upcoming year. Within the summer plan it shall form the basis for the actions of the Executive member required to achieve these goals.

## B.2 Accountability and Progress Reporting

B.2.1 The Executive member is accountable to the EngSoc Council for the duration of the summer.

B.2.2 It is the responsibility of the Summer Executive as a whole to submit periodic updates to council, as well as posting them on the EngSoc website informing the public of their progress

B.2.3 It is the responsibility of EngSoc Council members to bring to the attention of Council any concerns they may have regarding actions of the Executive member in the summer term.

B.2.4 Deviations from the Summer Plan.

- a. The Executive member may deviate from the Summer Plan, however, if considerable policy changes have been made they must notify council in writing.
- b. Considerable changes are defined as those that would
  - i. alter the intent of any goals set by the Executive member contradict proposals in the Summer Plan.
  - ii. eliminate items from the Summer Task List

B.2.5 Reporting

- a. The Report on the Summer Term must be made by the second fall council meeting. This shall be a brief document summarizing the summer activities in terms of success and failures, noting any minor deviations or additions made to the plan.
- b. The Executive member shall post a weekly report to the EngSoc website or Facebook page of their activities and submit a monthly update to Council.

B.2.6 Compensation:

- a. All Summer Executive members shall be remunerated according to the following:
  - i. The hourly wage shall be set at \$22.00 for the year 2021 and compounded annually by the Canadian Government regulated Consumer Price Index (CPI) for subsequent years.

- ii. Each Summer Executive shall be eligible to receive, at the discretion of Council, an honorarium with the value worth one week of pay.
- b. The Summer Executive salaries must be approved by Council every March, and the rate of pay shall be reviewed by the outgoing Executive a minimum of once every three (3) years. Any changes to these salaries must be approved by Council.

## C. Directors

### C.1 Director of Events

(Ref.By-Law 8.B.1)

- C.1.1 The position of Director of Events is responsible for the supervision of all internally funded events and programs of the Society. The position holder will be highly spirited, must be able to motivate committee members and coordinate many aspects of events run by the Engineering Society.
- C.1.2 The position of the Director of Events is to be a resource for the Engineering Society and its affiliated groups in event planning logistics, regulations, and best practices regarding equity, diversity, indigeneity, accessibility and sustainability.
- C.1.3 The specific duties of the Director of Events are the following:
  - a. To assist affiliated groups with the scheduling and long-term planning of events and programs.
  - b. Oversight of Society event-planning groups and events, including but not limited to:
    - i. Movember Committee
    - ii. Terry Fox Run Coordinators
    - iii. December 6th Memorial
    - iv. Dean's Reception
  - c. To communicate regularly with event planning group Chairs.
  - d. To communicate regularly with the Vice-President (Student Affairs).
  - e. To oversee the financial activities of event planning groups in conjunction with a member of the treasury.
  - f. To inform council of the activities and concerns of EngSoc event planning groups.
  - g. To act as a resource and provide support to affiliated groups regarding event planning and budgeting.

- h. To implement personal and platform projects and initiatives which will improve the general welfare of the Society.
- i. To act as an ex-officio member of the Outreach Team.
- j. Represent the Society when planning events in conjunction with the faculty, such as Fall term and March Break Open Houses.
- k. To liaise with the AMS Campus Affairs Commissioner.

- l. Submit a transition report at the end of their term.

C.1.4 The Director of Events may hire and supervise an Event Planning team with Coordinators

## C.2 Director of Governance

(Ref.By-Law 8.B.2)

C.2.1 The Director of Governance shall oversee the procedure and protocol of the Society.

C.2.2 The Director of Governance shall have direct responsibility and authority over the following elements of the Society:

- a. The Chief Returning Officer (CRO)
- b. The Council Secretary
- c. The Policy Officer(s)

C.2.3 The specific duties of the Director of Governance include, but shall not be limited to:

- a. Maintaining consistency mechanics and smooth operation of Council.
- b. Running elections arising in Council including those of Speaker and Deputy Speaker.
- c. Being present at Council meetings and acting as an objective resource for the EngSoc Speaker.
- d. Compiling and publicizing the agenda of upcoming Council meetings.
- e. Publicizing upcoming Council meetings in the “This Is For Real” section of Golden Words.
- f. Acting as an ex-officio advisory member of the elections committee for all Society elections and overseeing the Chief Returning Officer (CRO) in carrying out of said elections, as seen in *Bylaw 3.A*:
  - i. Meeting as necessary with the Chief Returning Officer (CRO)



- ii. Making rulings resolving disputes and making rulings during the election
- g. Being the Policy master for the Policy Officer(s).
- h. Ensuring the accuracy and integrity of the EngSoc archives by sending information to campus archives whenever necessary.
- i. Proposing changes to the current Constitution and Policy Manual to be implemented by Council in conjunction with the EngSoc Review Board.
- j. Soliciting nominations and selecting candidates for the Awards Committee, in accordance with *Bylaw 17.A.2*.
  - i. Liaising with the Faculty Office with respect to Society Awards.
  - ii. Holding meetings of the Awards Committee as necessary.
- k. Communicating regularly with the Vice-President (Student Affairs).
- l. Submit a transition report at the end of their term.

### C.3 Director of Professional Development

(Ref.By-Law 8.B.4)

C.3.1 The Director of Professional Development shall coordinate all EngSoc activities associated with career advancement and preparation of Society members for post graduate work.

C.3.2 The Director of Professional Development will support the long-term stability of external groups by promoting strong ties to industry through the initiation of corporate partnerships and exploration of alternative avenues of sponsorship to support groups.

C.3.3 The specific duties of the Director of Professional Development are the following:

- a. To oversee professional development programs including but not limited to:
  - i. Resume programs
  - ii. Mock interviews
  - iii. Cover letter workshops
  - iv. Informational pamphlets
  - v. The Engineering Summer Job Fair
- b. To act as a resource person, focusing on career development and preparation for undergraduate engineers.
- c. To communicate with industry through the preparation and forwarding of promotional material relating to the operation of EngSoc and appropriate groups and services.

- d. To coordinate corporate hosting including the organization of corporate information sessions and industry tours.
- e. To promote the concept of interaction between students and industry on campus.
- f. To coordinate information sharing between sponsorship representatives from EngSoc groups seeking external funding.
- g. To serve as a student member of the local chapters of the Professional Engineers of Ontario (PEO) and Ontario Society of Professional Engineers (OSPE).
- h. To act as a liaison between EngSoc and:
  - i. Queen's University Career Services
  - ii. International Association for the Exchange of Students for Technical Experience (IAESTE)
  - iii. Queen's Undergraduate Internship Program (QUIP)
  - iv. Professional Engineers of Ontario (PEO)
  - v. Ontario Society of Professional Engineers (OSPE)
  - vi. Engineers Canada
- i. To communicate regularly with the President.
- j. Submit a transition report at the end of their term.

C.3.4 The Director of Professional Development may hire and supervise a Chair of Industry Relations, a Chair of Alumni Relations, a Chair of Alumni Networking Summit, a Chair of PD Marketing and a Chair of PD Workshops.

- i. The Chair of Alumni Relations will be in charge of improving and facilitating alumni connection.
- ii. The Chair of the Alumni Networking Summit will be in charge on executing and planning the Alumni Networking Summit
- iii. The Chair of industry Relations will be in charge of improving and facilitating industry connection.
- iv. The PD Marketing Chair will work with the Chairs of Industry and Alumni Relations, Chair of Alumni Networking Summit and the Chair of PD Workshops to communicate upcoming events and PD resources to students.
- v. The PD Workshops Chair will be in charge of providing skill-development opportunities to students.

#### C.4 The Director of Clubs and Conferences

*(Ref. By-Law 8, Part II, Section 5.B.5)*

C.4.1 The Director of Clubs and Conferences acts to maintain strong and relevant associations between the Engineering Society of Queen's University and Engineering Faculties and Societies at other institutions, thereby furthering the greater engineering community and enhancing the role of the Engineering Society of Queen's University in it.

C.4.2 The Director of Clubs and Conferences shall be responsible for:

- a. To oversee and manage the on campus conferences and competitions including but not limited to:
  - i. Commerce and Engineering Environmental Conference (CEEC)
  - ii. Conference on Industry Resources Queen's University Engineering (CIRQUE)
  - iii. Queen's Engineering Competition (QEC)
  - iv. Queen's Global Energy Conference (QGEC)
  - v. Queen's Space Conference (QSC)
  - vi. Queen's Conference on Business and Technology (QCBT)
  - vii. Queen's Water Environment Conference (QWEC)
  - viii. Queen's Women in Applied Science and Engineering (Q-WASE)

C.4.3 The specific duties of the Director of Clubs and Conferences are as follows:

- a. To actively inform students about external groups and organizations.
- b. To provide a link to external for internal Engineering Society organizations, especially for the purposes of recruiting conference delegates and promoting opportunities to the greater engineering community
- c. To initiate and support events and opportunities which enhance the inter-university engineering spirit and community
- d. To oversee and provide resources to the committee heads of conferences and competitions as outlined in *Policy β.C.4.2.d.*
- e. Being the main point of contact for resources and advocacy for EngSoc ratified affiliated clubs including:
  - i. Women in Science and Engineering (WISE)
  - ii. Engineering Without Borders (EWB)
  - iii. Queen's Energy and Commodities Association (QECA)
  - iv. Queen's FIRST Robotics Team (K-Bot)
  - v. RoboGals
  - vi. Queen's Project on International Development (QPID)

- vii. Reduced Gravity
- viii. EngChoir
- ix. IAESTE
- x. EngiQueers
- xi. Queen's EngArts

f. Submit a transition report at the end of their term.

C.4.4 The Director of Clubs and Conferences shall be responsible to the Vice President (Student Affairs). The Director of Clubs and Conferences shall be EngSoc's head delegate at all conferences the Director of Clubs and Conferences attends.

### C.5 Director of First Year

(Ref. By-Law 8.B.6)

C.5.1 The Director of First Year will be responsible for enhancing the relationship of the first year class with their Engineering Society. The Director will coordinate efforts to involve the first-year class in Society programs and services. The Director will convey logistical information to the first years and advise on Engineering Society resources, as well as Faculty and University services. This Director will function to promote the Society as a direct part of the lives of its first-year membership, recognizing the Society's commitment to fostering inclusiveness.

C.5.2 The duties of the Director of First Year are as follows:

- a. To provide advice and information to the first year Executive without inference in the autonomy of that Executive.
- b. The Director shall not provide information or advice to the first year Executive unless so solicited by the first year Executive.
- c. To serve as a direct liaison between the first year class and the Engineering Society Executive and Directors.
- d. To be available to first years in order to gather individual concerns and act on their behalf.
- e. To publicize the Engineering Society and involvement opportunities to the first-year class and making the first year class aware of its relevant policies, structure, services and organizations.
- f. To organize two Engineering Society Club Fairs, one each term.
- g. To meet frequently, along with the first year President, with the Faculty of Engineering and Applied Science Director of First Year Studies to attain updates on the first year academic program and to address students' concerns.

- h. To create and develop initiatives which enhance the academic and extracurricular education of first year students.
- i. Overseeing the First Year Project Coordinator Manager (FYPCOM), who will run the First Year Project Coordinator (FYPCO) program.
  - i. The FYPCO program appointed first year students to an upper year mentor that holds a position within the Engineering Society.
  - ii. The mentor shall provide their FYPCO with a project that allows the FYPCO to enhance their soft and technical skills, while allowing them to learn about the Engineering Society.
  - iii. The FYPCOM shall extend the offer to have a FYPCO to primarily the Executive-Director Team, but may decide to offer the opportunity to other positions.
  - iv. The FYPCOM may deny the request for a FYPCO from any position at any time.
- j. Overseeing the Events Manager, who will assist in the coordination of events to help first years get involved with the Engineering Society.
- k. Overseeing the Communications Manager, who will assist in the coordination of marketing to help first years get involved with the Engineering Society.
- l. Submit a transition report that the end of their term.

## C.6 Director of Services

(Ref. By-Law 8.B.7)

- C.6.1 The Director of Services shall be responsible for overseeing the management and operations of the services of the Engineering Society as outlined in section *η.D* of the Policy Manual. This list includes:
  - a. Campus Equipment Outfitters (CEO)
  - b. Science Quest
  - c. Golden Words
  - d. Clark Hall Pub
  - e. The Tea Room
- C.6.2 The Director of Services shall be responsible for overseeing the Services Officer, as outlined in *Policy Section η.A.D.1*.
- C.6.3 The Director of Services and the Services Officer shall be responsible for ensuring that all service employees of the Engineering Society are properly trained, tracked, and comfortable during their employment.

C.6.4 The Director of Services will act as a resource for both staff and management and will also mediate problems that exist between these two groups.

C.6.5 The specific duties of the Director of Services are as follows:

- a. To meet regularly with the service managers, to act as an information source, to encourage and assist the initiatives of the management, and to monitor the progress of their goals.
- b. To meet regularly with the Vice-President (Operations), this involves:
  - i. Assisting with long term strategic and capital planning.
  - ii. The review of actual, margins and profits for each service.
- c. To update and maintain a database of service interview questions for both management and staff positions for each service.
- d. To coordinate hiring and advertising for all service manager positions with the help of the Vice-President (Student Affairs).
- e. To assist managers with hiring of assistant managers and staff during their hiring period.
- f. To organize and plan the manager training day with the Vice-President (Operations) and the outgoing Executive.
- g. To organize and plan a training session for all service staff outlining the role of the Engineering Society as it relates to service staff including but not limited to:
  - i. The roles of the Director of Services and the Vice-President (Operations)
  - ii. The Staff Chat system
  - iii. How to file a complaint or grievance
- h. To coordinate and prepare individual contracts for each service manager to be signed within 2 weeks of manager hiring.
- i. To collect the names and positions of all service managers for the year and create a dossier for each which includes:
  - i. Their application and/or resume submitted for the position
  - ii. Updated contact information
  - iii. Results of any manager/staff reviews and evaluations that have been completed
  - iv. Records of any formal complaints/grievances made by or against the individual and any follow-up on the claim
- j. To act as a mediator of any complaints made to the Director of Human Resources between staff and staff or management members.

- k. To assist with any staff and/or management rehiring that occurs throughout the year.
- l. Collecting and reviewing all manager transition reports.
- m. Mediating any internally or externally originating conflicts or complaints between staff and management as well as management and the Engineering Society, as outlined in Policy Manual *η.D.2*.
- n. Submitting a transition report that the end of their term.
- o. To serve as an ex-officio non-voting Member of the Engineering Society's Advisory Board.

### C.7 Director of Finance

(Ref. By-Law 8.B.8)

C.7.1 The Director of Finance shall be responsible for the short-term financial operations of the Society as outlined in *Policy θ* the Policy Manual.

C.7.2 The specific duties of the Director of Finance are as follows:

- a. To ensure that the finances of the Society are correctly set up and maintained throughout the year in Simply Accounting.
- b. To oversee and manage the Financial Officer(s).
- c. To present for approval to the EngSoc council the EngSoc Operating Annual Budget in consultation with the Vice-President (Operations)
- d. To update the EngSoc budget as often as possible and to provide summary sheets to the Vice-President (Operations) when requested.
- e. To keep track of bank location, signing authority, and account information for all groups within the Engineering Society, even if they do not bank with EngSoc.
- f. To reconcile bank statements and ensure that all bills are paid on time.
  - i. This includes reviewing and verifying all transactions on each financial statement with Queen's Financial Services.
- g. To approve cheque requisition forms submitted by those groups within the Bank of EngSoc as outlined in section *θ.B* of the Policy Manual.
  - i. After the form has been approved, the cheque is then to be written and left in the appropriate area for the President and Vice-President (Operations) to sign.
- h. To deposit the funds of the Society in the bank on a regular basis as outlined in *θ* of the Policy Manual.

- i. All funds deposited in the EngSoc safe will be recorded in a safe log that is filled out by the Director of Finance. All log entries must be signed by the Vice-President (Operations).
- i. To provide invoices to the services each month and ensure that all payments are made on time.
  - i. The Vice-President (Operations) will be informed of any late payment and how many days it is late.
- j. To process all salary requisitions for any work-study employees of the Engineering Society during the year.
- k. To fill out HST remittance forms as required.
- l. To order office supplies as needed for the ILC EngSoc Offices, the photocopier, and the fax machine.
- m. Submit a transition report that the end of their term.

C.7.3 To communicate a minimum of once a week with the Vice-President (Operations).

## C.8 Director of Information Technology

(Ref. By-Law 8.B.3)

- C.8.1 The Director of Information Technology should have experience with IT in an enterprise environment.
- C.8.2 The Director of Information Technology shall represent the IT team to the Vice President (Operations) and the Engineering Society Executive.
- C.8.3 The Director of Information Technology shall be responsible for:
  - a. Supervising the IT Operations Team and the Engineering Society Software Development Team.
  - b. Supervising the various additional positions as outlined in policy section λ.
  - c. Managing the Engineering Society's cloud architecture to provide services including but not limited to web hosting, e-mail, HR Applicant Tracking System (ATS) software, and file storage services.
  - d. Performing the budgetary planning for the IT department.
  - e. Maintaining the Engineering Society's workstations for use by the Engineering Society's Executive, Directors and Officers.
  - f. Protecting the integrity and security of EngSoc's data, through appropriate archival and security policies.
  - g. Working with the Engineering Society's services, clubs, groups and design teams to ensure effective and efficient use of shared and private IT resources.



- h. Keeping a full inventory of the Society's physical IT assets, including purchase dates and warranty information.
- i. Compiling and maintaining complete documentation for all aspects of the Society's IT infrastructure.
- j. Providing training and documentation for all users of Engineering Society computer equipment.
- k. Coordinating projects within the IT department.
- l. Delegating work to the appropriate positions of the IT department.
- m. Submit a transition report at the end of their term.

C.8.4 The Director of Information Technology shall be the Chair of the hiring panel responsible for hiring the ESSDev Manager, the IT Operations Manager, and other positions as outlined in policy section λ.A.

### C.9 Director of Communications

(Ref. By-Law 8.B.9)

- C.9.1 The Director of Communications shall be an accessible point of contact for the Engineering Society.
- C.9.2 The Director of Communications shall represent the communications portfolio to the Vice President (Student Affairs) and the Engineering Society Executive.
- C.9.3 The Director of Communications shall be responsible for:
  - a. Overseeing and managing a Communications Team as listed below but not limited to:
    - i. . Photography Manager and Photography Team
    - ii. Videography Manager and Videography Team
    - iii. Graphic Design Manager
    - iv. Social Media Manager
    - v. Marketing team overseen by the Graphic Design and Social Media Managers
  - b. Coordinating projects and delegating work to the Communications Team.
  - c. Providing training for camera and design software.
  - d. Providing resources and training to bodies within the Engineering Society.
  - e. Maintaining and overseeing communications equipment.
  - f. Managing the content of the EngSoc website and social media accounts.
  - g.

- h. Composing the All-Eng newsletter.
- i. Performing the budgetary planning for the communications portfolio.
- j. Assisting the Elections Committee with marketing during the General Election.
- k. Submitting a transition report at the end of their term.

C.9.4 The Director of Communications shall be the Chair of the hiring panel for the Communications Team Managers.

#### C.10 Director of Human Resources

C.10.1 The Director of Human Resources shall be the main point of contact for hiring and performance reviews of both volunteer and hired positions in the Society.

C.10.2 The Director of Human Resources shall represent EngSoc Human Resources to the Engineering Society Executive.

C.10.3 The Director of Human Resources shall report to the Vice-President (Student Affairs).

C.10.4 The Director of Human Resources shall have direct responsibility and over the following elements of the Society:

- a. The Human Resources Officer(s)

C.10.5 The Director of Human Resources shall be responsible for:

- a. Delivering hiring training to EngSoc volunteers and staff who will be sitting on hiring panels once per semester
- b. Delivering training related to general EngSoc information and management to all Engineering Society staff and volunteers once per work term.
- c. Working with the Director of Social Issues to deliver EDIIAS training to all Engineering Society staff and volunteers once per work term.
- d. Working with the Human Resource Officer(s) to plan and execute the fall and winter hiring fairs, as well as exploring new ways of reaching students who have previously held positions in the Engineering Society.
- e. Working with the Human Resource Officer(s) to collect feedback on how the Engineering Society should be improved to cater more to the student body.
- f. Facilitate the collection of applications for groups within the Society.
- g. Organize and store hiring notes.
- h. Administering Staff Chats to EngSoc Service managers, staff, and volunteer positions as listed below but not limited to:
  - i. Science Quest
  - ii. TeaRoom

- iii. Clark Hall Pub
- iv. Campus Equipment Outfitters
- v. Golden Words
- vi. iCons
- vii. Orientation Chair
- viii. Chief FREC
- ix. Science Formal Convener & Chairs
- x. Event Committee Chairs/ Coordinators
- i. Facilitate Staff Chats for the Executive and Directors through the Chair of the Engineering Review Board.
- j. Submit compiled reports of the service related Staff Chats to the Director of Services for implementation with the services.
- k. Submit compiled reports of volunteer positions to the respective Executive or Director managing the volunteer position for implementation.
- l. Submit any major volunteer complaints to the Engineering Review Board with the consent of the complainer.
- m. Perform any budgetary planning necessary in the portfolio.
- n. Submit a transition report at the end of their term.

### C.11 Director of Design

C.11.1 The Director of Design shall be the main point of contact for resources and advocacy for all EngSoc ratified Design Teams and design-related clubs.

C.11.2 The Director of Design shall be responsible for:

- a. Organizing and facilitating Design Team round tables on an as-needed basis.
- b. Reporting to the Vice-President (Student Affairs) on a frequent basis to update on the status of the teams and clubs.
- c. Relaying any necessary information for team and club advocacy to the Vice-President (Student Affairs).
- d. Providing Health and Safety training to teams and other necessary groups in the Society.
- e. Overseeing the Deputy of Design, who will assist with long-term planning for the Engineering Design Teams, facilitating communications with teams and faculty members, and taking on projects to improve the development and security of teams.

- f. Meeting regularly with the groups to monitor progress.
- g. Meeting with the Building Manager to assist with space management, as well as managing Stewardship Agreements.
- h. Connecting with resources administered through the Society such as but not limited to:
  - i. Financial services through the Director of Finance
  - ii. IT services through the Director of Information Technology
  - iii. Marketing services through the Director of Communications
- i. Performing any budgetary planning necessary in the portfolio.
- j. Submitting a transition report at the end of the term.
- k. Being the main point of contact for resources and advocacy for EngSoc ratified affiliated clubs with primarily a design focus.

#### C.12 Director of Academics

- C.12.1 The Director of Academics shall be the main point of contact for matters relating to Englinks, BED Fund, and general academic outreach in the Society.
- C.12.2 The Director of Academics shall be responsible for overseeing the management and operations of the following services of the Engineering Society:
- a. Integrated Learning Centre Constables (iCons)
  - b. EngLinks
- C.12.3 The Director of Academics shall be responsible for:
- a. Hiring the Better Equipment Donation (B.E.D) Fund Head Manager.
  - b. Sitting as an ex-officio voting member of the B.E.D Fund Board as defined in By-Law 4.C.
  - c. Liaising with the AMS Academics Affairs Commissioner.
  - d. Overseeing the Discipline Caucus Coordinator.
  - e. Overseeing the Academic Feedback Officer.
  - f. Referring students to academics resources in the Faculty of Engineering and Applied Science when requested.
  - g. Providing academic resources to students.
  - h. Performing any budgetary planning necessary in the portfolio.
  - i. Submitting a transition report at the end of the term.

#### C.13 Director of External Relations

- C.13.1 The Director of External Relations acts to maintain strong and positive associations between the Engineering Society of Queen's University and any external

bodies – excluding those directly overseen by other Executive and Director portfolios – with a focus on the local Kingston community and other Engineering bodies, thereby giving back to our host community, providing opportunities for personal and professional growth of engineering students, and enhancing the reputation of Queen’s engineering students.

C.13.2 The Director of External Relations shall be responsible for:

- a. Facilitating opportunities for members of the Engineering Society to volunteer and/or give back in the Kingston community.
- b. Oversight of Society events with an outreach focus in the Kingston community. Including but not limited to:
  - i. Fix N’ Clean
- c. To act as an ex-officio member of the Outreach Team.
- d. Encouraging a culture of philanthropy and volunteerism among members of the Engineering Society.
- e. Liaising with the AMS External Affairs Commissioner.
- f. Providing support for affiliated clubs and groups with an outreach focus, be that locally and otherwise.
- g. To act as a liaison between EngSoc and community groups.
- h. To act as liaison between EngSoc and external organizations including but not limited to:
  - i. Canadian Federation of Engineering Students (CFES)
  - ii. Engineering Student Societies’ Council of Ontario (ESSCO).
- i. To actively inform students about external groups and organizations.
- j. To provide a link to external organizations for internal Engineering Society organizations, for the purposes of promoting opportunities to the greater engineering community.
- k. To act as the ex-officio chair of the External Communications Committee.
- l. To attend conferences, events and meetings of external organizations as the head representative of the Engineering Society that are deemed to be of benefit for the Society.
- m. To monitor the online resources of CFES and other relevant affiliated groups, and participate on behalf of the Engineering Society in discussions over these organizations' e-mail links and online meetings.

- n. To hire delegates for ESSCO and CFES conferences, complete delegate training, gather post-conference report forms and presenting conference findings to Council as outlined in Section μ.C
- o. To oversee the bidding, creation of the Organizing Committee and execution of Queen's hosted ESSCO and CFES conferences and competitions when necessary, as outlined in Section μ.B.4.
- p. Performing any budgetary planning necessary in the portfolio.
- q. Submitting a transition report at the end of the term.

C.13.3 The Director of External Relations shall be responsible to the President of the Engineering Society. The Director of External Relations will require approval from Engineering Society President in matters affecting the reputation of the Engineering Society in the community.

C.13.4 The Director of External Relations may hire and supervise an Outreach Head Manager, Assistant Manager of Community Outreach, and Assistant Manager of Campus Outreach.

- a. The Outreach Head Manager will oversee the overall operations of the Outreach Team but not limited to:
  - i. Finances of the Outreach Team
  - ii. Charitable Events
  - iii. Hiring and oversight of:
    - 1. Outreach Assistant Managers
    - 2. Outreach Team
- b. Assistant Manager of Campus Outreach will oversee community initiatives and run events for the Kingston Community
- c. Assistant Manager of Campus Outreach will oversee campus initiatives, run events for Queen's undergraduate students, and oversee communication with student governments including but not limited to:
  - i. Arts and Science Undergraduate Society (ASUS)
  - ii. The Commerce Society (ComSoc)
  - iii. Nursing Science Society (NSS)
  - iv. Computing Students' Association (COMPSA)
  - v. Concurrent Education Students' Association (CESA)
  - vi. Physical Health Education & Kinesiology Student Association (PHEKSA)
  - vii. The Outreach Head Manager and Assistant Outreach Manager(s) shall oversee the Outreach Team and hire its general members

- d. The Outreach Head Manager and Assistant Outreach Manager(s) shall oversee the Outreach Team and hire its general members

#### C.14 Director of Social Issues

C.14.1 The Director of Social Issues shall be the main point of contact for resources and advocacy for individuals or groups within the Engineering Society for matters that relate to equity, diversity, accessibility and/or sustainability (social issues).

C.14.2 The Director of Social Issues shall be responsible to the President of the Engineering Society.

C.14.3 The Director of Social Issues shall be responsible for:

- a. Hiring and supervising the following positions:
  - i. Cultural Diversity Representative
  - ii. Environmental Equity Representative
  - iii. Gender and Sexuality Representative
  - iv. Mental Health Representative
  - v. International Student Representative
  - vi. Accessibility Representative
  - vii. Equity Events and media Coordinator
  - viii. Bursary Committee Chair which shall be hired with two executive members
  - ix. Five General members for the Sustainability committee
- b. Acting as an ex-officio chair of the Committee on Equity.
- c. Acting as an ex-officio chair of the Bursary Committee.
- d. Acting as a non-voting and an ex-officio member of the Advisory Board.
- e. Acting as an ex-officio chair of the Sustainability Committee
- f. Acting as a non-voting and an ex-officio member of the External Communications Committee.
- g. Overseeing the December 6<sup>th</sup> Memorial
- h. Performing all budgetary planning for the social issues portfolio and bursary committee.
- i. To liaise with other Faculty Societies and the Alma Mater Society on social issues and best practices. To communicate regularly with the President.
- j. To act as a support to all undergraduate engineering students, focusing on resolving any social issues which may arise and providing resources or directing these students to appropriate personnel.

- k. To promote recognition and inclusivity for the many diverse groups among undergraduate engineering students.
- l. Submitting a transition manual at the end of their term

#### C.14 Director of Internal Processes

**C.14.1** The Director of Internal Processes shall oversee the administration, management of spaces, and documentation of Engineering Society processes.

**C.14.2** The Director of Internal Processes shall be responsible to the Vice-President (Operations) of the Engineering Society.

**C.14.3** The Director of Internal Processes shall be responsible for:

- a. Overseeing and managing the Automation & Process Development Team which will perform the following activities including but not limited to:
  - i. Identifying efficiency gaps in Society operations.
  - ii. Developing and automating processes within the Society by leveraging the Microsoft Power platform.
  - iii. Providing training in using the systems and processes that are developed.
- b. The Society's physical facilities including:
  - i. The Services Space
  - ii. The Clark EngSoc Lounge
  - iii. The ILC EngSoc Offices
  - iv. The Tom Harris Student Lounge
  - v. Related areas
- c. To organize and run the IMAGINUS poster sale or appoint a designate to fulfill this duty, as long as such a contract exists, three times each year with the assistance of the Arts & Science Undergraduate Society (ASUS).
- d. Facilitating the signing of NDA's, Affiliated Group Contracts, and any other documentation for all Engineering Society groups.
- e. The documentation of all signed contracts for all Engineering Society groups.
- f. Manage any administrative office tasks for the Engineering Society including but not limited to:
  - i. Office Hour Scheduling
  - ii. Training Scheduling
  - iii. Office Stationery Orders
  - iv. Oversight of the Engineering Society Printer
- g. Perform any budgetary planning necessary in the portfolio.



- h. Supporting the Vice-President (Operations) with additional administrative tasks.
- i. Submit a transition report at the end of their term.
- j. To organize the Engineering Society and Dean's Reception.
- k. Coordinating the annual Engineering Society Awards Banquet, as seen in *Bylaw 17*
  - i. Organizing and Chairing the annual Awards Banquet.

# γ: Hiring and Transition

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*Preamble: The Hiring and Transition Policy outlines all appointed positions within the Engineering Society. It includes the hiring processes for all appointed and paid positions, including advertisement for the positions, time frame for the application periods and the procedures for interviewing and notifying the applicants. The policy for dealing with grievances with the hiring processes and dismissing employees is also outlined. The policy sets a fair and systematic hiring process that can be readily followed by all those involved. It provides accountability by clearly defining the duties and responsibilities of each person involved in the hiring process.*

## A. Appointments

### A.1 Purpose

A.1.1 Appointments include those done at the start of the Executive and Council term, those done as appointed terms end, special replacement appointments and Executive appointments.

### A.2 Appointment Types

A.2.1 Executive term appointments are done as the first substantial action by a new Council and its Executive. Appointments are to be performed according to the Engineering Society hiring policy, as seen in Section *B: Hiring Policy*. The positions covered include:

- a. The fourteen (15) Directors as seen in *By-Law 8.A.1*
- b. The Following Officers:
  - i. Chief Returning Officer
  - ii. Deputy Returning Officer(s)
  - iii. Financial Officer(s)
  - iv. Human Resource Officer(s)
  - v. External Communications Officer
  - vi. Service Officer(s)
- c. The six (6) service managers listed below:
  - i. Campus Equipment Outfitters Managers
  - ii. Clark Hall Pub Managers
  - iii. Golden Words editors & Managers
  - iv. Head iCon
  - v. Tea Room Managers

- vi. EngLinks Managers
- d. The nine (9+) event Chairs/coordinators listed below:
  - i. December 6th Memorial Coordinator
  - ii. Fix N' Clean Coordinator(s)
  - iii. Movember Chair(s)
  - iv. Terry Fox Run Coordinator(s)
- e. The various positions listed below:
  - i. IT Managers
  - ii. Advisory Board Secretary
  - iii. BED Fund Head Manager and Managers
  - iv. Chair of Alumni Relations
  - v. Chair of Industry Relations
  - vi. Chair of Alumni Networking Summit
  - vii. PD Workshops Coordinator
  - viii. PD Marketing Coordinator
  - ix. Communications Team
  - x. Outreach Team
  - xi. Policy Officer(s)
  - xii. Council Secretary
  - xiii. Engineering Society Review Board
  - xiv. Internal Records Officer(s)
  - xv. Deputy of Design
  - xvi. First Year Events Manager
  - xvii. First Year Communications Manager
  - xviii. Clubs Officer
  - xix. Conference Deputy
  - xx. Automation & Process Development Team

A.2.2 Ongoing replacement appointments include all positions that do not transition with the Executive. Appointments are to be performed according to the EngSoc hiring policy, as seen in *Section B: Hiring Policy*. The positions covered include:

- a. Chief FREC
- b. Conference/Competition (Co)Chair(s)
- c. Orientation Chair

- d. Head of OTIS
- e. Head(s) of Water Team
- f. Science Quest Directors
- g. Science Formal Convener & Chairs

A.2.3 Special replacement appointments occur if an appointed position is vacated. The appointment committee is as described in *Section B: Hiring Policy*.

A.2.4 Executive supplement positions occur when the Executive asks Council to appoint an additional member to the Executive. This provision is used to handle a special task within the Executive, such as the temporary replacement of an Executive member. The appointee does not vote on the Executive or Council, unless they are already a voting council member. The hiring policy is as described in *Section B: Hiring Policy*. Additionally, the Chair of the Engineering Society Review Board is a voting member of the Hiring committee.

A.2.5 All logistics for these appointments are at the discretion of the committee Chair, including the Hiring Committee. Promotion must follow policy outlined in *Section B: Hiring Policy*, but is the responsibility of the committee Chair. These committees include:

- a. All Clubs hiring executive members
- b. Conference/Competition Committees
- c. Committee on Inclusivity
- d. Outreach Team
- e. Engineering Society Services Staff
- f. Science Formal Managers
- g. FREC Committee
- h. Movember Committee
- i. Fix N' Clean Assistant(s)

### A.3 Ratification

A.3.1 Appointments specified below must be ratified by the Engineering Society Council with a majority vote. Non-engineers must be ratified by a two-thirds majority vote.

- a. The following positions must be ratified:
  - i. The fourteen (15) Directors as seen in *By-Law 8.A.1*

## B. Hiring Policy

*Preamble: In keeping with the spirit of the mission statement of the Engineering Society, the mission of the Engineering Society Hiring Policy is to ensure that the mandate of the society is met through hiring the most suited candidate for the position while emphasizing personal and educational growth for the successful candidate; suitability is based on qualifications, cohesiveness of group and a priority of giving learning opportunities to as many society members as possible.*

### B.1 General

B.1.1 Unless otherwise outlined within the Engineering Society Constitution or By-Law, the following applies to all appointed positions as stated in the Engineering Society Policy Manual, **Section γ.A: Appointments**, and all positions which fall under those mentioned therein.

B.1.2 The Engineering Society shall strive to offer paid and volunteer opportunities to as many engineering students as possible, without compromising the general welfare of its operations.

B.1.3 The Engineering Society shall act in full compliance with the Ontario Human Rights Code and the Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, religion, and handicap.

a. Any information provided that is in violation of the Ontario Human Rights Code or the Charter of Rights and Freedoms shall not be considered when evaluating an applicant

B.1.4 The Engineering Society seeks to provide opportunities for engineering students to develop a wide range of employment skills and experiences. Thus, prior EngSoc experience shall not be a prerequisite for any EngSoc position. However, experience may be a consideration for a hiring committee, notwithstanding the fundamental goal of providing as many opportunities for personal growth to as many different engineering students as possible.

a. An exception shall be made for Design Group executive positions, where they may require up to one (1) year of experience as a member of that Design Group.

B.1.5 All Hiring Committees and Applicants must use EngsSoc Breezy, breezy.engsoc.queensu.ca, the online application system, unless otherwise stated in this Policy Manual or with consultation with the Director of Human Resources or Vice President of Student Affairs.

a. FREC hiring is the only permanent exception whereby all applications are submitted by email to the Chief FREC, Orientation Chair, or Action-Tech-Plant Manager.

B.1.6 The Director of Human Resources shall be responsible for the management of the online application system and will have the ability to review postings and applications for inappropriate/irrelevant information.

## B.2 Eligibility

B.2.1 Unless otherwise stated in the specific description of a position, or at the discretion of the Chair of the Hiring Committee, a candidate must be a member of the Engineering Society of Queen's University to be eligible to hold an Engineering Society appointed position.

a. A member of the AMS or SGPS who is not also a member of the Engineering Society may be eligible to hold an Engineering Society position at the discretion of the Chair of the Hiring Committee, though priority should be given to Engineering Society members who fully qualify for a given position.

b. Service Management Teams shall be undergraduate students of Queen's University, and in any given year be comprised of a minimum of 50% Engineering Society members.

B.2.2 The eligibility and qualifications required for each position must be clearly assessed and advertised when recruiting candidates.

a. The eligibility and qualifications should be fully present in any official job posting.

B.2.3 Students holding paid summer positions with the Engineering Society must be returning to Queen's University as a part-time or fulltime student and as a member of the Engineering Society or Alma Mater Society, in the ensuing academic year.

a. Students who have worked in a service for the academic year, but are not returning Engineering Society or AMS members, may be eligible to be hired during the summer months. This decision is subject to the approval of the Vice President of Operations and will only be made in cases where a service is impeded from fully functioning due to a lack of available staff or lack of experienced staff members and where additional staff are deemed necessary.

## B.3 Eligibility of Previous Volunteers and Employers

B.3.1 No student may serve in the same position, excluding service staff (reference B.3.5 for specific limitations) and larger teams without a defined maximum membership, for more than one term, unless the Hiring Committee decides that none of the other applicants are in any way capable of satisfying the job description, or if

there are some other extraordinary circumstances. In the event that an individual re-applies for a position they previously held and is the only applicant, hiring for the position must be re-opened. Should there be no further applicants; the individual may then be rehired.

- a. A specific exception is made for ERB members as defined in [Section ε.B.3.2](#).
- b. Service managers may be rehired to the same position if the duration of their work period is cut short or the service was non-operational due to severe external circumstances, not related to job performance. Each case will be reviewed and determined by the overseeing Vice President and Director to make the final decision.

[B.3.2](#) No student who has directly or indirectly overseen an appointment may be eligible to hold the position which they oversaw in subsequent years. In the event that there are no applicants for the position, the application shall be extended and the student having overseen an appointment may apply during the extended application period. However, preference shall be given to a suitable applicant who has not had previous oversight experience for that particular position.

- a. An exception is given to anyone applying for the position of EngLinks tutor, with academic expertise as the highest priority.
- b. An exception is made for Design Group positions.

[B.3.3](#) A student who has been a Director or Manager of a service shall be eligible to serve as a Manager or Director of a different service/portfolio. However, preference shall be given to a suitable applicant who has not had previous Engineering Society managerial/directorial experience.

[B.3.4](#) If a student wishes, they can appeal policy [Section B.3.1 to B.3.3](#) to the Engineering Society Review Board if they feel that they have sufficient cause to do so. The Engineering Society Review Board's decision on this matter would be final.

[B.3.5](#) The following apply specifically to employees seeking to be rehired to a service position:

- a. Rehires shall be permitted among the services for up to a maximum of 30% of the staff. The rehiring of individuals shall require exceptional past performance and be based on their ability to aid in the training of new employees, provide leadership to new employees, and their level of commitment to the service.
- b. Any service wishing to exceed the 30% limit may request approval to do so from the Vice-President (Operations). Exemption from the limit shall only be given if the welfare of the service would be compromised by a failure to retain additional experienced staff. Under no circumstances can the limit exceed 50%.

- c. There shall be no cap on rehires for EngLinks.

B.3.6 A student who has been terminated from, or has otherwise left an Engineering Society position for disciplinary reasons, shall not be eligible for employment within the Engineering Society until the conclusion of the academic semester following the semester in which their employment/appointment ended.

B.3.7 Notwithstanding B.3.1, all Design Group positions except for Team Captain may be served by the same student in consecutive years.

- a. In the case where a Design Group Team Captain is unable to fulfill their duties due to circumstances beyond their control, the Team Captain be eligible to serve the same role in consecutive years.
- b. Eligibility for this provision should be done in consultation with the Director of Human Resources and the Director of Design.

#### B.4 The Hiring Committee

B.4.1 For non-service appointed positions, and unless otherwise specified in *Section B.4.2*, the Hiring Committee shall consist of the direct supervisor(s) and any other Engineering Society member(s) deemed necessary to complete the committee.

- a. The Hiring Committee shall make an effort to have a diverse panel of members currently holding positions relevant to the position being hired.
- b. The Hiring Committee must have at least 3 people.
- c. The Hiring Committee cannot exceed 6 people.
- d. If the direct supervisor for a position is unavailable to sit on the Hiring Committee where the Committee would then be less than 3 people, their supervisor will take their place. In the case that the following is unavailable, this principle will continue up the chain of management until it reaches the Executive, whereas they will be required to fill any empty positions on the Hiring Committee.

B.4.2 The appropriate Hiring Committees for the following positions is specified:

- a. Director:
  - i. The three (3) members of the Incoming Executive
  - ii. The Engineering Society General Manager
- b. Head Managers and Golden Words Executive
  - i. The Engineering Society General Manager
  - ii. The Director of Services
  - iii. The Vice-President of Operations
  - iv. The President



c. Head Managers of EngLinks and Icons

- i. The Engineering Society General Manager
- ii. The Director of Academics
- iii. The Vice-President of Operations
- iv. The President.

d. Assistant Managers

- i. The Head Manager
- ii. The Engineering Society General Manager (if necessary)
- iii. The Director of Services
- iv. The Vice-President of Operations

e. Assistant Managers of EngLinks and Icons

- i. The Head Manager
- ii. The Engineering Society General Manager (if necessary)
- iii. The Director of Academics
- iv. The Vice-President of Operations

f. Service Staff

- i. The Management Team
- ii. The Supervising Director (if necessary)
- iii. The Vice-President of Operations (if necessary)

g. Engineering Review Board Members (as defined in *By-Law 15 Section B.2*)

- i. The President
- ii. The Queen's University Rector
- iii. The Dean of the Faculty of Engineering and Applied Science or a designate
- iv. The Board's Incoming Senior Chair

h. EngSoc Affiliated Club President and Vice-President Hiring

- i. Outgoing Club President
- ii. Any two (2) other individuals most relevant to the position

i. Design Group General Members

- i. The incoming Design Group Captain (Chair)
- ii. Two members of the incoming Design Group Executive, as chosen by the incoming Design Group Captain

**B.4.3** If, due to an extenuating circumstance (travel delays, family matters, health, internship, etc.), the specific Hiring Committee members, as outlined in *Section B.4.2*,

are unable to sit on the panel at any point during the interview process, a designate may be chosen by the absent member, with approval from the Director of Human Resources or Vice-President of Student Affairs.

- a. If the absent Hiring Committee member is unreachable for any reason, the remaining members may elect a designate for the absent member with approval from the Director of Human Resources or the Vice-President of Student Affairs.
- b. In the case of a contactable absent Hiring Committee member, present members may contact the absent member so they may weigh in on the hiring decisions. Any final hiring decisions must be made by present Hiring Committee members.

B.4.4 Each member of the Hiring Committee shall be excluded as a candidate for any position which falls directly under the position for which the interview is being held.

- a. Neither the President, Vice-President of Operations, the Director of Services, nor Director of Academics of the Engineering Society may be employees (either staff or manager) of any service they oversee during their term of office.
  - i. An exception is made for EngLinks as seen in *Section B.3.2.a.*
- b. Members of the Advisory Board may not be managers of any service during their term of office.

B.4.5 All members of the Hiring Committee shall receive hiring training from the Director of Human Resources or Vice President of Student Affairs before any interviews take place.

- a. Record of hiring training completion shall be kept by the Director of Human Resources.
- b. Hiring training must be completed once per semester.

B.4.6 The Hiring Committee shall select a Chair prior to the commencement of the interviews. Unless extenuating circumstances exist, the Chair should be a direct supervisor of the position being hired, or the Executive into whose portfolio the position falls. The Chair's responsibility is to:

- a. Facilitate the interview.
- b. Make introductions.
- c. Make their position as Chair known to the applicant at the beginning of each interview.
- d. Have final say in hiring decisions as outlined in *Section B.10.3.*
- e. Outline the means of appeal process as seen in *Section B.12: Means of Appeal.*

B.4.7 The Hiring Committee Chair shall remain the same through all interviews.

- a. An exception is made for FREC hiring where the position of Chair may rotate through members of FREC Committee, including but not limited to the Orientation Chair and Chief FREC, as needed.

**B.4.8** The same Hiring Committee must interview all applicants for a given position, unless extenuating circumstances occur.

- a. An exception is made for FREC hiring whereas the Hiring Committee may consist of any member of FREC Committee.
- b. An exception is made for positions with more than 50 applicants whereas the hiring committee may consist of a rotating panel from a pool of pre-selected Hiring Committee members as described in *Section B.4.1*. In this case, the size of any Hiring Committee must remain the same throughout all interviews and not be less than 3 members. This section does not apply to any positions with a pre-determined panel as seen in *Section B.4.2*.
- c. An exception is made for Design Team Group (a Design Group with a competition as seen in *Policy Manual κ.B.1.2* and *κ.B.1.3*) general member positions with more than 15 applicants. The hiring process will follow as laid out in *Section B.4.8.b*.

## **B.5 Recruitment and Advertising**

**B.5.1** The Vice President of Student Affairs and Director of Human Resources shall have responsibility for establishing the hiring calendar of suggested hiring times.

**B.5.2** Each position must be advertised in two(2) consecutive issues of the AllEng Weekly Newsletter.

- a. Other forms of promotion and advertisement are also encouraged, such as the use of social media.
- b. All Design Group positions may only be advertised in one (1) issue of the AllEng Weekly Newsletter.

**B.5.3** Each official job position must be made available on breezy.engsoc.queensu.ca for no less than two (2) weeks (14 days) before they are due.

- a. All Design Group positions may only be made available for one (1) week (7 days) on breezy.engsoc.queensu.ca before they are due.

**B.5.4** The Vice-President of Student Affairs or Director of Human Resources may waive requirements B.5.2 and B.5.3 at their discretion.

**B.5.5** When advertising the position, the following must be clearly defined:

- a. Eligibility or experience requirements.

- b. Application due dates
- c. Contact person and information.
- d. Monetary compensation (if applicable).

B.5.6 As a resource to the candidates, job descriptions must be made readily available on breezy.engsoc.queensu.ca or the Engineering Society website.

B.5.7 At the discretion of the Hiring Committee, the deadline for applications may be extended if it is decided that there is an unsatisfactory number of eligible applicants by the original due date, with consultation with the Director of Human Resources and the Vice President of Student Affairs. In such a case, it is the responsibility of the Hiring Committee to inform all of the original applicants by email within 24 hours of the original deadline.

B.5.8 The hiring of service staff for each Engineering Society Service will be broken into two separate positions: new staff and staff seeking rehire. These positions will appear as separate entries on breezy.engsoc.queensu.ca and will be treated as two separate groups during the interview process.

## B.6 The Application Process

B.6.1 The application on breezy.engsoc.queensu.ca shall require the applicant to provide the following information:

- a. The position applied for
- b. Name
- c. Telephone number
- d. E-mail address
- e. Faculty
- f. Year of program
- g. Confirmation of eligibility as per the requirements laid out in *Section B.2*.
- h. Authorization to enable the Engineering Society to verify information provided in *Section B.6.1*.

B.6.2 Unless otherwise specified, the application page shall contain the following:

- a. Eligibility requirements
- b. Due date and time and time for submission of application
- c. Statement that hiring will be done according to EngSoc Hiring Policy
- d. The position description
- e. Uploading mechanism for resumes and cover letters

- f. Information on interview postings, including tentative dates when interviews will be held
- g. A note stating that interviews will be held in rounds or in groups, if that is the case

B.6.3 The application page shall list at least four (4) questions for which a response is required. The questions shall be:

- a. Why do you believe you would be a good fit for the position of <insert position here>?
- b. Interviews are scheduled to be <insert date(s) here>. Do you have any conflicts with this/these date(s) and if so when?
- c. What is your preferred method of contact regarding the status of your application (email/phone)?
- d. How did you hear about this position?

B.6.4 If the Hiring Committee requires resumes, proposals, or other information, this must be made clear in the position's posting on breezy.engsoc.queensu.ca. If such material is included and not required, it may be taken into consideration, but its inclusion must not be used as a deciding factor in the hiring process.

- a. In the case that a resume, proposal, or other information is not provided when requested, that lack of submission of the required documents may be used as a deciding factor in the hiring process.
- b. Design Group general member positions may not have an interview process and may accept all those who apply to the posting on breezy.engsoc.queensu.ca. This decision may be made after viewing the number of applicants.

## B.7 Scheduling Interviews

B.7.1 Interview times and scheduling are the responsibility of the Chair of the Hiring Committee.

B.7.2 Interviews shall be granted only to those applicants that meet the publicized deadline.

- a. Extenuating circumstances may be granted at the discretion of the Chair of the Hiring Committee with consultation with the Vice President of Student Affairs or the Director of Human Resources.

B.7.3 All applicants shall be granted an interview, unless their application is deemed to be below expectations by the Chair of the Hiring Committee or are otherwise ineligible for the position as outlined in *Section B.3*.

- a. To be deemed below expectations, an applicant must have made no reasonably legitimate attempt to complete the application.
- b. Should an application be deemed below expectations, the applicant must be notified by email that they are not being considered for the position before interviews begin.

B.7.4 It is the responsibility of the Hiring Committee to find and make arrangements for a suitable interview location. The location should be one that is physically comfortable for the applicant and Hiring Committee, not unnecessarily intimidating for the applicant, private and professional to ensure confidentiality, and easily accessible to the AMS Walkhome Service or a telephone. When necessary, an alternate interview location with wheelchair accessibility must be arranged.

- a. In the case of video interviews, it is the responsibility of the Hiring Committee to create and provide a secure meeting link and password.

B.7.5 Interviews may not be scheduled after the Friday of Week 12.

- a. *Section B.7.5* may be overruled by the Vice President of Student Affairs or the Director of Human Resources, contingent on the consent of the applicants scheduled during this time. Applicants shall be given the opportunity to schedule their interview prior to the Friday of Week 12 if requested.

B.7.6 Interviews shall be scheduled on weekends and evenings in order to maximize the availability of applicants and minimize inconvenience. Every effort should be made to conclude interviews before 11 pm.

- a. Interviews may be scheduled during the daytime on weekdays (9am-6pm) with the applicant's consent.
- b. Interviews may be scheduled to begin after 11pm with the applicant's consent.

B.7.7 Interview times must be posted within 48 hours after the online application deadline.

B.7.8 Notification of the posted interview times must be sent to the applicant by e-mail at least 24 hours before the start of their interview. In the event that this provision is not met, the Hiring Committee shall acquire verbal confirmation from applicants regarding their interview time.

B.7.9 In the case of a candidate not being able to make their scheduled interview time for a valid reason, it is their responsibility to inform the Hiring Committee of the case at least 24 hours prior to the interview, unless extenuating circumstances exist. If such notice is given, the Hiring Committee shall accommodate a change in interview time.

- a. The validity of the reason for the request to move the scheduled interview is up to the discretion of the Chair of the Hiring Committee through consultation with the Vice President of Student Affairs and the Director of Human Resources.
- b. If notice has not been given, it is up to the discretion of the Chair of the Hiring Committee whether or not a replacement interview will be provided. Any decision made must remain constant for all applicants in a similar situation.

## B.8 The Interview

B.8.1 A list of questions relevant to the position must be agreed upon by the Hiring Committee prior to the interview.

- a. Approval of the questions must be given through consultation with the Director of Human Resources or Vice President of Student Affairs prior to the posting of interview times.
- b. Where reasonable, no Hiring Committee member shall conduct an interview with an applicant with who they have a conflict of interest. If this is not possible, the Hiring Committee member should make all efforts to reduce bias in the interview process by speaking last during deliberations and/or abstaining from any hiring decisions regarding the specified applicant.
- c. All conflicts of interests must be stated, in writing, at the top of the applicants interview notes by the panelist who holds the conflict. A valid declaration of conflict of interest must include the first and last name of the panelist as well as the applicant and may follow one of the following structures.
  - i. "I, [Full Name of Panelist], declare a conflict of interest with the applicant, [Full Name of Applicant]"
  - ii. "Conflict of Interest: [Full Name of Panelist] with [Full Name of Applicant]"
  - iii. COI: Panelist: [Full Name of Panelist], Applicant [Full Name of Applicant]
- d. Where reasonable, full effort to disclose a conflict of interest on the interview notes involving other legible declarations of conflict of interest will be accepted, subject to the discretion of the Director of Human Resources or the Vice President of Student Affairs.

B.8.2 Questions asked during the interview must be selected from the listed mentioned in *Section B.8.2*. However, the Hiring Committee may ask follow-up questions designed to elicit a clearer response from the applicant, eliminate confusion or address an area of concern or uncertainty that may arise.



- a. Follow up questions that elicit a specific response or bring information unrelated to something previously mentioned into the interview are not permitted within an interview.

B.8.3 It is required that a minimum of one question pertaining to EDI (Equity, Diversity, and Inclusion) be asked for all Engineering Society senior leadership interviews.

- a. Senior leadership positions include, but are not limited to, Director, Orientation Chair, and Service Head Manager positions.
- b. Appropriate questions may follow one of the following structures:
  - i. "With regards to Equity, Diversity, and Inclusion, what are you doing to educate yourself and eliminate systemic issues?"
  - ii. "As \_\_X position\_\_ what will you do to improve Equity, Diversity, and Inclusion?"
  - iii. "What would you change at Queen's University and/or the Engineering Faculty/Society to improve EDI?"

- c. Approval of questions must be given through consultation with the Director of Human Resources or Vice President of Student Affairs prior to the posting of interview times.

B.8.4 Each member of the Hiring Committee must communicate all perceived conflicts of interest to the other committee members prior to the interview.

- a. Conflicts of interest include, but are not limited to, current and former partners, relatives, housemates, and close friends.
- b. Where reasonable, no Hiring Committee member shall conduct an interview with an applicant with who they have a conflict of interest. If this is not possible, the Hiring Committee member should make all efforts to reduce bias in the interview process by speaking last during deliberations and/or abstaining from any hiring decisions regarding the specified applicant.

B.8.5 At the beginning of the interview, the Hiring Committee shall:

- a. Provide introductions.
- b. State the maximum length of the interview and that the Committee is timing the interview and will provide notice of time running short.
- c. State that questions or clarification can be asked for at any time during the interview.

B.8.6 At the conclusion of the interview, the Hiring Committee shall:



- a. Provide the applicant the opportunity to ask questions or make any additional comments.
- b. State that the applicant may direct any further questions to the Hiring Committee Chair.
- c. Outline the means of appeal or contact if there are any concerns with the interview process as outlined in [Section B.12](#).

## B.9 Hiring Notes

B.9.1 Each member of the Hiring Committee shall complete a written evaluation of the applicant while the interview is taking place. Written evaluations help preserve the integrity in the hiring process and are necessary for reference should an applicant subsequently seek feedback.

- a. If physical, these documents shall be kept confidential and stored in the Engineering Society Filing Cabinet and filed accordingly by the Director of Human Resources.
- b. If digital, these documents shall be kept confidential and be removed from the hiring tablets by the Director of Human Resources, who will organize them in a OneDrive folder connected to their Engineering Society email account.
  - i. This folder shall be fully shared only with the Vice-President (Student Affairs).
- c. The Director of Human Resource shall not be responsible for responding to an applicant's questions regarding their specific interview; this shall remain the responsibility of the Hiring Committee.
- d. All written evaluations shall be placed in the possession of the Director of Human Resources no later than 72 hours after hiring decisions have been made and all candidates have been notified as per [Section B.10.6](#).

B.9.2 The Hiring Committee shall make every effort to digitize their hiring notes in lieu of using paper.

- a. Engineering Society tablets (Boogie Board 9.7 Sync) may be requested from the Director of Human Resources no later than three (3) days before interviews begin. The boards will be assigned to a Hiring Committee no later than 24 hours before the panel begins interviewing.
  - i. Preference will be given to the Hiring Committees with the largest numbers of expected applicants
- b. Each Hiring Committee member shall use the same tablet during the entire interview process and ensure that their tablet is returned to the Engineering Society Office when not in use.

c. The Director of Human Resources shall keep a log of the tablet number, assigned Hiring Committee member, and dates of use. This data will be retained for at least one year or until a successor is hired as seen in [Section B.10.8](#).

d. To review the notes during the decision-making process, the tablet may be plugged into a computer by USB connection.

i. The tablet must be physically present with the notes remaining on it during the reviewing process. The notes shall not be copied or removed from the device.

ii. If the notes are required at any time after the interviewing and decision making process is complete, a request may be made to the Director of Human Resources.

[B.9.3](#) When taking notes, the Hiring Committee member shall write their name, and the interviewee's name, and the date at the top of each page.

a. For tablets, both names should be written at the top of each new screen. The corresponding interview question shall also be made clear via question number.

## [B.10 Decision Making and Documentation](#)

[B.10.1](#) Decisions shall be made solely on the criteria relevant to and based on the requirements of the position acquired through the online application and through the interview process.

[B.10.2](#) A second round of interviews may be held at the discretion of the Hiring Committee should no candidate emerge as a clear choice during the first round or should the committee simply desire further information on which to base their decision. The committee is not obligated to include all applicants in the second round.

[B.10.3](#) The Hiring Committee shall strive to reach a consensus on the successful applicant(s). In the case that consensus cannot be reached, the Chair of the Hiring Committee will make the decision

a. In the case that a majority of the Hiring Committee disagree with the decision made by the Chair of the Hiring Committee, the other members of the Hiring Committee may appeal the decision to the Engineering Society Executive. In such a case, the supervising Engineering Society Executive will mediate a discussion with the Hiring Committee in order to come to a consensus.

i. In the case that the Engineering Society Executive are already on the Hiring Committee, such as for Engineering Society Director hiring, the Speaker of the Engineering Society Council will act as the mediator.

- b. If no consensus can be made, the mediator will choose between the Hiring Committee majority decision or the Chair's decision.

B.10.4 If, at the conclusion of the interview and review process, the Hiring Committee is not satisfied with any of the applicants, the Committee may re-open the entire process.

- a. The unsuccessful applicants must be notified by either phone call or email before the applications may be re-opened. If an email is used to notify the candidate, it must be sent 48 hours before the new applications are closed.

B.10.5 The Hiring Committee's decisions shall be recorded on breezy.engsoc.queensu.ca.

- a. An exception is made for FREC hiring, where record of decisions should be kept by the Orientation Chair

B.10.6 The Chair of the Hiring Committee must notify the Director of Human Resources immediately once the hiring and decision-making process is complete.

- a. The Hiring Committee shall submit all documentation to the Director of Human Resources no later than 72 hours after hiring decisions are made and all candidates have been notified, to be filed for one year or until a successor is hired.

B.10.7 If the Hiring Committee wishes to access the notes once they have been filed, a request may be made to the Director of Human Resources.

- a. The notes shall not be shared with the interviewee or anyone else except the original members of the Hiring Committee.
- b. If physical, the notes should be returned to the Director of Human Resources within seven (7) days and refiled as in *Section B.9.1*.
- c. If digital, the notes shall be shared through a link set to expire within seven (7) days of the request.
  - i. The notes shall not be downloaded or copied from the shared link.

B.10.8 All documentation shall be kept for one (1) year or until a successor is hired, whichever comes first. Thereafter, all documentation shall be destroyed.

## B.11 Notification

B.11.1 The committee shall strive to notify all applicants individually of the outcome of their interview within 48 hours of the last interview.

B.11.2 The hiring committee shall notify successful applicants first to confirm that they accept the position.

- a. If the first successful applicant declines the position, the Hiring Committee will determine the next most suitable candidate and notify them next. This process

will continue until a suitable candidate cannot be found. When there are no more suitable candidates, the Hiring Committee may re-open the application as described in *Policy Section C.10.4*.

B.11.3 Upon notification of successful applicant(s), it shall be made clear that, when required, the decision is not final until ratified by the Engineering Society Council.

B.11.4 The Hiring Committee shall make every reasonable effort to notify all unsuccessful applicants as soon as possible after successful applicants have accepted the position.

B.11.5 Notification must be made to all candidates before an official posting is made. The notifications may be made by phone call or email, with preference given based on the applicant's response on breezy.engsoc.queensu.ca or during the interview.

a. In the case of email notifications, an official posting may not be made until 48 hours after the last notification email is sent, or once a reply has been received from all applicants.

b. An exemption to *Section B.11.5* is given to FREC hiring due to its scale.

B.11.6 Unsuccessful applicants shall be reminded of the means of appeal process upon notification as outlined in *Section B.12*.

## B.12 Means of Appeal

B.12.1 Any person wishing to appeal a decision that has been made under the Hiring Policy or has any concerns with the hiring shall file a grievance with the Engineering Society Review Board.

a. In the case where the Engineering Society Review Board cannot be contacted (i.e. the interview was conducted by the Engineering Society Review Board), the VPSA, with help from the executive and Director of Human Resources will handle grievances.

B.12.2 Legitimate grievances are defined as improper procedure, Hiring Committee bias or any apparent discrimination in the hiring process.

B.12.3 A grievance must be filed, in writing, prior to the ratification of the successful applicant in the case of ratified positions, or within one week of the notice of unsuccessful applications in the case of unratified positions.

a. Grievances must include contact information and be sent via e-mail to erb@engsoc.queensu.ca to inform the Engineering Society Review Board of the grievance submission. They may also be placed in a sealed envelope labelled "Engineering Society Review Board" and placed in the Engineering Society Mailbox.

B.12.4 Should the Engineering Society Review Board determine that re-interview is necessary, the structure of the Hiring Committee shall be changed to include the Chair of the Engineering Society Review Board and possibly the removal or replacement of members of the original committee, at the discretion of the Engineering Review Board.

- a. The Speaker of the Engineering Society Council does not have to participate in the interview but shall ensure the fairness and policy of the interview and Hiring Committee.
- b. In structuring a new Hiring Committee, the Engineering Society Review Board shall follow the structure outlined in B.4: *The Hiring Committee*.

B.12.5 If the Engineering Society Review Board re-opens applications, any applicant in the previous hiring session may have their submitted application transferred over to the re-interview session.

B.12.6 Upon receiving the decision from the Re-Interview Committee, no additional grievance may be filed from the candidate who submitted the initial grievance. In the case of ratified positions, this decision will then be moved for ratification in Council.

B.12.7 In the case of dismissal of the grievance for a ratified position, ratification of the original candidate chosen by the Hiring Committee shall be moved to Council.

### B.13 Commencement of Work

B.13.1 Prior to commencing work, all employees and appointees shall be made fully aware of their job requirements, any remuneration, time requirements, and all relevant rules and regulations. They shall also be made aware of this Policy Manual, the Engineering Society By-Law Manual and Constitution document and informed at to how to access it at any time.

B.13.2 All employees and appointees shall be required to sign confidentiality waivers if necessary and applicable employment contracts prior to the commencement of any work. It shall be the responsibility of the Incoming Executive to ensure that this that this occurs before the commencement of any work.

## C. Joint Hiring Policy

### C.1 Purpose

C.1.1 The purpose of the Joint Hiring Policy is to aid the hiring process of groups that have been jointly ratified under both the Engineering Society and the Commerce Society.

C.1.2 The Joint Hiring Policy draws from both the Engineering Society Hiring Policy found in *γ.B*, as well as the Commerce Society Hiring Policy.

## C.2 Eligibility

C.2.1 Any group that is ratified by both the Engineering Society and Commerce Society which hires exclusively through both Societies and only accepts applications from both Societies are governed under the Joint Hiring Policy.

## C.3 Scope

C.3.1 The joint hiring policy only overrides the Engineering Society Hiring Policy found in *γ.B*, when in direct contradiction.

C.3.2 Pre-Application Process

C.3.3 The Joint Hiring application template must be used, as made available by the Vice-President (Student Affairs).

C.3.4 The Joint Hiring template shall include:

- a. The logos of both the Engineering Society and the Commerce Society when applicable;
- b. Application instructions;
- c. Interview scheduling instructions;
- d. Standard application requested information;
- e. General and position-specific questions;
- f. Joint Hiring policy summary;
- g. Disclosure agreement as written by the Engineering Society.

C.3.5 Applications must be advertised for at least two weeks in the AllEng newsletter.

C.3.6 Applications must be made available online for at least 1 week prior to the application deadline.

## C.4 Application process:

C.4.1 All applications must be submitted by e-mail to the relevant Commerce Co-Chair and/or through breezy.engsoc.queensu.ca.

C.4.2 All applications will be made available to the committee heads prior to the pre-interview process.

## C.5 Pre-Interview Process:

C.5.1 Interviews shall be booked on the Commerce Society web portal, which is only accessible to Commerce students but can be viewed by Engineering students.

C.5.2 In the event that both committee heads are members of the Engineering Society, interview scheduling will be conducted through the Commerce Society Human Resources Officer.

C.5.3 A link to ComSoc portal shall be posted on the application along with the e-mails of committee heads and/or the Commerce Society Human Resources Officer.

C.5.4 Engineering Society members shall e-mail the committee heads and/or the Commerce Society Human Resources Officer with preferred interview slots. The committee heads and/or the Commerce Society Human Resources Officer shall then book off the chosen interview slots for the Engineering Society members.

#### C.6 Interview Process:

C.6.1 For committee head positions, the interview committee shall consist of the past head(s) of the committee, the direct supervisor of the committee head(s) from the Engineering Society, and the direct supervisor of the committee head(s) from the Commerce Society.

C.6.2 For committee head positions, the interview committee shall consist of the head(s) of the committee and any other Engineering Society or Commerce Society member deemed necessary to complete the committee.

#### C.7 Means of Appeal:

C.7.1 Any applicant belonging to the Commerce Society wishing to appeal a decision that has been made under the Hiring Policy shall be given the option to file a grievance with the Commerce Society Human Resources Officer.

## D. Dismissal Policy

#### D.1 Purpose

D.1.1 The Dismissal Policy can be employed as a means to remove any person who holds an appointed position within the Engineering Society from that position.

D.1.2 Actions that can lead to dismissal include, but are not limited to, violations of the Engineering Society Code of Honour or Ethics Policy, violations of the Queen's University Code of Conduct, theft, vandalism, trespassing, fraud, harassment, assault, negligence and other actions that compromise the integrity or image of the Engineering Society.

#### D.2 Process and Logistics

D.2.1 A written and signed complaint must be filed.

D.2.2 Complaints can either be placed in the mailbox in the Engineering Society lounge and should be directed to, or given directly to, the Vice-President (Student Affairs).

D.2.3 Anonymous complaints will not be accepted.



D.2.4 Every attempt shall be made to preserve the confidentiality of all parties involved throughout the course of the investigation.

D.2.5 The Vice-President (Student Affairs) shall conduct a preliminary investigation to determine if the complaint is valid.

D.2.6 The Engineering Society Executive shall be notified of the complaint prior to commencing the preliminary investigation.

D.2.7 The appropriate Executive member(s) and/or Director(s) may be involved in the investigation.

D.2.8 Both parties involved shall be notified at this time. The investigation should proceed generally as follows, but can be adapted with respect to the nature of each complaint,

D.2.9 The Vice-President (Student Affairs) shall discuss the incident with the accused.

D.2.10 The Vice-President (Student Affairs) shall discuss the incident with the accuser.

D.2.11 The Vice-President (Student Affairs) shall discuss the incident with any relevant third parties (such as witnesses, committee members, etc.).

D.2.12 The Vice-President (Student Affairs) shall keep a detailed record of the investigation.

D.2.13 The complainant shall not be named at this stage of the investigation.

D.2.14 If the complaint is not considered to be valid, the Vice-President (Student Affairs) shall notify the Executive and both parties of the decision.

D.2.15 If the complaint is considered valid, the Executive will meet within 72 hours to decide on an appropriate course of action.

D.2.16 Possible courses of action include: verbal warning, written warning, suspension, removal or other sanctions at the discretion of the Executive. (These sanctions can include, but are not limited to, Clark Hall Pub ban, loss of access to funds, suspension of privileges, etc.)

D.2.17 If applicable, the Engineering Society will defer to an appropriate non-academic disciplinary committee such as the Engineering Society Review Board or the AMS Judicial Committee. Any Engineering Society investigation can either run concurrently with any other investigation or be delayed until the appropriate non-academic disciplinary committee has reached a decision on the matter.

D.2.18 The Vice-President (Student Affairs) shall enforce whatever actions or sanctions are decided upon by the Executive.

### D.3 Means of Appeal

Any person wishing to appeal a decision that has been made under the Dismissal Policy must file a grievance according to *Policy Manual §C*.



## E. Transition

### E.1 General

E.1.1 Effective transition is essential in maintaining continuity within groups from year to year. Transition reports are the most important tool in this process, as they can be referred to years down the road.

- a. Transition reports are maintained by the Vice-President (Student Affairs) so that anyone wishing to find out about the previous operations of a particular group may easily do so.

### E.2 Means

E.2.1 One of the duties of all those who hold EngSoc elected and appointed positions is to complete a transition report, regardless of whether or not it is specified in their job description. Unless otherwise specified, the content and form of this transition report should follow that outlined in the "EngSoc Guide To Transition Reports". The content and form of this transition report is outlined in *Parts C, D and E* of this policy.

E.2.2 Those whose positions concern the organization of a specific event(s) should complete a transition report within two weeks of the completion of that event(s).

E.2.3 Those whose positions concern a continuous service or committee should complete a transition report at least two weeks previous to the appointment of their successor.

E.2.4 It is the responsibility of the relevant Executive member to ensure that transition reports are completed by the time specified in the guidelines above, and that they are sufficiently detailed and useful.

E.2.5 Upon completion of a transition report for a certain position, copies should be distributed to the Vice-President (Student Affairs), the Executive member responsible for that position, and the succeeding appointee for that position.

E.2.6 Transition reports are maintained by the Vice-President (Student Affairs) so that anyone wishing to find out about the previous operations of a particular group may easily do so.

### E.3 Executive and Director Transitioning

E.3.1 A Position Report is due on the Monday of Week 2 of the second semester and is to be handed in to the Chief Returning Officer and to Vice President (Student Affairs).

E.3.2 The position report is to be brief and will include:

- a. Brief position summary
- b. Job description from policy

- c. List of what the portfolio contains
- d. Brief description of tasks within the portfolio
- e. Brief yearly timeline
- f. Contact info of outgoing person

E.3.3 A Final Transition Report is due on the Friday of Week 8 of the second semester and is to be handed in to the outgoing President, outgoing Vice President (Student Affairs), and to the EngSoc Review Board Chair.

E.3.4 The final transition report will be complete and specific. It will include:

- a. summary
- b. job description from policy
- c. a detailed description of the portfolio
- d. a thorough detailing of any duties re: Directors
- e. a thorough detailing of all duties pertaining to the portfolio
- f. all officer transition reports pertaining to the portfolio
- g. a copy of the budget
- h. a detailing of strengths
- i. a detailing of weaknesses
- j. a detailing of future ideas and recommendations
- k. a detailed timeline for yearly tasks
- l. contact info of the outgoing person and any other useful contacts

E.3.5 If the Final Transition Report is not complete and submitted by the specified date, the member may not receive any honoraria until it is completed and submitted.

E.3.6 The Executive member elect shall shadow the outgoing Executive member for a period starting on the day after the elections through to the 30<sup>th</sup> of April.

#### E.4 Officer Transitioning

E.4.1 An Officer Transition Report is due on the Friday of Week 6 of the second semester to the Executive member in charge of the portfolio in which the position falls.

E.4.2 The transition report should include:

- a. summary of position
- b. a copy of the budget
- c. a description of any events done throughout the year
- d. a detailing of strengths

- e. a detailing of weaknesses
- f. a detailing of ideas and recommendations
- g. a yearly timeline
- h. any useful contact info

#### E.5 Event Organizer Transitioning

E.5.1 An Event Organizer's Transition Report is due to the Executive member or Director in charge of the portfolio in which the event falls within two weeks of the completion of the event. It shall be the responsibility of the Executive member or Director to ensure that the transition report is passed on to the event Organizer's successor.

E.5.2 The transition report should include:

- a. summary of position
- b. a copy of the budget
- c. a description of any events done throughout the year
- d. a detailing of strengths
- e. a detailing of weaknesses
- f. a detailing of ideas and recommendations
- g. a yearly timeline
- h. any useful contact info

#### E.6 Service Manager Transitioning

E.6.1 A Service Manager Transition report is due on the Monday of Week 10 of the second semester and is to be handed in to the incoming service manager as well as the incoming Director of Services

E.6.2 The service manager transition report should include:

- a. summary of position
- b. a copy of the budget
- c. a detailing of strengths
- d. a detailing of weaknesses
- e. a detailing of ideas and recommendations
- f. a yearly timeline
- g. any useful contact info

E.6.3 The member may not receive any honoraria until the transition report is complete and submitted.

# δ: EngSoc Spaces

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*Preamble: The EngSoc Spaces policy is meant to define the physical spaces used by the Engineering Society and establish regulations for their governance and proper use. Additional managerial practices may be enacted by the Executive as they see fit, so long as they are not in conflict with this policy or its intent.*

## A. General Practices

### A.1 Authority

A.1.1 Subject to the authority of Council, the Vice-President (Operations) and the Director of Internal Processes shall be responsible for decision-making in all physical space issues.

### A.2 Lounges

A.2.1 The Engineering Society shall manage lounge space in Beamish-Munro Hall and Clark Hall, for use by members of the Engineering Society.

A.2.2 These spaces shall be made as accessible and inclusive as possible at all times.

A.2.3 All groups making use of the lounges are responsible for leaving them in a clean state and not storing anything in the common space.

A.2.4 Improvements the student lounges are to be budgeted through the Engineering Society operating budget.

### A.3 Offices

A.3.1 Office space is to be allocated by the Vice-President (Operations) and Director of Internal Processes as deemed necessary.

A.3.2 Groups using EngSoc office space will be charged rent according to their respective EngServe agreement, which must be signed by the Vice-President (Operations) and the manager, Director, or President of the group.

A.3.3 The President, Vice-President (Operations), and the Director of Internal Processes shall have access to all offices.

### A.4 Security

A.4.1 All Engineering Society spaces, with the exception of areas used solely for storage, shall be alarmed.

A.4.2 The alarm system shall be maintained by the President and the Director of Internal Processes.

A.4.3 The President and the Director of Internal Processes will have access to alarm logs. The alarm logs will be checked once every 2 weeks and suspicious activity will be investigated.

A.4.4 Alarm logs will remain confidential unless this information is requested by either campus security or the police.

## B. ILC Spaces

### B.1 General

B.1.1 The Engineering Society shall manage several spaces on the first floor of Beamish-Munro Hall in the Integrated Learning Centre. These spaces shall include:

- a. Tom Harris Student Lounge
- b. Three offices adjacent to the Tom Harris Student Lounge
- c. Tea Room

### B.2 Tom Harris Student Lounge

B.2.1 The Tom Harris Student Lounge shall be made available for use by all members of the Engineering Society.

B.2.2 The lounge shall be open for the purposes of undisruptive recreation and general student work use.

B.2.3 The lounge may not be allocated to any single group or booked for meetings.

B.2.4 The Executive and Directors of the Engineering Society are to be responsible for maintaining the cleanliness of the lounge.

B.2.5 There shall be a television outside the lounge which shall display notices and advertisements from the Society, its services, and other notices relevant to Engineering Society members. The Director of Communications shall manage the use of the television for this purpose.

### B.3 Offices

B.3.1 The Engineering Society shall make use of three offices adjacent to the Tom Harris Student Lounge.

B.3.2 From west to east, these offices shall be designated for use by:

- a. The EngSoc Executive and Directors
- b. The General Manager
- c. Science Quest and The Tea Room

B.3.3 At least one representative of the EngSoc Executive and Directors shall be present in their office during business hours, with the exception of Friday afternoons.

B.3.4 The individuals and groups making use of office space shall be responsible for their cleanliness.

#### B.4 Tea Room

B.4.1 Use of the Tea Room space is to be controlled by the Tea Room management team

B.4.2 Improvements to the Tea Room shall be paid for by the service, although the Engineering Society may choose to contribute funding.

### C. Clark Hall Spaces

#### C.1 General

C.1.1 The Engineering Society shall manage several spaces in Clark Hall. These spaces shall include:

- a. Clark Hall Pub
- b. Clark Hall Lounge
- c. Clark Hall bathroom
- d. Seven offices in Clark Hall, adjacent to the Clark Hall Lounge
- e. J5 storage space

#### C.2 Clark Hall Pub

C.2.1 Use of the Clark Hall Pub space is to be controlled by the Clark Hall Pub management team.

C.2.2 Improvements to the Pub shall be paid for by the Service, although the Engineering Society may choose to contribute funding.

#### C.3 Clark Hall Lounge

C.3.1 The Clark Hall Lounge shall be made available for use by members of the Engineering Society.

C.3.2 The lounge shall serve as a bookable space for Engineering Society groups to conduct meetings or work in.

C.3.3 The managers of the services with offices in Clark Hall are to be responsible for maintaining the cleanliness of the lounge.

#### C.4 Offices

C.4.1 The Engineering Society shall make use of seven offices adjacent to the Clark Hall Lounge.

C.4.2 The individuals and groups making use of office space shall be responsible for their cleanliness.

### C.5 Clark Hall Security

C.5.1 Two security cameras will be set up in Clark Hall to record the activity in the pub.

C.5.2 These cameras will be maintained by the Vice-President (Operations). The date and time stamp will be verified at least once every 2 weeks.

C.5.3 Camera footage will only be consulted in response to a suspected incident, and will only be viewed by the Vice-President (Operations), President, and General Manager.

C.5.4 Footage will remain confidential unless requested by either campus security or the police

# ε: Conduct and Grievances

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*Preamble: The Conduct and Grievance policy outlines the general conduct of all members of the engineering society. The procedure for reporting any problems against members of the engineering society with the exception of grievances dealing solely with the Engineering Society services, which is listed in Section η.*

## A. Ethics Policy

*In the operation of its clubs, design teams, and other affiliated groups, all employees, volunteers, officers, directors, and executives (henceforth referred to as active members) of the Engineering Society must always endeavor to uphold the highest standards of ethics expected of them by the Society, while also inspiring all members to the highest standards of the Society.*

### A.1 Scope

A.1.1 This conduct policy shall apply at all times when an individual is representing the Engineering Society. This includes but is not limited to:

- a. Performing any paid or volunteer Engineering Society duties in a public space.
- b. Representing the Engineering Society at any events, including conferences, competitions, or social gatherings.
- c. Communicating in any manner on behalf of the Engineering Society.

A.1.2 This conduct policy shall not apply when an individual is not representing the Engineering Society.

### A.2 General

A.2.1 All members of the Engineering Society shall uphold the values seen in *Constitution Article IV*.

A.2.2 All members of the Engineering Society shall comply with the Queen's University Student Code of Conduct.

## B. Engineering Society Review Board

### B.1 General

B.1.1 The Engineering Society Review Board provides a neutral third-party perspective to Society matters where appropriate.

B.1.2 The Engineering Society Review Board analyzes policies and procedures within the Engineering Society, making recommendations for improvements and ensuring grievances and appeals are properly delegated and handled.



## B.2 Purpose

B.2.1 The purpose of the Board is to examine policy, by-law, and constitutional aspects of the Society, including:

- a. Maintaining and reviewing existing Engineering Society governing documents through a review of existing records and consultation with positions affected by potential changes.
- b. Acting as a resource for any person wishing to make a change to the Constitution, By-Law Manual, or Policy Manual.
- c. Reviewing proposed changes to policy and by-law and reporting to Council on the results of these reviews.
- d. Verifying that the policies of EngSoc are internally consistent and fairly represent all members and making recommendations to Council should an inconsistency or unfair representation be found.

B.2.2 The Engineering Society Review Board shall deal with any grievances that arise from the policies and procedures of the Society, excluding the Services. This includes but is not limited to:

- a. Appeal of grievance procedures (refer *Section ε.C*).
- b. Appeal of appointments (refer *Section γ.B*).
- c. Minor inappropriate purchases and Executive Subsidy (refer *Section θ*)
- d. Elections, including violations of neutrality and other disciplinary issues (refer *By-Law 3*).

B.2.3 The Board shall act as a neutral party in elections (refer *By-Law 3.H*).

## B.3 Membership

B.3.1 The Board shall consist of nine (9) student members, as detailed in *By-Law 15*.

B.3.2 The Senior Chair of the Board, detailed in *By-Law 15*, shall be responsible to the Executive and ultimately, Council. All other members shall be responsible to the Senior Chair.

B.3.3 No limit is set on the number of years that someone may sit on the Board.

# C. Grievance Procedure

## C.1. Scope

C.1.1. This policy shall be followed to dismiss or sanction any person who holds an appointed position within the Engineering Society.

C.1.2. Actions that can lead to dismissal or other sanctions include, but are not limited to, violations of the values laid out in the Engineering Society Constitution, violations of the Queen's University Student Code of Conduct, violations of Conduct Policy seen in *Section ε.A*, actions that could result in a criminal conviction, negligence, and other actions that compromise the integrity or image of the Engineering Society.

## C.2. Submission of Grievances

C.2.1. Only hard copy or electronically received submissions bearing the signature of the accuser will be considered a grievance. Anonymous grievances will not be accepted.

C.2.2. The Engineering Society may defer or refer to a non-academic disciplinary committee such as the AMS Judicial Committee, Queen's Human Rights, Non-Academic Misconduct Intake Office, law enforcement, or the procedure outlined in *Section η.L*.

a. The decision to defer or refer to a non-academic disciplinary committee shall be made by a majority vote of the Executive, with the General Manager as an advisory, non-voting body. This decision will be made upon hearing the nature of the grievance.

b. Should a grievance be deferred or referred, the Engineering Society may conduct an investigation concurrently with any other investigation, or be delayed until the disciplinary committee of another investigation has reached a decision.

C.2.3. Grievances may be emailed to the Engineering Review Board Chair at [erb@engsoc.queensu.ca](mailto:erb@engsoc.queensu.ca) or submitted to the Engineering Society mailbox and shall be acknowledged within 48 hours via e-mail.

a. Should the grievance subject be related to the Services, the grievance shall be forwarded to the Vice-President (Operations) and the General Manager and an investigation shall proceed as seen in *Section ε.C.3*.

b. Should the grievance subject be related to a procedural appeal, the Engineering Society Review Board shall handle the grievance as seen in *Section ε.C.4*.

c. Should the grievance subject be regarding any other matter, the grievance shall be forwarded to the Vice-President (Student Affairs) and the General Manager and an investigation shall proceed as seen in *Section ε.C.3*.

## C.3. Process and Logistics of Non-Procedural Grievances

C.3.1. Every attempt shall be made to preserve the confidentiality of all parties involved throughout the course of the investigation and disclosure shall be as minimally required to investigate and rule on the grievance.

C.3.2. An investigation shall be conducted by the General Manager and a Vice-President of the Engineering Society. At any time, the Vice-President and General Manager may consult with the Engineering Society's legal counsel to discuss any or all aspects of the grievance.

- a. Should the grievance be regarding the Services the Vice-President (Operations) shall conduct the investigation. Should the grievance be regarding any other aspect of the Society, the Vice-President (Student Affairs) shall conduct the investigation.
- b. The goal of this investigation is to provide a recommendation to the President regarding courses of actions with respect to the group or individual(s) that are the subject of the grievance. The recommendation to dismiss the grievance may also be made.

C.3.3. The investigation shall be conducted as follows:

- a. The Engineering Society Executive shall be notified of the grievance prior to commencing the preliminary investigation.
- b. The group or individual(s) that are the subject(s) of the grievance shall be notified of the grievance and told that all matters are confidential. The appropriate Vice-President shall inform all parties of sufficient background information of the grievance without violating the confidentiality of the individual(s) who made the grievance.
- c. The appropriate Vice-President and the General Manager shall individually discuss the incident with the accuser, accused, and any relevant third parties (witnesses, direct supervisors, etc.). Any individuals may bring support the personnel they require to any meeting.
  - i. When feasible, all meetings shall have at least 24 hours notice to allow individuals to prepare for the meeting.
- d. Separate lists of non-leading questions shall be developed for the accuser, accused, and relevant third parties beforehand, and questions shall remain as consistent as possible between all accusers, all accused, and all third parties.
  - i. Clarifying follow-up questions are allowed and may not be consistent between all meetings.
  - ii. Questions for specific individuals related to the grievance may not be consistent between all meetings.
- e. A detailed record of the investigation shall be kept.

C.3.4. Possible courses of action include, but are not limited to, verbal warning, written warning, suspension, removal, or other sanctions at the discretion of the

President as appropriate with the severity of the infraction. The President may consult with the rest of the Executive and the General Manager when making this decision. These sanctions can include, but are not limited to:

- a. Clark Hall Pub ban or Tri-Pub ban.
- b. Loss of access to funds.
- c. Loss of access to Engineering Society events.
- d. Suspension of privileges of held position(s).
- e. Dismissal from held position(s).

C.3.5. The President shall inform the individual(s) that are the subject of the grievance of their sanctions within 72 hours of being provided a recommendation of course of action. The President shall inform the subject of the grievance they may file a procedural appeal with the Engineering Review Society Board.

- a. The President shall provide a written, brief summary of why the specific sanctions were chosen.

C.3.6. The General Manager shall keep a record of the investigation and all resulting notes, communications and sanctions for seven (7) years.

C.3.7. The Engineering Society Executive and/or the General Manager shall enforce any sanctions decided by the President.

C.3.8. Should a grievance be received that would normally require the President to make a decision on specific sanctions, but they declare a conflict of interest, the Vice-President not involved in the investigation shall decide the specific sanctions and notify the individual(s) subject of the grievance of the conflict of interest and the brief summary of why those sanctions were chosen.

C.3.9. Should a grievance be received that would normally require a Vice-President to conduct an investigation, but they declare a conflict of interest, the other Vice-President shall conduct the investigation with the General Manager.

C.3.10. Should a grievance be received that the General Manager declares a conflict of interest for, both Vice-Presidents shall conduct the investigation, and the Vice-President (Operations) shall keep a detailed record for seven (7) years.

#### C.4. Process and Logistics of Procedural Grievances

C.4.1. An investigation shall be conducted by a panel of three (3) members of the Engineering Society Review Board.

- a. Either the Senior Chair or the Junior Chair shall chair this panel.
- b. Only one of the Senior Chair and Junior Chair may sit on this panel.

c. Should the grievance relate to a member of the Engineering Review Board, or a member otherwise declares a conflict of interest, that member shall not sit on the investigation panel.

C.4.2. The investigation shall be conducted as follows:

- a. The Engineering Society Review Board panel shall only hear and consider procedural issues.
- b. The group or individual(s) that are subject of the grievance shall be notified of the grievance and shall be told that all matters are confidential. The Engineering Society Review Board panel shall inform all parties of sufficient background information of the grievance without violating the confidentiality of the individual(s) who has made the grievance.
- c. The Engineering Society Review Board panel shall individually discuss the procedure with the individual(s) who made the grievance and individual(s) that are the subject of the grievance. Any individuals may bring support personnel they require to any meeting.
- d. Separate lists of non-leading questions shall be developed for the individuals that made the grievance and the individual(s) that are subject of the grievance.
  - i. Clarifying follow-up questions are allowed and may not be consistent between meetings.
  - ii. Questions for specific individuals related to the grievance may not be consistent between all meetings.
- e. A detailed record of the investigation shall be kept for seven (7) years and maintained by the Chair of the Engineering Review Board panel.

C.4.3. After all of the interviews have been conducted, the Engineering Society Review Board panel shall review all accounts and official documentation and come to a decision.

- a. The Engineering Society Review Board panel may decide the procedural grievance is valid or invalid.

C.4.4. The Chair of the panel shall inform the individual(s) that made the grievance and the individual(s) that are subject of the grievance within 72 hours of coming to a decision.

- a. The Chair of the panel shall provide a written, brief summary of why the specific decision was made.

C.4.5. Should the Engineering Society Review Board panel decide the procedural grievance is valid, the procedure, or specific parts of the procedure as decided by the

Engineering Society Review Board panel, shall be repeated with the Chair of the Engineering Society Review Board panel present at all proceedings.

C.4.6. Should the Engineering Society Review Board not be able to handle a procedural grievance for any reason, the grievance shall be deferred to an appropriate external body.

#### A.4. Means of Appeal

A.4.1. Any person wishing to appeal the process in which a decision was made as outlined in *Policy Manual Section ε.C.3 and Section ε.C.4* may make a procedural grievance as outlined in *Policy Manual Section ε.C.2*, which will then follow the process outlined in *Policy Manual Section ε.C.4*.

- a. Should the subject of the procedural grievance be an Engineering Review Board panel, an entirely separate panel of Engineering Review Board members shall handle the grievance. The outcome or process of this procedural grievance shall be final.
- b. There shall be no other appeals processes within the Engineering Society.

# ζ: Corporate Guidance

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*Preamble: The corporate guidance policy outlines the various bodies responsible for reviewing, and suggesting possible alteration to the various facets of The Engineering Society's many business initiatives. The organization, mandate and limitations of each group are listed as well as services that have direct access to the respective body.*

## A. QUESSI Directors

(Ref. By-Law 14)

### A.1 General

A.1.1 Queen's University Engineering Society Services Incorporated is a non-profit corporation that owns and operates the Campus Bookstore.

A.1.2 There are 15 Directors of QUESSI. Engineering students shall form the majority on the QUESSI Board of Directors.

A.1.3 Effort will be made to have as many years of engineering students represented as possible.

A.1.4 The charter and by-laws of QUESSI stipulate that the members of the Council of the Engineering Society and any Directors elected by the members of QUESSI are members of the corporation (see [Appendix B](#)).

### A.2 Selection of Representatives

A.2.1 Membership of a fully constituted Board shall include:

- a. The President of EngSoc and Vice President (Operations)
- b. Two members as nominated by the Senate.
- c. Two members as nominated by the Board of Trustees.
- d. Three members nominated by the outgoing QUESSI Board from faculty members of Engineering and Applied Science or engineering alumni.

A.2.2 Six candidates shall be elected by members of the corporation, taking into consideration the recommendation of the interview committee.

A.2.3 It shall be the general practice of the interview committee to recommend the re-election of Directors who wish to return to the Board.

A.2.4 Subject to this by-law, the interview committee shall use policy  $\alpha$  to guide its recommendations.

A.2.5 While the interview committee will make recommendations to the members of the corporation, it is stressed that any member of the Engineering Society is eligible to run in the election of Directors covered in section 6.



### A.3 Resignation / Dismissal

A.3.1 In the event of the resignation of a Director, the QUESSI Board shall be empowered to appoint a replacement subject to ratification by the members of the corporation for the duration of the term.

A.3.2 Dismissal of QUESSI Directors shall be governed by the by-laws of the corporation. Replacement of dismissed Directors shall be governed by section 10.

### A.4 Duties of Representatives

A.4.1 The EngSoc representatives shall interest themselves in the affairs of QUESSI, and in particular, concern themselves with:

- a. The relations between QUESSI and EngSoc.
- b. The level of service offered by the Bookstore and how this may be improved.
- c. The relations between QUESSI and the University Community.

A.4.2 The EngSoc representatives shall all complete the QUESSI conflict of interest declaration.

### A.5 Conflict of Regulations

A.5.1 In the event of any conflict between this policy and the letters patent of QUESSI or with the duly approved by-laws of QUESSI this policy shall be subordinated to the extent of the conflict.

## B. ESARK Directors

(Ref. By-Law 13)

### B.1 General

B.1.1 Engineering Society and Research Centre (Kingston) is a non-profit corporation that owns and operates land for various research, scientific, and experimental purposes.

B.1.2 There are 7 Directors of ESARCK. Engineering students shall form the majority on the ESARCK Board of Directors.

B.1.3 Effort will be made to have as many years of engineering students represented as possible.

B.1.4 The charter and by-laws of ESARCK stipulate that the members of the Council of the Engineering Society and any Directors elected by the members of ESARCK are members of the corporation (see *Appendix J*).

### B.2 Selection of Representatives

B.2.1 Membership of a fully constituted Board shall include:



- a. The President of EngSoc, the Vice-President (Operations), and the Vice-President (Student Affairs) as ex-officio members;
- b. Three candidates shall be elected by members of the corporation, taking into consideration the recommendation of the interview committee.

B.2.2 It shall be the general practice of the interview committee to recommend the re-election of Directors who wish to return to the Board.

B.2.3 While the interview committee will make recommendations to the members of the corporation, it is stressed that any member of the Engineering Society is eligible to run in the election of Directors covered in section 6.

### B.3 Resignation / Dismissal

B.3.1 In the event of the resignation of a Director, the ESARCK Board shall be empowered to appoint a replacement subject to ratification by the members of the corporation for the duration of the term.

B.3.2 Dismissal of ESARCK Directors shall be governed by the by-laws of the corporation. Replacement of dismissed Directors shall be governed by section 9.

### B.4 Duties of Representatives

B.4.1 The EngSoc representatives shall interest themselves in the affairs of ESARCK, and in particular, concern themselves with:

- a. The relations between ESARCK and EngSoc.
- b. The level of service offered by the land and how this may be improved.

### B.5 Conflict of Regulations

B.5.1 In the event of any conflict between this policy and the letters patent of ESARCK or with the duly approved by-laws of ESARCK this policy shall be subordinated to the extent of the conflict.

## C. Advisory Board of the Engineering Society

(Ref. By-Law 18)

### C.1 Purpose

C.1.1 The Advisory Board will provide long term strategic planning for the Engineering Society as well as oversight and guidance for its corporate initiatives to ensure their fiscal continuity and proper management. This will be carried out with the support of alumni and faculty members.

C.1.2 The Advisory Board shall make recommendations to the Executive concerning strategic planning for the Society, the financial standings, and the proper management of the Society's corporate initiatives.

C.1.3 The Advisory Board shall make all reasonable efforts to ensure proper oversight and management of the Society's services and corporate events, including their strategic planning, financial standing, and human resource management.

C.1.4 The Advisory Board will serve as a mediating body in consultation with the Director of Human Resources regarding any human resources issues involving the Society's permanent staff, including potential discipline and/or dismissal.

## C.2 Selection of Board Members

C.2.1 The Engineering Society student members shall be nominated by a Nomination Committee ratified by the Advisory Board.

a. The Nomination Committee shall be:

- i. The outgoing Chair of the Board
- ii. The outgoing Deputy Chair of the Board
- iii. The outgoing Vice-President (Operations)

b. Should a member of the Nomination Committee declare a conflict of interest, the Advisory Board shall select a new member of the committee by vote.

c. Engineering Society student members wishing to be nominated shall be selected by the Nominating Committee via application and interview. The application and interview process shall follow *Policy Manual γ.B.5, γ.B.6, and γ.B.7*. All eligible students who apply for nomination shall be interviewed by the Nominating Committee.

d. The Nominating Committee shall nominate any eligible candidate that demonstrates a reasonable level of qualifications, capability, and engagement with respect to the Board's duties.

- i. At a minimum, the Nominating Committee shall nominate the number of positions plus half candidates. For example, with 5 positions, at least 8 candidates must be nominated. If there are not enough candidates to fulfill this, all candidates shall be nominated.

C.2.2 The Engineering Society membership shall elect the nominated Engineering Society student members to the Board at the Annual General Meeting. The Engineering Society student members of the Board shall be elected in the following manners:

- a. Two current student members of EngSoc shall annually be selected for a two year term by an open interview at the Annual General Meeting.
- b. Two current student members of EngSoc shall annually be selected for a one year term by an open interview at the Annual General Meeting.

C.2.3 The open interview shall:

- a. Include two set questions, determined in advance, by the outgoing Advisory Board.
- b. Allow any member of the Annual General Meeting to ask additional questions.

C.2.4 The Engineering Society membership shall ratify the Faculty and Alumni members of the Board at the Annual General Meeting.

- a. At the discretion of the Chair of the Board, the Faculty and Alumni candidates may be nominated at the Annual General Meeting by an Engineering Society members or be nominated by the process seen in C.2.1.
- b. Any Faculty or Alumni candidate that is nominated at the Annual General Meeting must be present to answer questions from the Engineering Society membership, unless they have been nominated by the outgoing Chair of the Board.

C.2.5 Members of the Board must not be:

- a. Directors of the;
- b. Managers of Services of the Society;

C.2.6 If any member of the Advisory Board were to at a later date be hired into any of the positions outlined in C.2.5, they must step down from their position on the Advisory Board. A replacement member would be selected by the Engineering Society at a special general meeting. If they held a position on the Board, that position would be re-elected at the next Board meeting.

### C.3 Responsibilities and Duties of the Officers of the Board

C.3.1 The Board shall be chaired by a general student member of the Board.

C.3.2 The Chair will be elected by the incoming Board members at the final meeting of the Board in March, as outlined in C.5.1.

C.3.3 The responsibilities of the Chair shall be:

- a. To call all meetings of the Board and prepare an agenda for each meeting in advance.
- b. To write and distribute summary notes for each meeting, and distribute the minutes for each meeting.
- c. To hold members of the Board accountable to their Board duties.
- d. To facilitate discussion during the meetings and hold votes on the business of the Board.
- e. To facilitate discussion with the Engineering Society Services and Corporate Initiatives.
- f. To act as the external representative of the Board.

- g. To be an ex-officio non-voting member of Council.
- h. To deliver an oral report pertaining to the activities of the Board to EngSoc Council, or appoint a member of the Board that is not an Executive member of EngSoc Council to speak should the Chair be unavailable
- i. To form any subcommittees of the Board to look closer into the business of the Board.
- i. To properly transition the incoming Chair of the Board, as well as the incoming Service managers and Corporate Initiative leaders with respective to the Board.
- ii. To keep records for the Board's operation, including but not limited to presentation slides and presented budgets and strategic plans.

C.3.4 The incoming Board shall elect a Deputy Chair at the final Board meeting in March. The Deputy Chair shall be a general student member of the Board.

C.3.5 The responsibilities of the Deputy Chair shall be:

- a. To act in place of the Chair in their absence.

C.3.6 The responsibilities of the Faculty and Alumni members of the Board shall be to provide institutional knowledge for the Board as well as expertise in the management of business units.

#### C.4 Standing Committees of the Board

C.4.1 There shall exist standing committees within the Advisory Board to assist it in its work. The standing committees shall be:

- a. Audit Committee
- b. Finance Committee
- c. Strategy Committee
- d. Policy Committee

C.4.2 Only general student members of the Board shall be eligible to sit on a standing committee. Each general student member of the Board shall sit on exactly one standing committee. The Chair of the Board shall not sit on any standing committee.

C.4.3 The incoming Board members of each standing committee shall be internally elected by the incoming Board at the final meeting of the Board in March.

C.4.4 The Audit Committee shall consist of two general student members of the Board. The duties of the Finance Committee shall be:

- a. To periodically review the form, content, and level of detail of financial reports to the Board.

- b. To review the services' monthly financial statements as submitted to the Vice President (Operations) and present a summary of each statement to the Board each month.
- c. To alert the Board to deviations from budgets that may be outside the range determined by the Board during the budget approval process, as they may be revealed or anticipated as the fiscal year progresses.
- d. To provide an in-depth review of proposed budgets from each Service and Corporate Initiative before they are presented to the Board for approval.

C.4.5 Notwithstanding C.4.2, the Finance Committee shall be chaired by the two members of the Audit Committee.

- a. Notwithstanding C.4.2, the Finance Committee membership shall include:
  - i. The business manager for each Service;
  - ii. The Director of Services;
  - iii. The Director of Finance;
  - iv. The General Manager;
  - v. The Vice-President (Operations)
- b. The Finance Committee shall be responsible for clearly defining and improving the financial processes of the Engineering Society Services.

C.4.6 The Strategic Planning Committee shall consist of two general student members of the Board. The duties of the Strategic Planning Committee shall be:

- a. To develop long term strategic plans for the Engineering Society and the Engineering Society's Corporate Initiatives. Which areas of the Society the committee focuses on in any one year shall be left to the discretion of the Board.
- b. To review and/or update previous strategic plans to ensure relevancy and a continued forecast of approximately three to five years.
- c. A draft of any new or updated strategic plans shall be presented to the Board for its approval. Any plans concerning the Society as a whole will subsequently be presented for approval to EngSoc Council.
- d. To provide an in-depth review of proposed strategic plans from each Service before they are presented to the Board for approval.
- e. Ensure each strategic plan includes at least one initiative to improve equity, diversity, inclusion, and/or environmental sustainability with respect to the Corporate Initiative.
- f. Meet with each Service head manager monthly to define appropriate measures for strategic goals, provide strategic information to the head manager, and bring

relevant topics to Board for discussion. Equity, diversity, inclusion and environmental sustainability discussions should be included in these meetings and/or any resulting discussions at the Advisory Board.

C.4.7 The Policy Committee shall consist of one general student member of the Board. The duties of the Policy Committee shall be:

- a. To develop and maintain the Corporate and Board policies of the Society, relating to issues such as management discipline/termination, permanent staff, and compensation policies.

#### C.5 Responsibilities and Duties of the Board

C.5.1 The Advisory Board shall meet a minimum of seven times per academic year, including a minimum of two summer meetings, at which all members shall make every effort to attend in person or use any appropriate voice communication. Over the course of the year, the following topics must be covered:

- a. Each service must present:
  - i. Operating budget and strategic plan
  - ii. Mid-year report
  - iii. Year-end report
- b. Each corporate initiative must present:
  - i. Operating budget and strategic plan
  - ii. Year-end report
- c. Each committee must present regular reports at each meeting on the activities of the committee.
- d. Any additional topics at the discretion of the Chair.

C.5.2 The final meeting of the year shall be the transition meeting. All outgoing and incoming members of the Board shall be in attendance, and the new Board Chair, deputy Chair, and standing committee members shall be elected.

C.5.3 The responsibilities of the Board shall include:

- a. Approving the budgets and strategic plans of the Services of the Society.
- b. Approving the event plans and budgets, for the Orientation Week and Science Formal events.
- c. Reviewing the mid-year and year-end reports of the Services of the Society.
- d. Reviewing the post event reports for the Orientation Week and Science Formal events.
- e. Approving the creation of any new Services or Corporate Initiatives of the Society.

- f. Approving the elimination of any Services or Corporate Initiatives of the Society.
- g. Approving the suspension and/or termination of service managers on the basis of unacceptable performance or inappropriate behaviour.
- h. Ensuring the consistency, transparency, and continuity of financial practices throughout the services and corporate initiatives of the Society.
- i. Approving expenditures from the Capital Fund.

C.5.4 Any Board member who has a conflict of interest related to a specific discussion topic or agenda item shall remove themselves from the meeting for the duration of that topic. A conflict of interest may include:

- a. Being a staff member for the specific service.
- b. Being a volunteer for the specific corporate initiative.
- c. Any other conflict of interest, as determined by the Chair of the Board.

## C.6 Rules of Order

C.6.1 The Chair of the Board shall only vote on matters of the Board in the event of a tie. Board members may abstain from any vote.

C.6.2 The agenda for upcoming Board meetings and the minutes of the previous meeting must be made available no less than one week in advance of set meeting times.

C.6.3 The Chair of the Board shall reserve the right to cut off any presenter who exceeds a time limit set in advance by the Chair.

# η: Services and Corporate Initiatives

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*Preamble: The Services Policy covers all areas within EngSoc that provide a service to Engineering and Applied Science students or to all Queen's students and the surrounding community. All Policies relating to the operation and management of each individual service are covered within this document, unless covered in the Constitutions or Policy Manuals of those organizations. The general financial policies of EngSoc Services are outlined in θ.C.*

## A. Management Contracts

### A.3 General

E.6.4 The Services Officer position will be responsible for ensuring positive business relationships between services managers and their staff through gathering feedback within the services overseen by the Director of Services. They shall be hired at the discretion of the Director of Services.

E.6.5 The Services Officer will report directly to the Director of Services and meet with them on a bi-weekly basis at minimum.

E.6.6 The Services Officer shall be responsible for:

- a. Assisting the Director of Services.
- b. Acting as a resource for all service managers.
- c. Managing service feedback and reporting all findings to the Director of Human Resources.
- d. Bringing any issues or complaints within the services to the Director of Services and the Director of Human Resources.

### A.1 Guiding Practices

A.1.1 Service manager and employee appointment must follow the proper hiring procedures, and eligibility requirements and limitations, as outlined in *Policy Section γ.B.*

A.1.2 Service manager appointments are to be ratified at the first available meeting of the Advisory Board.

A.1.3 The appropriate Hiring Committees for services are defined and outlined in *Policy Section γ.B.4.2.*

A.1.4 The Director of Services is directly responsible for ensuring all management teams sign contracts within 10 days of ratification. This contract shall state the specific terms of employment, including:

- a. Remuneration



- b. Expected behavior
- c. Responsibilities
- d. Obligation to Engineering Society
- e. Agreement to follow the Queen's Policy on Human Rights
- f. Confidentiality
- g. Termination
- h. The penalties associated with failing to meet the terms of the contract
- i. Specific powers granted to the management
- j. Specific restrictions placed upon the management
- k. Start and end dates

A.1.5 Upon signing employment contracts, the managers are then considered employees of EngSoc. The managers are responsible to the Vice-President (Operations) and the Director of Services.

- a. The EngLinks and Icon managers shall also be responsible to the Director of Academics.

## A.2 Contract Termination and Suspension

A.2.1 It is the responsibility of the Vice-President (Operations) to pursue the termination of a contract if it is brought to the attention of the Executive or Director of Services that a contract has been breached.

A.2.2 In deciding if a contract has been violated, the Vice-President (Operations) must consult with:

- a. The President and the Chair of the Advisory Board.
- b. The Engineering Society Ethics policy and the Queen's Student Code of Conduct.

A.2.3 If a contract is deemed to have been violated, the Vice-President (Operations) must:

- a. Inform the manager in question that they are under review for breach of contract.
- b. Ask the Chair of the Advisory Board to call a special meeting of the Board.
- c. Present the information regarding the breach and discuss the situation with the Board.
- d. The Board is to then discuss the situation and recommend a course of action to the Vice-President (Operations).
- e. The Vice-President (Operations) should then decide on a course of action.

A.2.4 Provided these conditions are met, the Vice-President (Operations) must then inform the President, Chair of the Board and the manager in question if termination of the contract is to occur. Documentation of the steps taken must also be provided to the Advisory Board in a confidential document.

A.2.5 If a contract is to be terminated, the Engineering Society's dismissal policy in section γ must be followed, as well as any specific terms in the contract related to termination.

## B. Transitioning

### B.1 Guiding Practices

B.1.1 The services transition period will be in the weeks following the hiring of the new assistant managers for the service.

B.1.2 The Director of Services will remind all managers of the transitioning procedure by e-mail in week 12 of the Fall Term. At this point the managers will be reminded of all deadlines.

B.1.3 Each member of all management teams must submit a written operations manual to the Director of Services by the second week of classes in January. The contents of this report should include:

- a. General job description
- b. People, committees and major groups the manager works with
- c. Daily and weekly tasks
- d. Names, e-mails and telephone numbers of regular contacts
- e. Specific job duties
- f. Any additional information that the current manager feels is part of their job description
- g. The service contact information
- h. The previous years' operating budget

B.1.4 Additionally, each member of all management teams must submit a written transition manual to the Director of Services by week 7 of classes in the winter term. The contents of this report should include:

- a. A welcome to the position
- b. Major Projects you completed this year
- c. Upcoming Projects for next year
- d. Full details of any standing contractual agreements
- e. Details of cooperative agreements and standing contracts with other services

- f. Successes and failures of the past year
- g. Current projects, and a timeline of tasks and projects completed that year
- h. Major capital purchases made during the year
- i. Existing capital savings plans and/or loans
- j. Details of unexpected expenditures

B.1.5 All transition reports are considered to be confidential documents belonging both to the Engineering Society and the corresponding Service. Access to these reports is to be determined on a case by case basis in consultation with both the management team and the Vice-President (Operations).

B.1.6 Submission of transition reports must include two electronic copies submitted via e-mail (one to the Director of Services and one to the incoming manager) and a hard copy of the report to be given to the incoming manager.

B.1.7 The transition period for each service will start when all of the applicants have been hired and will continue until the end of the current management contracts or the end of the school year. For Science Quest the transitioning period will conclude in December of the year following the summer.

B.1.8 The outgoing management will then actively transition the new management for the transition period. The outgoing management will remain in charge of all operational aspects of the service until the end of the school year.

B.1.9 The new management is not to be given keys, electronic access, position specific user accounts, alarm codes, safe access, confidential staff files or access to computer resources until the transition period is completed.

B.1.10 At least two meetings will be held with the new and outgoing management teams and the Director of Services during the transition period.

B.1.11 When the transition period has elapsed, it is the responsibility of the Vice-President (Operations) to ensure that the new management receives their keys and that any security codes (including alarms, lock boxes and passwords) are changed and passed on to the incoming team.

B.1.12 All keys must be turned into the Vice-President (Operations) and then signed for by the incoming and outgoing managers.

B.1.13 Managers are responsible for any and all costs associated with replacement of any or all hardware if the keys are lost or stolen.

B.1.14 Alarm codes are never to be shared.

## C. Service Complaint Practices

### C.1 General

- C.1.1 The Director of Services is directly responsible for the discipline of service managers.
- C.1.2 The head manager of a service may discipline an assistant manager, but must do so in consultation with the Director of Services.
- C.1.3 If the Vice-President (Operations) and the Director of Services have a conflict of interest or are indicated in a complaint the President shall take on the responsibility of the complaint. The Advisory Board must be notified of this change.
- C.1.4 The Chair of the Advisory Board shall maintain records of all managerial disciplinary actions taken for a period of 1 year following the conclusion of a complaint. After this time all names and dates should be deleted, but records of the incident kept for future reference.
- C.1.5 The managers shall maintain records of all staff disciplinary actions taken for a period of 1 year following the conclusion of a complaint. After this time all names and dates should be deleted, but records of the incident kept for future reference.

### C.2 Complaint Process

- C.2.1 From members at large of the Engineering Society, staff of the service, Queen's Community and general public:
- a. Anyone, including staff, can formally write a letter to the Director of Services or informally discuss with the Director of Services regarding a grievance or suggesting disciplinary action against a service head manager, assistant manager or staff member.
  - b. The Director of Services shall then review the situation and respond with the appropriate action, which can include:
    - i. Discussing the incident with the letter's author and the parties involved.
    - ii. Forwarding the complaint to the Engineering Society Advisory Board.
    - iii. Acting as an arbitrator for the situation.
  - c. Any complaint regarding a service that is received by the Engineering Society Review Board will be forwarded to the Director of Services except in cases regarding hiring in which case the Engineering Review Board will follow hiring complaint procedures.

### C.3 Service Manager Discipline

- C.3.1 In the event the Director of Services chooses to deal with an informal complaint internally, they may:

- a. Chair a closed door discussion with the interested parties.
- b. Issue a written warning to the manager in question and forward it to the Advisory Board.

C.3.2 In all cases where a complaint related to a manager is received by the Director of Services, they must review:

- a. The manager's contract.
- b. The Engineering Society's Ethics Policy.
- c. The Queen's Code of Conduct.

C.3.3 If the Vice-President (Operations) chooses to dismiss a manager, the dismissal policy in section  $\gamma$  must be followed.

#### C.4 Service Staff Discipline

C.4.1 Each service is responsible for:

- a. Maintaining accurate records of all staff discipline.
- b. Performing at least one peer evaluation for all staff once per year term.
- c. Performing at least one manager evaluation of staff once per year term.
- d. Informing the Director of Services of any written warnings that are given to staff members.
- e. Discussing the termination of any staff member with the Vice-President (Operations) and the Director of Services prior to informing the staff member.

C.4.2 Any staff dismissed may appeal their dismissal to the Vice President (Operations). In this case, the Vice President (Operations) will meet with the dismissed staff member and the managers separately to mediate a solution.

## D. Manager and Staff Evaluation

#### D.1 Staff Chat Procedure

D.1.1 The Services Officer is to perform the annual staff chat sessions and relay the information to the Director of Services and the Director of Human Resources for documentation of feedback.

D.1.1 The Director of Services is to act as a liaison between the service staff and service management through annual staff chats. The purpose of these discussions is to provide feedback to the managers on their performance.

D.1.2 The Director of Human Resources is responsible for the logistics and data collection in the staff chat process

D.1.3 The Director of Services is responsible for providing feedback to the management team.

D.1.4 At least one of these sessions must occur each Fall term before week 12.

D.1.5 All comments made in sessions or on the online evaluation form are strictly confidential and are not to be repeated verbatim to any manager. This must be made clear to the service staff and management before evaluation begins.

D.1.6 The Director of Human Resources will act as a mediator for staff chat sessions.

- a. The staff will be sent an online evaluation form for their specific management team based off the Staff Chat Evaluation Questionnaire (SCEQ).
- b. The SCEQ must be placed in an appendix of the Director of Services transition report, and should be reviewed at minimum once a year.
- c. The mediator will then facilitate a discussion of the management as a whole, asking for general feedback on their performance. Topics for discussion are suggested in the Staff Chat Evaluation Questionnaire. Discussion can shift to individual managers at the discretion of the Director.
- d. Staff shall be encouraged to request an individual meeting with the Director of Human Resources if they would like a private staff chat. These meetings are also to be confidential. The Director of Human Resources will make times available when the SCEQ is filled out.

D.1.7 The management should also be provided with a copy of this form to fill out as a self-evaluation.

D.1.8 Within one week of having met with all staff from a service, the Director of Human Resources must tabulate the results of the evaluation forms and produce a report for each manager. The Director of Services will then meet with each manager individually to provide feedback.

- a. The Vice-President (Operations) shall be included in an individual manager meeting if any issues arise at the discretion of the Director of Services.

D.1.9 Any reports or tallies produced during staff chats are confidential documents.

## D.2 Peer to Peer Manager Feedback

D.2.1 The Services Officer is to facilitate peer to peer manager evaluation

D.2.2 This evaluation should consist of:

- a. A comment form to be given to each manager to provide feedback to each member of the management team.
- b. A meeting with each manager individually to discuss their experiences with the management team thus far.

D.2.3 All comments made in sessions or on comment forms are confidential and are not to be repeated verbatim to any manager.

a. All information obtained from evaluation must be relayed to the Director of Human Resources.

D.2.4 The Director of Human Resources is to prepare summaries for each manager containing the feedback provided from these forms and discussions. The Services Officer and the Director of Services will present them in the form of a discussion them to the managers individually.

a. If there is a reasonably large problem the discussion will also include the Vice-President (Operations).

### D.3 Staff Performance Reviews

D.3.1 Any Engineering Society Service management team that supervises paid staff is to compile staff evaluations and complete face to face reviews of said evaluations with the staff a minimum of once a semester.

D.3.2 The procedure of these evaluations are at the discretion of the head manager with consultation of the Director of Human Resources.

D.3.3 The purpose of these meetings is to provide feedback to staff on their performance and to be used as an employee performance record if the staff seeks rehire.

D.3.4 The performance reviews for staff seeking rehire with a service will be made available to the incoming management team of that service for the purpose of rehire.

a. These evaluations will be kept in secure file storage by the respective service for no less than 3 years.

## E. Campus Equipment Outfitters (CEO)

### E.1 Purpose

E.1.1 The purposes of this service are:

- a. To order and distribute Applied Science Jackets (GPAs) according to the guidelines set down in *By-Law 11* pertaining to the style of the jacket and to oversee the vote to choose Year Crest for the first year students.
- b. To provide services to any club, group or committee within Queen's that wishes to order clothing, caps, mugs, stickers or other paraphernalia.
- c. To provide engineering merchandise.

### E.2 Organization

E.2.1 Management

- a. The CEO managers shall be chosen as outlined in Policy Section *γ.B*.
- b. The CEO management team may include, but are not limited to, the following (subject to financial feasibility):
  - i. The Head Manager
  - ii. The Sales Manager (Assistant)
  - iii. The Marketing and Design Manager (Assistant)

#### E.2.2 Staff

- a. The staff of the service shall be hired by the managers as stipulated in Policy Section *γ.B*.

### E.3 Duties

#### E.3.1 The Head Manager

- a. The Head Manager shall be responsible to the Director of Services.
- b. The Head Manager shall be responsible for:
  - i. Maintaining a clean and professional workspace within the office and in the surrounding area.
  - ii. Public relations for Campus Equipment Outfitters and acting as liaison to the Engineering Society Executive, Advisory Board, and the University Administration.
  - iii. Coordinating and supervising the Assistant Managers and other volunteers.
  - iv. Overseeing staff discipline and training.
  - v. Overseeing the long range planning of Campus Equipment Outfitters and presenting an annual budget and strategic plan in June to the Engineering Society Advisory Board.
  - vi. Updating the Advisory Board regarding the operations of the store regularly throughout the academic year.
  - vii. The Chairing of manager meetings.
  - viii. Maintaining regular inventory control and recording & reporting waste.
  - ix. Reconciling in-stock inventory with the computerized point-of-sale (POS) inventory on the last day of each month.
  - x. Maintaining the Campus Equipment Outfitters fiscal financial records within the Engineering Society Bank Account, run in accordance with the policy outlined in *θ.H*.
  - xi. Preparing and submitting payroll.



- xii. Submitting monthly operating statements to the Bookkeeper and Vice-President (Operations) within 7 days of the end of the month.
- xiii. Coordinating jacket fittings including talking to the Clark Hall managers about using the pub space, recruiting volunteers including the first year Executive, and ensuring all materials are purchased beforehand.
- xiv. Mailing the jacket cheques so that they arrive on time.
- xv. Going over the jacket list with the assistant managers.
- xvi. Any additional duties as detailed by the Head Manager Operations Manual.

### E.3.2 Sales Manager

- a. The Sales Manager shall be responsible to the Head Manager and the Director of Services.
- b. The Sales Manager shall be responsible for:
  - i. Ordering all inventory.
  - ii. Maintaining, understanding and updating all internal operational policy manuals.
  - iii. Maintaining the existing equipment for the store.
  - iv. Handling all custom order interactions with both the client and the supplier.
  - v. Submitting the designs and orders to suppliers.
  - vi. Issuing invoices to clients.
  - vii. Scheduling the jacket fittings with the supplier.
  - viii. Any additional duties as detailed by the Sales Manager Operations Manual.

### E.3.3 Design and Marketing Manager

- a. The Design and Marketing Manager shall be responsible to the Head Manager and the Director of Services.
- b. The Design and Marketing Manager shall be responsible for:
  - i. The overall image of the service.
  - ii. Completing a yearly marketing plan.
  - iii. General aesthetics of store including signage, uniforms and store layout, in consultation with the management team.
  - iv. All marketing initiatives, advertising plans and events.
  - v. Updating and maintaining the store website.

- vi. Creating or updating client designs as requested by the Sales Manager.
- vii. Any additional duties as detailed by the Design and Marketing Operations Manual.

#### E.3.4 Staff

- a. Staff shall be responsible to the managers and the Director of Services.
- b. Staff are responsible for:
  - i. Arriving at least 10 minutes early for each shift.
  - ii. Working all scheduled shifts, or finding a replacement for the shift if unable to fulfill it.
  - iii. Having full knowledge of the inventory and point of sale systems.
  - iv. Being comfortable and familiar with all aspects of product and promotional initiatives.
  - v. Maintaining the cleanliness of the full Campus Equipment Outfitters uniform and wearing the uniform to all shifts, as well as maintaining a clean personal appearance.
  - vi. Upholding the image and standards of Campus Equipment Outfitters while in uniform, including not wearing any part of the uniform when not on shift.
  - vii. Understanding and abiding by the Engineering Society ethics Policy.

### E.4 Operations

#### E.4.1 Applied Science Jackets (GPAs)

(Ref. By-law 11)

- a. The official GPA shall be styled as stated in the Constitution under *By-Law 11*.
- b. The jacket manufacturer will follow the above guidelines pertaining to the colour of the jacket, the lettering and numerals on the jacket, the lining and the year crest placement.
- c. Additions and alterations to GPAs may be made at the discretion and expense of the wearer.
- d. Additional year crests will be ordered by CEO to supply Clark Hall Pub and future transfer students.
- e. The supplier will be re-evaluated at the end of each year. The contract will be signed by the supplier, Vice-President (Operations) and the CEO Head Manager.
- f. Any faculty outside the Faculty of Engineering and Applied Science who wishes to order jackets through CEO must have a written agreement between

that faculty and CEO. CEO must have a separate contract with the jacket supplier for each faculty who is purchasing through CEO.

g. The contract with the supplier will state that the design of the jacket belongs to the Engineering Society. Additionally, the contract will have a stipulation that delivery of the jackets will occur at least one day prior to the end of the December examination period for first year students.

h. CEO will make available, and widely publicize one date in late September or early October, when the first year students will be able to try on different sizes of jackets, as supplied by the jacket manufacturer, and place orders. Clark Hall Pub may be reserved (with permission) for this purpose.

i. It is required that full payment is provided upon ordering of the jacket, and a receipt will be issued to the buyer at this time.

j. Pricing will be done in order to cover all costs while remaining as low as possible.

k. Distribution of jackets to first year students must be conducted prior to their last exam in December.

l. The Year crest shall be designed by a first year student and chosen by vote. The vote will be conducted by the first year Executive under the supervision of the CEO Managers and will be held on the day of jacket fitting. The designer of the winning crest shall receive their GPA free of charge.

m. The design and colouring of the year crest is as described in *By-Law 11.D*

n. It is the responsibility of CEO to maintain record of the past years' crests to the best of their ability. This includes all year crests that hang in Clark Hall Pub.

#### E.4.2 Campus Equipment Outfitters External Services

a. CEO will make available the option to use CEO services for ordering of goods. These services include, but are not limited to, the selection of a supplier, ordering and receiving goods, artwork and distribution.

b. A list of contacts shall be maintained for all purchases made, including comments concerning quality of the service received, quality of the product, and prices involved. This list shall be passed on every year in each transition report.

#### E.4.3 Campus Equipment Outfitters Society Services

a. The official EngSoc crest shall not be used on items of low quality, i.e. t-shirts, mugs, hats, which may not properly reflect the image of the Engineering Society.

b. Campus Equipment Outfitters may not reproduce the any logo, or any trademark, without the expressed consent of the parties involved.

#### E.4.4 CEO Refund and Exchange Policies

- a. CEO does not offer any refunds or exchanges on the sales of jackets. At the time of sale of jackets, all customers must pay the full amount for their jackets with the correct sizing info. Any alterations to the sizing must be notified to CEO immediately with the appropriate receipt, and any submissions of sizing changes to the jacket manufacturer will be upon the discretion of the CEO Head Manager. If a paid jacket is not picked up within a year of purchase, CEO has the right to resell that jacket and the previous owner relinquishes all ownership over said jacket.
- b. There are no exchanges or refunds on any CEO general merchandise as all sales are final.
- c. Once the purchaser has received merchandise in good condition and has left the premises CEO is not responsible for any third party damage.

## F. Science Quest

### F.1 General

*(Ref By-law 9, Part VI)*

### F.2 Purpose

F.2.1 The Engineering Society shall hold an annual summer program for children to be entitled "Science Quest".

F.2.2 The Objectives of the program shall be:

- a. To offer a program to children of elementary school age in the Kingston area which will foster and stimulate in them an interest and appreciation for science, engineering and technology.
- b. To provide the opportunity for all children to experience science first hand regardless of background, aptitude or gender.
- c. To provide programming for participants regardless of their financial situation or academic background.
- d. To provide role models in science and particularly engineering.
- e. To introduce university to children as a non-threatening institution, by exposing them to the engineering laboratories and facilities at Queen's.

### F.3 Organization

F.3.1 Directors

- a. The Science Quest Director team may include, but are not limited to, the following (subject to financial feasibility):
  - i. Director

- ii. Business Director (Assistant)
- iii. School Year Programming Coordinator
- iv. Outreach Director (Assistant)

#### F.3.2 Staff

- a. The size and structure of the staff shall be up to the discretion of the Directors in consultation with the Vice-President (Operations) and Director of Services.
- b. The staff may include, but are not limited to, the following:
  - i. 10-week Summer Instructors
  - ii. 16-week Summer Instructors
  - iii. School year instructors

### F.4 Duties

#### F.4.1 Director

- a. The Director shall be responsible to the Director of Services.
- b. The Director shall:
  - i. Maintain a clean and professional workspace within the office and in the surrounding area.
  - ii. Oversee all aspects of Science Quest operations.
  - iii. Prepare and submit an annual budget, strategic plan, and capital plan for the Engineering Society Advisory Board.
  - iv. Provide general direction and supervision to the assistant managers and the staff.
  - v. Be responsible for the scheduling of staff and workshops during the summer.
  - vi. Be responsible for the operations and logistics of all endeavors.
  - vii. Act as a liaison with key contacts including but not limited to: the Faculty of Engineering and Applied Science; Keys Summer Job Placement; Actua; Canada Summer Jobs; Student Work; and Education Placement.
  - viii. Be responsible for the promotion of all Science Quest Projects
  - ix. Be responsible for all final reporting, including but not limited to; preparing actuals, final reporting to the Advisory Board, creating a year-end report for sponsors and community members.
  - x. Complete all additional jobs as stated by the Director Operations Manual

#### F.4.2 Business Director

- a. The Business Director shall be responsible to the Director and the Director of Services.
- b. The Business Director shall:

- i. Report to the Director.
- ii. Prepare and execute the annual budget in consultation with the Director and Outreach Director.
- iii. Be responsible for updating actuals throughout the operating year
- iv. Work with the other Directors to prepare and submit strategic and capital plans for the Advisory Board.
- v. Be responsible for obtaining any proof of insurance required
- vi. Complete all daily business duties including creation of receipts, deposits and cheque requisitions.
- vii. Ensure all paperwork is filled out for any wage subsidies.
- viii. Ensure payroll is entered properly for all staff.
- ix. Complete all additional jobs as stated by the Business Director Operations Manual.

#### F.4.3 Outreach Director

- a. The Outreach Director shall be responsible to the Director and the Director of Services.
- b. The Outreach Director shall:
  - i. Report to the Director.
  - ii. Along with the Director and the Business Director, prepare and execute the annual budget.
  - iii. Work with the other Directors to prepare and submit strategic and capital plans for the Engineering Society Advisory Board.
  - iv. Ensure programming is completed for workshops and camps.
  - v. Complete a yearly marketing plan.
  - vi. Organize workshops with external organizations.
  - vii. Organize satellite camps including Brockville camps and Aboriginal outreach camps.
  - viii. Organize two overnight camps, “Impact” and “Brainstorm”, including all purchases and logistics.
  - ix. Complete all additional jobs as stated by the Outreach Director Operations Manual.

#### F.4.4 School Year Programming Coordinator

- a. The Coordinator shall be responsible to the Director and the Director of Services.
- b. The Coordinator shall:
  - i. Report to the Director.
  - ii. Ensure programming is developed for School Year Programming.

- iii. Plan and execute training for school year instructors.
- iv. Act as a resource to school year instructors and attend all sessions.
- v. Be responsible for scheduling of staff during the school year.
- vi. Complete all additional jobs as stated by the School Year Programming Coordinator Operations Manual.

#### F.4.5 Summer Instructors

- a. The summer instructors shall be responsible to the Directors.
- b. The summer instructors shall:
  - i. Attend training delivered by the Directors.
  - ii. Help with the development of workshop and/or camp programming.
  - iii. Deliver programming.
  - iv. Complete all additional jobs as stated in their contracts and as requested by Directors.

#### F.4.6 School Year Instructors

- a. The school year instructors shall be responsible to the Coordinator and the Director.
- b. The school year instructors shall:
  - i. Attend training delivered by the Coordinator and Director.
  - ii. Assist with the development of programming.
  - iii. Deliver programming.
  - iv. Complete all additional jobs as stated in their contracts and as requested by the Director or the Coordinator.

### F.5 Operations

#### F.5.1 Science Quest Workshops

- a. Science Quest shall run 2 months of workshops in May and June of each year as well as any other times that are requested.
- b. These workshops will be aimed at elementary and middle school children in the surrounding area within reasonable driving distance.
- c. The schools will be required to pay for the services provided unless an agreement is reached beforehand.
- d. They will be delivered by staff hired during the school year.

#### F.5.2 Science Quest Camp

- a. Science Quest shall run as many weeks of Summer camp as there are weeks of Summer break granted to elementary students in July and August of each year.
- b. This camp will be run for children in grades 4 through 9.

c. The camp will take place on Queen's Campus, preferably in the Integrated Learning Centre.

#### F.5.3 Science Quest School Year Programming

- a. Science Quest shall run school year programming in both the Fall and Winter terms, subject to demand and in consultation with the Director of Services and Vice-President (Operations).
- b. These programs will be run for children in grades 3 through 8.
- c. These programs will take place on Queen's Campus, preferably in the Integrated Learning Centre.

F.5.4 All Directors and staff must complete a formal police record check including screening for working with the vulnerable sector before being allowed to work at Science Quest. Any applicant who has previous problems involving those in the vulnerable sector may not be hired by Science Quest.

F.5.5 The safety of all participants including campers is the first priority at all times. All activities must be approved by Queen's Health and Safety and proper instruction must be given to staff and campers.

F.5.6 No staff may be alone with a single child at any time. There must always be a group of three or more people present. Campers are not to be left unsupervised and must be escorted back to the group immediately.

## G. Golden Words

*(Ref By-Law 9, Part VII)*

### G.1 Purpose

G.1.1 Golden Words is the weekly campus newspaper published by the Engineering Society. Its primary purpose is to supply a source of humorous entertainment for the university community.

G.1.2 Golden Words also serves as a means of communication for the Engineering Society, providing information, news, and coverage of campus and/or engineering related events.

G.1.3 Golden Words is owned and published by the Engineering Society. Students from any school, faculty or discipline may contribute to the paper or its production.

### G.2 Organization

G.2.1 Hired Positions:



- a. The Executive of Golden Words shall be chosen as outlined in Policy Section γ.B.
- b. The Golden Words Executive may include, but are not limited to, the following (subject to financial feasibility):
  - i. Two editors
  - ii. Business Manager
  - iii. Marketing Manager

#### G.2.2 Other Positions:

- a. The Executive shall have the sole authority for the appointment of Golden Words staff.
  - i. The editors will hire all staff under their portfolio.
  - ii. The Business and Marketing Manager may help the editors hire staff.

### G.3 Duties

#### G.3.1 The editor(s):

- a. The editors shall be responsible to the Director of Services and the Vice President (Operations) of EngSoc for the published content of Golden Words.
- b. The editors shall:
  - i. Be responsible for the content of the paper.
  - ii. Maintain a clean and professional workspace within the office and in the surrounding area.
  - iii. Appoint and supervise all staff.
  - iv. Define editorial policy and ensure that it is abided by.
  - v. Present editorial policy for approval to the Engineering Society Advisory Board at the September Meeting.
  - vi. Approve all content in the paper.
  - vii. Ensure that at least one editor is present at press night.
  - viii. Work with the remainder of the Executive to prepare and submit an annual budget and strategic and capital plans for the Engineering Society Advisory Board.
  - ix. Work with the remainder of the Executive to discuss and execute any changes or renewals of the student fee.
  - x. Hold a minimum of one regularly scheduled office hour per week.
  - xi. Complete all additional jobs as stated by the Editor Operations Manual

#### G.3.2 The Business Manager:

- a. The Business Manager shall be responsible to the Director of Services.
- b. The Business Manager shall:
  - i. Prepare and execute the annual budget for Golden Words together with the Marketing Manager.
  - ii. Complete a yearly marketing plan.
  - iii. Supervise the solicitation, procurement, production, billing and collection of advertisements.
  - iv. Appoint and supervise all staff under his/her portfolio.
  - v. Work with the remainder of the Executive to prepare and submit an annual budget and strategic and capital plans for the Engineering Society Advisory Board.
  - vi. Work with the remainder of the Executive to discuss and execute any changes or renewals of the student fee.
  - vii. Hold a minimum of one regular scheduled office hour per week.
  - viii. Be responsible for the distribution of subscriptions.
  - ix. Complete all additional jobs as stated by the Business Manager Operations Manual

#### G.3.3 The Marketing Manager:

- a. The Marketing Manager shall be responsible to the Director of Services.
- b. The Marketing Manager shall:
  - i. Prepare and execute the annual budget for Golden Words together with the Business Manager.
  - ii. Be responsible for the distribution of Golden Words.
  - iii. Appoint and supervise all staff under his/her portfolio.
  - iv. Work with the remainder of the Executive to prepare and submit an annual budget and strategic and capital plans for the Engineering Society Advisory Board.
  - v. Work with the remainder of the Executive to discuss and execute any changes or renewals of the student fee.
  - vi. Hold a minimum of one regular scheduled office hour per week
  - vii. Be responsible for special events held or hosted by Golden Words.
  - viii. Be responsible for promoting the paper and special events.
  - ix. Complete all additional jobs as stated by the Marketing Manager Operations Manual

## G.4 Operation

G.4.1 Golden Words shall publish on a weekly basis over the course of the Fall and Winter terms.

G.4.2 The editors will establish an editorial policy prior to their first issue in September. The Vice President (Operations) will ensure this policy reflects and agrees with the EngSoc Constitution and Policy Manual, and it shall be approved by the Engineering Society Advisory Board at the first meeting in September.

G.4.3 Golden Words must be operated in accordance with the editorial policy as determined by the editors at the beginning of their term. All content published in Golden Words must be approved by the editors.

G.4.4 Each issue of Golden Words (with the possible exception of parodies) will contain the Golden Words logo, the name of the paper, the volume number, the issue number, and the date.

G.4.5 Each issue, including parodies, must contain the masthead. Although, the titles of the positions outlined in the masthead may be changed, the title of editor(s), the name(s) of the editor(s), the process to file a formal complaint outlined in paragraph 20, and the notice in paragraph 21 must be clearly stated.

G.4.6 The masthead shall include the following statement: *Informal comments or complaints should be sent to the editors at eds@goldenwords.net. Any formal complaints or issues will be forwarded to the Chair of the Engineering Society Advisory Board. Please contact <name of Chair of the Advisory Board> at board@engsoc.queensu.ca to lodge a formal complaint or comment. The opinions published in the paper are not necessarily those of the Engineering Society of Queen's University or of any other university body.*

G.4.7 Each issue of Golden Words must contain a current phone number and e-mail address that potential clients can contact for advertising.

## G.5 Complaints

G.5.1 Complaints regarding the content of Golden Words may either be formal or informal. All formal complaints shall be, as indicated in the masthead of each edition of Golden Words, directed to the Chair of the Engineering Society's Advisory Board and forwarded to the editors.

G.5.2 All complaints received by the Chair of the Advisory Board shall be considered formal (unless otherwise stated in the complaint). All complaints received by the editors shall be considered informal (unless otherwise stated in the complaint or if the complaint is also forwarded to the Chair of the Advisory Board).

G.5.3 Formal and informal complaints must be acknowledged via e-mail or phone within 48- hours of their receipt. Formal complaints shall be acknowledged by the Chair of the Advisory Board. Informal complaints shall be acknowledged by the

editors. In both cases the Vice-President (Operations) and the Director of Services will be notified by either the Chair of the Board or the editors. An acknowledgement must include an outline of the complaints process.

G.5.4 Informal complaints may be written or verbal. If received by the editors they will be forwarded to the Director of Service and Vice-President Operations and dealt with on a case by case basis. However, all persons making complaints shall be informed of their right to file a formal complaint to the Engineering Society Advisory Board.

G.5.5 The editors shall keep a complaint log containing an archive of all correspondence related to the resolution of a complaint (both formal and informal). In the case of verbal correspondence the editors shall note (at minimum) the time, date, and a summary of the conversation.

G.5.6 The editors shall attempt to resolve all formal and informal complaints.

- a. Upon request the editors of Golden Words will arrange an in-person meeting with the complainant to discuss the material in question and possible resolutions moving forward.
  - i. The editors will note all meetings with the complainant(s) in the complaint log and will inform the Chair of the Advisory Board of all such meetings. The Director of Services and Vice-President (Operations) will be included in all meetings and correspondence with the complainant.
- b. Upon request the editors of Golden Words will provide their reasoning for including the content in question in the paper.
- c. If, upon reflection on their editorial policy, the editors decide that the material in question was indeed inappropriate to publish they will consider the following remedies contingent on the severity of the content's inappropriateness:
  - i. A formal apology to the complainant
  - ii. A public apology for the content to be included in the following issue
  - iii. A retraction of the content to be included in the following issue
  - iv. In extreme cases, a retraction of the issue from circulation within 48 hours of a formal resolution being reached. For online content, the retraction will take place within 24 hours.
- d. A formal complaint will be considered resolved when:
  - i. The complainant(s) and editors agree to a formal resolution which is then completed by the editors.
  - ii. The complainant(s) fail to respond within 5 days of the editors' last response.

- e. The editors will also inform Chair of the Advisory Board who will then inform the entire Advisory Board membership of the resolution of a complaint and any formal agreements made with the complainant(s).

G.5.7 The editors will respond to formal and informal complaints within a week. If the editors cannot resolve a formal or an informal complaint within a week of the complaint's receipt, the following process shall be followed:

- a. The Chair of the Advisory Board shall call a special meeting of the Advisory Board.
- b. This meeting shall convene within 72 hours of its calling.
- c. The Engineering Society Advisory Board shall convene according to the rules of order in policy and shall recommend on a course of action according to its powers.

G.5.8 If a formal or an informal complaint has not been resolved within a week but both the complainant and editors do not wish the Engineering Society Advisory Board to be convened then they shall do so and keep the Board Chair informed on a weekly basis on the status of the complaint. The Chair of the Advisory Board will keep the remaining Advisory Board members up to date on the status of the complaint.

G.5.9 The Chair of the Advisory Board shall present all of the Board's recommendations to the complainant within 24 hours of a Board meeting adjourning.

G.5.10 All recommendations of the Advisory Board shall be recorded in a brief document, authored by the Chair of the Advisory Board, which summarizes the deliberations of the Advisory Board and presents the rationale for its recommendation.

G.5.11 Recommendations within the scope of the Advisory Board are:

- a. Dismissal of the complaint.
- b. To mandate changes in Golden Words Editorial Policy.
- c. To mandate a correction, retraction or apology printed in Golden Words.
- d. Letter of sanction of the editors.
- e. Recommend to the Vice-President (Operations) and Director of Services to immediately suspend the Editor(s) for a period of two weeks. Suspended editors:
  - i. May not act in any official capacity for Golden Words.
  - ii. May not attend Press Nite™, Masthead or any other Golden Words related activities.
- f. Recommend to the Vice-President (Operations) and Director of Services to remove the Editor(s) from their positions.

- G.5.12 In the event that the Advisory Board recommends to remove an Editor,
- a. The Vice President of Operations and the Director of Services have 12 hours to respond to the recommendation.
  - b. If the Vice President of Operations and the Director of Services take the recommendation to suspend/remove the editors;
    - i. The removal shall take effect immediately.
    - ii. The editor may not act in any official capacity for Golden Words.
    - iii. The editor may not attend Press Nite™, Masthead or any other Golden Words related activities for a period determined by the Advisory Board.
    - iv. The Chair of the Advisory Board shall produce a written statement documenting the process and justification of the removal of the Editor.
    - v. A new editor may be hired at the discretion of the Vice-President (Operations)

G.5.13 In the event that Golden Words has no acting editors due to suspension or removal by the Advisory Board, a plan of operations must be determined in consultation with the Vice-President (Operations). This plan may include, but is not limited to, the following:

- a. The Business and Operations manager will oversee the production of the paper with the assistance of the Vice-President(Operations), President and Director of Services.

G.5.14 If the editors of the paper, the complainant and Advisory Board cannot reach a mutually satisfactory resolution the complainant is welcome to file a Non-Academic Misconduct complaint with the AMS.

## G.6 Editorial Policy Guidelines

G.6.1 Editors will be responsible for developing an editorial policy which will guide their decisions. This policy will be made freely available upon request.

G.6.2 The Engineering Society is allowed to put finished content into any issue at no cost. This allowance is subject to size, content and time constraints at the discretion of the editors.

G.6.3 All other areas are left up to the discretion of the editor(s) subject to approval by the Advisory Board.

## G.7 Change of Executive

G.7.1 At the end of each school year, a new Executive of Golden Words will be hired.

G.7.2 The incoming Executive shall be responsible for Golden Words after the publication of the second last issue of the Spring term.

G.7.3 The second last edition of Golden Words of the Spring term, although officially the responsibility of the outgoing Executive, shall be a shared paper, with the old Executive instructing the new Executive on the management and production of Golden Words.

G.7.4 Each outgoing Executive member must ensure that the new Executive is capable of fulfilling and assuming their duties by the second last transition issue.

## H. Clark Hall Pub

*(Ref. Bylaw 9, Part III)*

### H.1 Purpose

H.1.1 Clark Hall Pub's aim is provide a welcoming establishment for the Queen's University community.

H.1.2 They will hold weekly events such as Ritual that bring the community into a common area.

H.1.3 They will also be available for private bookings.

### H.2 Organization

H.2.1 The Clark Hall Pub management team may include, but are not limited to, the following (subject to financial feasibility):

- a. Head Manager
- b. Entertainment Manager (Assistant)
- c. Marketing Manager (Assistant)
- d. Operations Manager (Assistant)
- e. Business Manager (Assistant)

#### H.2.2 Staff

- a. The size and structure of the staff shall be up to the discretion of the managers in consultation with the Vice-President (Operations) and Director of Services.

### H.3 Duties

#### H.3.1 Head Manager

- a. The Head Manager shall be responsible to the Director of Services of the Engineering Society.
- b. The Head Manager shall be responsible for:
  - i. Maintaining a clean and professional workspace within the office and in the surrounding area.
  - ii. Applications for license extensions for all patio events.



- iii. The operational procedures of the pub in accordance with the Liquor License agreement with the License Holder.
- iv. The coordination and supervision of the Assistant Managers and other Clark Hall Staff unless otherwise detailed in the policy manual.
- v. Staff hiring, discipline and training.
- vi. Acting as a liaison between the pub and the AMS.
- vii. Presenting an annual budget and strategic plan in June to the Engineering Society Advisory Board.
- viii. The upkeep of Clark Hall Pub, including maintenance, repairs, and cleaning, Charing staff meetings.
- ix. Assisting with the selection of the assistant managers.
- x. Complete all additional jobs as stated by the Head Manager Operations Manual.

#### H.3.2 Entertainment Manager

- a. The Entertainment Manager shall be responsible to the Head Manager and the Director of Services.
- b. The Entertainment Manager shall be responsible for:
  - i. All entertainment and events in the pub.
  - ii. Booking of events in the pub.
  - iii. Scheduling DJs.
  - iv. Maintenance of the entertainment equipment.
  - v. Assisting with the hiring of new staff.
  - vi. Complete all additional jobs as stated by the Entertainment Manager Operations Manual.

#### H.3.3 Marketing Manager

- a. The Marketing Manager shall be responsible to the Head Manager and the Director of Services.
- b. The Marketing Manager shall be responsible for:
  - i. Producing advertising in the form of posters, newspaper advertisements, or other media as needed.
  - ii. Producing specific advertising for events booked by the entertainment manager, as required.
  - iii. Working with the other managers to introduce promotional deals.
  - iv. Completing a yearly marketing plan.



- v. Ensuring that the Pub's website is regularly updated and adhering to the standards set by Queen's IT policy.
- vi. Assisting with the hiring of new staff.
- vii. Complete all additional jobs as stated by the Marketing Manager Operations Manual.

#### H.3.4 Operations Manager

- a. The Operations Manager shall be responsible to the Head Manager and the Director of Services.
- b. The Operations Manager shall be responsible for:
  - i. Ordering all inventory.
  - ii. Paying all Cash on Delivery (COD) bills.
  - iii. Maintaining regular inventory control.
  - iv. Reconciling in-stock inventory with computer inventory on the last day of each month.
  - v. Scheduling of all bartenders and servers for both regular pub operation and special events.
  - vi. Assisting with the hiring of new staff.
  - vii. Complete all additional jobs as stated by the Operations Manager Operations Manual.

#### H.3.5 Business Manager

- a. The Business Manager shall be responsible to the Head Manager and the Director of Services.
- b. The Business Manager shall be responsible for:
  - i. Maintaining the pub's fiscal records in accordance to the procedures outlined in 0.H.
  - ii. The daily deposits of all receipts from sales.
  - iii. The payroll and employee records.
  - iv. Submission of monthly operating statements to the Head Manager, Bookkeeper and Vice-President (Operations) within 7 days of the end of the month.
  - v. Producing weekly gross sales and profit/loss reports for management meetings.
  - vi. Assisting with the hiring of new staff.

vii. Complete all additional jobs as stated by the Business Manager Operations Manual.

H.3.6 The staff shall be divided into two groups: Bar Staff and DJ's.

a. Bar Staff

i. Staff shall be hired to operate the area behind the bar and the floor area with seated patrons.

b. DJs

i. DJs shall be employed as staff to provide entertainment for Clark Hall.

#### H.4 Operations

H.4.1 Clark Hall Pub will operate regularly three times weekly. This includes a shift Wednesday night, Thursday night and Friday afternoon.

H.4.2 Clark Hall Pub will also be available for private bookings on any other night on a first come first served basis.

## I. Integrated Learning Centre, ICONs

### I.1 Purpose

I.1.1 The Society will maintain a student staff for the Integrated Learning Centre to keep the building open at hours beyond those of regular operation.

I.1.2 The Integrated Learning Centre Constables will provide access to equipment and facilities of the Integrated Learning Centre in the absence of the regular technical staff. They will be provided with keys to the laboratory spaces and primary equipment storage room, and I-button access to the classrooms that are so equipped.

I.1.3 The only action to be taken in the event of an apparent security problem is to call campus security.

I.1.4 The Integrated Learning Centre Constables will be comprised entirely of members of the Engineering Society.

### I.2 Organization

I.2.1 There shall be one Head Manager for the Integrated Learning Centre Constables.

a. The Head Manager must be a current undergraduate engineering student at Queen's University. The head manager must have completed at least 2 years of university study at the time of hiring.

I.2.2 Staff

a. The Engineering Society shall employ staff to operate the iCons and perform duties as assigned by the Head Manager.

- b. The number of the staff is to be decided by the iCon Head Manager in consultation with the faculty, the Director of Services and the Vice President (Operations).
- c. The makeup of the staff is strictly limited to undergraduate engineering students
- d. The hiring of the staff shall be as follows:
  - i. The hiring of staff shall be carried out by the Head Manager, the Director of Services, and one other member that fulfills gender parity as necessary.

### I.3 Duties

#### I.3.1 The Head Manager shall:

- a. Be responsible, in general, for the operational aspect of the Integrated Learning Centre Constables and its employees.
- b. Be responsible for the following:
  - i. Maintaining a clean and professional workspace within the office and in the surrounding area.
  - ii. Public relations for the iCons and acting as liaison to the Engineering Society Executive, Council, and the University Administration.
  - iii. Coordinating and supervising the iCons Staff unless otherwise detailed in the policy manual.
  - iv. Staff discipline and ensuring that all staff are properly trained.
  - v. Patron discipline and acting as liaison between the Engineering Society, the AMS, and the Faculty of Engineering and Applied Science
  - vi. Monitoring and helping to set policies for short and long term finances with the Integrated Learning Centre Offices.
  - vii. Presenting an annual budget in June to the Advisory Board.
  - viii. Acting in the role of Chief iCon.
  - ix. Hiring of staff.
  - x. Chairing staff meetings.
  - xi. Scheduling of all staff working hours and meetings.
  - xii. The long range planning of the iCons Service.
  - xiii. All financial records.
  - xiv. Complete all additional jobs as stated by the Head Manager Operations Manual.

#### I.3.2 Full-Time Constables shall:

- a. Have a regularly scheduled weekly shift.
- b. Have the opportunity to work additional shifts on an individual basis due to the inability of a Full-Time Constable to attend their assigned shift.
- c. Be required to work at minimum one shift during the final week of classes and three shifts during the exam period, of both the Fall and Winter terms.

**I.3.3 Part-Time Constables shall:**

- a. Have the opportunity to work shifts on an individual basis due to the inability of a Full-Time staff member to attend their assigned shift.
- b. Be required to work at minimum one shift during the final week of classes and three shifts during the exam period, of both the Fall and Winter terms.

## I.4 Operations

I.4.1 The iCon service will be an aide to keep the ILC open after regular operating hours.

I.4.2 They will provide other services such as allowing access to specific rooms and loaning out equipment on a first come first served basis.

## J. The Tea Room

### J.1 Purpose

J.1.1 The Engineering Society shall operate a café in Beamish-Munro Hall named The Tea Room.

J.1.2 The Tea Room is an environmentally friendly and socially conscious supplier of foodstuffs including (but not limited to) coffee, tea and baked goods.

J.1.3 The Tea Room must always strive to adhere to the Three Pillar Vision of the service: education, environmental sustainability and a sustainable business model.

### J.2 Organization

J.2.1 The Team Room management team may include, but are not limited to, the following (subject to financial feasibility):

- a. The Head Manager
- b. The Operations Manager (Assistant)
- c. The Business Manager (Assistant)
- d. The Marketing, Environmental and Education Manager (Assistant) (Eco-Marketing Manager)

### J.3 Duties

J.3.1 Head Manager

- a. The Head Manager shall be responsible for all operational aspects of The Tea Room and its employees.
- b. The Head Manager shall be responsible for:
  - i. Maintaining a clean and professional workspace within the office and in the surrounding area.
  - ii. Public relations for the Tea Room and acting as liaison to the EngSoc Executive, Advisory Board, and the University Administration.
  - iii. Coordinating and supervising the Assistant Managers and other Tea Room Staff unless otherwise detailed in the policy manual.
  - iv. Overseeing staff discipline and training.
  - v. Enforcing patron discipline and acting as liaison between the store and the iCon service.
  - vi. Overseeing the long range planning of the Tea Room and presenting an annual budget and strategic plan in September to the Engineering Society Advisory Board.
  - vii. Updating the Advisory Board regarding the operations of the store regularly throughout the academic year.
  - viii. Coordinating upkeep of the Tea Room, including maintenance, repairs, and cleaning with the ILC management.
  - ix. The Chairing of staff meetings.
  - x. Administrating staff pod groups.
  - xi. Facilitating scheduling, staff shift switches, and staff appreciation & events.
  - xii. Ensuring adherence to Ontario Health & Safety laws along with the Operations Manager.
  - xiii. Completing all additional jobs as stated by the Head Manager Operations Manual.

### J.3.2 Operations Manager

- a. The Operations Manager shall be responsible for:
  - i. Ordering all inventory and maintaining strong supplier relationships.
  - ii. Maintaining regular inventory control and recording & reporting waste.
  - iii. Maintaining the existing equipment for the store.
  - iv. Planning and executing catering orders.
  - v. Coordinating with the Head Manager and Business Manager for modifications to pricing and costing strategies.

- vi. Ensuring adherence to Ontario Health & Safety laws along with the Operations Manager.
- vii. Any additional duties as detailed by the Operations Manager Operations Manual.

### J.3.3 Business Manager

- a. The Business Manager shall be responsible for:
  - i. Maintaining the financial records within the Engineering Society Bank Account, run in accordance with the policy outlined in 0.H
  - ii. Preparing and submitting payroll.
  - iii. Submitting monthly operating statements to the Head Manager, Bookkeeper and Vice-President (Operations) within 7 days of the end of the month.
  - iv. Producing weekly gross sales and profit/loss reports for Management meetings.
  - v. Completing all additional jobs as stated by the Business Manager Operations Manual.

### J.3.4 Marketing, Environmental and Education Manager.

- a. The Environmental and Education Manager shall be responsible for:
  - i. Organizing the environmental plan and Tea Room initiatives.
  - ii. Updating environmental policy as part of the Three Pillars.
  - iii. Work with the EngSoc Executive to coordinate faculty projects and initiatives.
  - iv. Maintaining all compost in the ILC Design Space, in accordance with a signed EngSoc stewardship agreement for the space
  - v. Completing a yearly marketing plan.
  - vi. Developing new educational initiatives.
  - vii. The overall brand of the service.
  - viii. General aesthetics of store including signage, uniforms and store layout, in consultation with the management team.
  - ix. All marketing initiatives, advertising plans and events.
  - x. Updating and maintaining the store website.
  - xi. Completing all additional jobs as stated by the Marketing, Environmental and Education Manager Operations Manual.

### J.3.5 Staff

- a. There are two types of staff employed by the tea room, regular staff and shift supervisors.
- b. Regular staff are responsible for:
  - i. Arriving at least five minutes early for each shift.
  - ii. Working all scheduled shifts, or finding a replacement for the shift if unable to fulfill it.
  - iii. Having full knowledge of the products and point of sale systems.
  - iv. Demonstrate the utmost attention to health and safety guidelines when handling food or beverages.
  - v. Be comfortable and familiar with all aspects of product and promotional initiatives.
  - vi. Reading, understanding and abiding by Tea Room policy.
  - vii. Maintaining the cleanliness of the full Tea Room uniform and wearing the uniform to all shifts, as well as maintaining a clean personal appearance.
  - viii. Upholding the image and standards of the Tea Room while in uniform, including not wearing any part of the uniform when not on shift.
  - ix. Following the directions of the shift supervisor.
  - x. Maintaining the cleanliness of the Tea Room.
  - xi. Understanding and abiding by the Engineering Society ethics policy.
- c. Shift supervisors have the same responsibilities as regular staff, as well as:
  - i. Directing the staff on shift.
  - ii. Understanding and effectively using the demerit system.
  - iii. Filling out incident and demerit report forms as needed.
  - iv. Filling out and submitting shift reports to Manager-On-Duty
  - v. Being a leader for Tea Room staff at all times, and contacting the manager on duty as needed.
  - vi. Completing all additional jobs as stated by the Shift Supervisor Operations Manual.

#### J.4 Operations

- i. The Tearoom will operate regularly five days a week from Monday through Friday.
- ii. The Tearoom will also be available for private bookings on any other night on a first come first served basis.

## K. EngLinks

### K.1 Purpose

- K.1.1 Provide academic support to students in the Faculty of Engineering and Applied Science.
- K.1.2 Provide helpful academic resources for Engineering students.
- K.1.3 Provide 1-on-1 tutoring and midterm and exam preparation for students.

### K.2 Structure and Organization

- K.2.1 The EngLinks Management Team may include, but are not limited to, the following (subject to financial feasibility):
  - a. Head Manager
  - b. First-Year Workshops and Resources Manager (Assistant)
  - c. Upper-Year Workshops and Resources Manager (Assistant)
  - d. Marketing Manager (Assistant)
  - e. Business Manager (Assistant)

### K.3 Duties

- K.3.1 Head Manager
  - a. The Head Manager shall be responsible to the Director of Academics.
  - b. The Head Manager shall be responsible for:
    - i. Being the primary representative of EngLinks, using the Director of Academics as a resource.
    - ii. Overseeing all aspects of EngLinks daily operations.
    - iii. Coordinating and providing direction to the Marketing Manager, First-Year Workshops and Resources Manager, Upper-Year Workshops and Resources Manager, and Business Manager.
    - iv. Planning staff training.
    - v. Overseeing the long term planning of EngLinks along with the Director of Academics.
    - vi. Chairing manager meetings.
    - vii. Matching students and tutors.
    - viii. Scheduling of staff for workshops.
    - ix. Acting as a liaison with EngLinks partners and the Faculty of Engineering and Applied Science.
    - x. Any additional duties as detailed by the EngLinks Head Manager Operations Manual.



### K.3.2 First-Year Workshops and Resources Manager

- a. The First-Year Workshops and Resources Manager shall be responsible to the Head Manager and the Director of Academics.
- b. The First-Year Workshops and Resources Manager shall be responsible for:
  - i. Overseeing the resource library and taking inventory of the textbooks for first-year courses.
  - ii. Overseeing the creation of all online resources and workshops for first-year courses.
  - iii. Posting online resources for first-year courses.
  - iv. Deciding which workshops will be run for first-year courses.
  - v. Overseeing workshop registration for first-year courses.
  - vi. Workshop registration emails for first-year courses.
  - vii. Posting of solutions for workshops for first-year courses.
  - viii. Booking rooms for workshops for first-year courses.

### K.3.3 Upper-Year Workshops and Resources Manager

- a. The Upper-Year Workshops and Resources Manager shall be responsible to the Head Manager and the Director of Academics.
- b. The Upper-Year Workshops and Resources Manager shall be responsible for:
  - i. Overseeing the resource library and taking inventory of the textbooks for upper-year courses.
  - ii. Overseeing the creation of all online resources and workbooks for upper-year courses.
  - iii. Posting online resources for upper-year courses.
  - iv. Deciding which workshops will be run for upper-year courses.
  - v. Overseeing workshop registration for upper-year courses.
  - vi. Workshop registration emails for upper-year courses.
  - vii. Posting of solutions for workshops for upper-year courses.
  - viii. Booking rooms for workshops for upper-year courses.

### K.3.4 Marketing Manager

- a. The Marketing Manager shall be responsible to the Head Manager and the Director of Academics.
- b. The Marketing Manager shall be responsible for:
  - i. The overall image of EngLinks.
  - ii. All marketing initiatives and advertising plans.
  - iii. Updating and maintaining the Facebook and Instagram pages and website.

- iv. Any additional duties as detailed by the Design and Marketing Operations Manual.

#### K.3.5 Business Manager

- a. The Business Manager shall be responsible to the Head Manager and the Director of Academics
- b. The Business Manager shall be responsible for:
  - i. Recording all of EngLinks' finances.
  - ii. Preparing and submitting cheque requisitions for tutors.
  - iii. Preparing and submitted cheque requisitions for expenses
  - iv. Counting all workshop cash and recording workshop online payment

#### K.4 Staff

K.4.1 Staff shall be responsible to the EngLinks Management Team.

K.4.2 Staff are current Queen's students in the Faculty of Engineering and Applied Science. Exceptions may be granted by the Head Manager given sufficient evidence of credibility as an effective tutor.

K.4.3 There are two types of staff:

- a. Personal Tutors
- b. Workshops and Resources Tutors

K.4.4 Personal Tutors are hired to work on the following portfolios:

- a. 1-on-1 tutoring
- b. Group tutoring

K.4.5 Workshops and Resources Tutors are hired to work on the following portfolios:

- a. Workshops
- b. Resource Generation

K.4.6 A student may be hired to both staff positions.

K.4.7 The size and structure of the staff can vary at the discretion of the Head Manager and the Director of Academics.

K.4.8 Staff are responsible for:

- a. Attending training sessions.
- b. Personal Tutoring
  - i. Making arrangements with the student for tutoring sessions.
  - ii. Preparing for tutoring sessions. This includes, but is not limited to, looking over notes and solving problems beforehand.
  - iii. Sending a feedback form to the student following sessions.
- c. Workshops

- i. Attending the tutor review session and prep for the workshop. Tutors will be paid for 1 – 2 hours of prep time and may be paid more at the discretion of the head manager.
  - ii. Arriving 15 minutes early for workshops.
  - iii. Being prepared for the workshops.
  - iv. Following up with students if unable to answer questions.
- d. Resource Creation
  - i. Responsible for contacting the appropriate Workshops and Resources Manager about resources.
  - ii. Creating a resource proposal form.
  - iii. Recording hours worked on proposal.
  - iv. Delivering the resource.
  - v. Contacting the professor of the course for help with the resource.
- e. Any other responsibilities as specified by the Head Manager at the beginning of the work term.

K.4.9 If a tutor fails to meet the responsibilities specified in A.4.2, they may be prohibited from running future workshops at the discretion of the EngLinks Coordinator.

## K.5 Operations

### K.5.1 EngLinks Workshops

- a. Englinks will run as many workshops as needed given demand.
- b. Workshops will be aimed to prepare students for midterms and exams.
- c. A free promotional vector workshop will run at the beginning of the year.
- d. Workshops will be delivered by staff.
- e. If a tutor receives predominately negative feedback, they may be prohibited from running future workshops in that course at the discretion of the Head Manager.

### K.5.2 1-on-1 and Group Tutoring

- a. If a tutor receives an unsatisfactory rating from a student or group, that student or group may be given to another tutor at the discretion of the Head Manager.

### K.5.3 Resources

- a. Tutors must apply to create a resource and receive approval from the EngLinks Management Team.
- b. There will be two resource creation periods, the school year, and the summer. Tutors can apply at the beginning of each period to create a resource.

## L. Staff and Manager Discipline

### L.1 Staff Discipline

L.1.1 The services shall use a demerit point system to provide staff discipline. The details of this system must be included in the staff contracts as per staff hiring policy.

L.1.2 A demerit point system must be utilized by the services overseen by the Director of Services as well as by the iCons and approved by the Director of Human Resources.

L.1.3 Should one of the aforementioned services not have an existing demerit point system, the following template should be used.

L.1.4 Managers and shift supervisors may award demerits to staff. Demerits may be awarded according to the following outline:

A staff member is late for shift (first or second time only)	1
Minor neglect of duties	1
Dress code violations	1
Missing paid staff training and/or staff meetings without excuse or notice	3
Mistreatment of a customer	3
A staff member is late for shift (third or fourth time)	6
Missing a shift without proper notification	6
Minor insubordination	6
Major neglect of duties	6
Working under the influence of any controlled or illegal substance	12
Offering discounts and/or free goods to customers that are not part of standard promotional procedures.	12
Theft of any magnitude, criminal punishment may apply	12
Gross insubordination	12

L.1.5 Additionally, managers may award demerits for situations in which the policy is silent.

L.1.6 In the event that the assignment of any demerit point is disputed by the employee, they may request the Director of Services review the situation in the form of a mediated discussion with the management and the employee.

L.1.7 Discipline will be based upon the number of accumulated demerit points as follows:

a. 3 Demerit Points – Written Warning

- i. After 1-3 demerit points, a written warning will be sent to the offending employee by the Head Manager.
  - ii. The warning will outline the areas where the employee must improve to avoid further demerit points and the total demerits to date.
- b. 6 Demerit Points – E-mail & Verbal Warning
  - i. After 6 demerit points, the Head manager will issue a verbal and written warning to the employee.
  - ii. The verbal warning will discuss the contents of the written warning and will include discussion of all previous offenses.
  - iii. Staff will be asked to think of ways they can improve upon their actions and set goal for themselves in terms of avoiding future demerit points.
- c. 9 Demerit Points – Meeting with Manager, Option to Suspend
  - i. At 9 or more demerit points, a meeting will take place between the offending employee and the Head Manager.
  - ii. The actions of the employee will be discussed in detail including previous offenses.
  - iii. It will be clearly stated to the employee that if additional demerit points are issues, termination may result.
  - iv. Depending on the severity of the previous offences, an option to suspend the employee for a period not exceeding two weeks may be exercised.
  - v. An e-mail will be sent to arrange the meeting and will outline past offenses and total demerits to date.
- d. 12 Demerit Points – Meeting with Manager & Director of Services, Option to Terminate
  - i. After 12 or more demerit points, a meeting between the Head Manager, the Engineering Society Director of Services and Vice-President (Operations) and the offending employee will be called.
  - ii. The disciplinary history of the employee will be reviewed and there will be the option for the employee to discuss their actions.
  - iii. The decision to terminate the employee's employment contract will be based upon the severity and frequency of the offenses, and the failure to demonstrate improvement on the behalf of the employee.
  - iv. An e-mail will be sent to arrange the meeting and will outline past offenses and total demerits to date.

L.1.8 Upon an allegation of serious misconduct, the Manager may suspend the accused employee with pay, at their discretion, while an investigation is conducted. If the result of the investigation is the assigning of demerit points and a subsequent suspension of the staff member, the elapsed time under suspension during the investigation will constitute as time served under the subsequent suspension.

L.1.9 Each paid employee of an Engineering Society service will have a confidential services staff demerit record maintained by the Director of Human Resources. This record will contain demerit points received by the employee and the reasoning.

- a. In any instance where a demerit point is issued, the manager must convey the demerit points and reasoning to the Director of Human Resources, who will enter it into the services staff demerit record.
- b. This record will remain attached to the employee for the duration of their employment and 3 years beyond the termination of their employment with Engineering Society services.
- c. The demerit record of a staff seeking to be rehired for an Engineering Society service will be made available to the service managers completing the hiring for that position.
- d. Access to the record from the most recent year of employment will be available for the duration of the hiring period. Subsequent to the completion of the hiring period, the managers' access to the record will be removed.
- e. At the commencement of the new contract, a new staff demerit record will be created.

## L.2 Editor Discipline

L.2.1 Anyone, including Masthead, can forward a letter to the Chair of the Advisory Board filing a grievance or suggesting disciplinary action against an editor.

## L.3 Manager Discipline

L.3.1 Anyone can forward a letter to the Vice President (Operations) filing a grievance or suggesting disciplinary action against a Manager.

L.3.2 The Vice President (Operations) shall then review the situation and respond with the appropriate action within 10 days.

# M. Finances

*(Reference Policy θ)*

## M.1 General

M.1.1 All services will have individual bank accounts associated with the Engineering Society, with the exception of the iCons who complete all finances through the Faculty of Engineering and Applied Science.

M.1.2 They will submit cheque requisitions with attached receipts or invoices to the bookkeeper in order to receive payment for suppliers.

M.1.3 If the service needs a cheque sooner than is available by the bookkeeper they may request that the Engineering Society write them a manual cheque which they will then repay.

M.1.4 The services will also have use of the Engineering Society credit cards for budgeted or approved purchases.

M.1.5 All services will submit sales records and detailed invoices to the Bookkeeper at the end of each month.

## N. Hiring

*(Reference Policy γ)*

### N.1 General

N.1.1 The Engineering Society shall employ staff, managers and editors on a part time basis to operate the services and perform duties as assigned.

## O. Health and Safety

### O.1 Joint Health and Safety Committee

O.1.1 A Joint Health and Safety Committee is required

- a. At a workplace at which twenty (20) or more workers are regularly employed
- b. At a workplace where no committee is required, where the number of workers regularly exceeds five (5), the employer shall cause the workers to select at least one (1) health and safety representative from among the workers

O.1.2 The makeup of the committee shall include two (2) staff, one manager, and the Director of Services

O.1.3 The function and power of the Joint Health and Safety Committee are to:

- a. Identify situations that may be a source of danger or hazard to workers.
- b. Make recommendations for the improvement of the health and safety of workers.
- c. Inspect the physical condition of the workplace at least once a month.

### O.2 Material Safety Data Sheets

O.2.1 An employer:

- a. Shall ensure that all hazardous materials present in the workplace are identified in the prescribed manner.
- b. Shall obtain or prepare, as may be prescribed, an unexpired material safety data sheet for all hazardous materials present in the workplace.

O.2.2 No person shall remove or deface the identification for a hazardous material.

O.2.3 An employer shall ensure that a hazardous material is not used, handled or stored at a workplace unless prescribed requirements concerning identification, material safety data sheets and worker instruction and training are met.

O.2.4 A material safety data sheet expires three (3) years after the date of its publication

O.2.5 A copy or every unexpired material safety data sheet required in the workplace shall be made available by the employer in the workplace in such a manner as to allow examination by the workers.

## P. Workplace Harassment and Violence

### P.1 Policy Statement

P.1.1 The Engineering Society is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. EngSoc recognizes that workplace violence is a health, safety and human resources issue. EngSoc will take reasonable precautions to prevent workplace violence and to protect employees in the workplace.

### P.2 Purpose of Workplace Violence Policy

P.2.1 This policy is intended to:

- a. Create and foster a work environment free from workplace violence.
- b. Provide a definition of workplace violence.
- c. Establish and detail the responsibilities of all persons in EngSoc workplace(s) to maintain a workplace free of actual, attempted or threatened violence.
- d. Ensure that incidents of workplace violence are reported to EngSoc management and/or law.
- e. Enforcement/campus security as appropriate
- f. Ensure that complaints of workplace violence are handled in a timely and equitable manner by the Engineering Society.

### P.3 Scope and Application of Policy

P.3.1 This policy applies to all EngSoc employees and volunteers regardless of position or classification.



P.3.2 This policy also applies to all persons who attended an EngSoc workplace including, but not limited to, all visitors, contractors, vendors and delivery persons.

P.3.3 For the purpose of this policy, an EngSoc workplace includes all places where EngSoc business occurs and includes all:

- a. EngSoc buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks, and driveways (“EngSoc Grounds”)
- b. Off-site locations where EngSoc business occurs
- c. EngSoc-sponsored functions and recreational or social events, whether taking place on EngSoc grounds or elsewhere
- d. Travel for EngSoc business

#### P.4 Workplace Violence Defined

*(Reference Queen's University Weapons Policy)*

P.4.1 In this policy, workplace violence includes but is not limited to the following:

- a. The use of physical force against or by a worker/volunteer that causes or could cause physical injury, including but not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects.
- b. The attempted use of physical force against or by a worker that could have caused physical injury.
- c. An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace; and
- d. Bringing a weapon of any kind to the EngSoc workplace or possessing a weapon of any kind while carrying out EngSoc business, or threatening to bring a weapon to a company workplace.

#### P.5 Zero Tolerance

P.5.1 EngSoc values the health and safety of its employees and expects that its workplace(s) shall be free of workplace violence.

P.5.2 EngSoc shall not tolerate incidents of workplace violence perpetrated against or by any employee, volunteer, customer, vendor, contractor, visitor or any other person at the EngSoc workplace or involved in EngSoc business.

P.5.3 Every person in the EngSoc workplace shall be responsible for acting in compliance with this policy.

P.5.4 All physical assaults involving an employee or occurring at an EngSoc workplace will be immediately reported to police and campus security. Threats of physical violence will be reported to police and/or campus security as appropriate.

P.5.5 Where an act of workplace violence, as defined in this policy, has occurred, EngSoc may, as circumstances warrant:

- a. Remove the perpetrator from the EngSoc workplace by campus security or the police.
- b. Discipline any employee/volunteer, up to and including dismissal, and/or report the conduct to the police and campus security.
- c. Report the conduct of any other person to their employer, supervisor and/or Principal and/or to the police.

## P.6 Responsibilities and Obligations

P.6.1 It is the responsibility of:

- a. EngSoc:
  - i. To take reasonable preventive measures to protect employees and others in the EngSoc workplace from workplace violence
  - ii. To ensure that a workplace violence assessment is conducted
  - iii. To develop procedures to address the workplace violence risks identified in the violence assessment
  - iv. To ensure that all employees/volunteers are informed of this policy.
  - v. To post this policy in a conspicuous place in the workplace
  - vi. To establish a process for reporting and responding to incidents of workplace violence
  - vii. To ensure the process for reporting and responding to incidents of workplace violence is communicated, maintained and followed
  - viii. To ensure that this policy is reviewed at least annually
- b. Executive, Directors, Managers, and all other supervisory staff:
  - i. To understand and abide by the requirements of this policy
  - ii. To communicate this policy with the employees they supervise or manage
  - iii. To adequately inform employees in EngSoc procedures that address the workplace violence risk(s) applicable to the employee
  - iv. To encourage employees to report complaints or incidents of workplace violence
  - v. To respond to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the complaint or incident
  - vi. To promptly report all complaints or incidents of workplace violence they receive or witness to his or her Designated Official. For the purposes of this

Policy, the “Designated Official” is the Vice-President (Operations) (For all salaried and wage staff excluding the Executive), and the Chair of the Advisory Board (for the EngSoc Executive).

c. Employees:

- i. To comply with this policy at all times to protect themselves and others in the workplace from workplace violence
- ii. To immediately notify their supervisor or other designated person of any incident of workplace violence whether the notifying worker is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person from workplace violence, the worker should contact campus security as outlined below
- iii. To read this policy and AMS procedures directed at workplace violence risks in the workplace
- iv. To fully cooperate in any investigation of complaints or incidents of workplace violence or breaches of this policy

P.7 Domestic Violence

P.7.1 Any employee experiencing violence outside of the workplace (i.e. domestic violence) that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence so that EngSoc can take reasonable preventive steps.

P.8 Reporting and Investigating Workplace Violence

P.8.1 Reporting threats of workplace violence:

- a. All incidents of workplace violence or reprisal must be immediately reported to the Designated Official.
- b. In the event that any EngSoc staff on Queen's University campus needs immediate help during a violent or threatening situation, the following mechanisms are in place to allow individuals to summon immediate assistance:
  - i. Calling the 36111 Emergency Report Centre number or 911 from any phone on campus.
  - ii. Activating one of the Emergency Phones on campus.
- c. Off campus, any person subjected to workplace violence should, where appropriate, go to a safe location and report the incident to their supervisor, an EngSoc supervisor or their Designated Official
- d. All complaints and incidents are to be recorded in writing by the reporting person/employee, the supervisor or manager receiving the report and the Designated Official. The date, time, location, potential witnesses and nature of

the incident should be documented. If campus security and/or the police have not previously been summoned, management or the Designated Official will report all physical assaults involving an employee or occurring at an EngSoc workplace will be reported to police and campus security. Threats of physical violence will be reported to campus security and police as appropriate.

e. If an incident of workplace violence involves a person who is not an employee of EngSoc, management or the Designated Official will report the incident to that person's employer and/or such other person as the EngSoc determines is appropriate in the circumstances.

#### **P.8.2 Investigation:**

a. All complaints or incidents of workplace violence or reprisal will be promptly investigated by management or the Designated Official. Where the perpetrator is an EngSoc employee, the investigation shall be conducted as quickly and confidentially as circumstances permit. Complete confidentiality is not possible in all circumstances and cannot be guaranteed.

b. The management or Designated Official investigation will include:

- i. A documented interview with the complainant and victim.
- ii. A documented interview with the alleged perpetrator(s).
- iii. A documented interview with any witnesses with relevant information to provide.
- iv. Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident.

c. At the conclusion of the investigation into an incident or complaint, management or the Designated Official shall prepare a written report of the findings of fact and – after evaluating existing policies, procedures, physical premises and devices, employee training – any suggestions to prevent a recurrence.

d. Where the perpetrator is an EngSoc employee, the supervisor of the perpetrator, in consultation with management and/or the Designated Official, will take any necessary disciplinary action, which may include dismissal from employment. Disciplinary action will be consistent with the seriousness of the conduct at issue such that more significant discipline will follow more serious conduct or repeated violations of this policy.

### **P.9 No Reprisal**

P.9.1 Workplace violence and this policy are serious matters. This policy prohibits reprisals against employees who have made good faith complaints or provided

information regarding a complaint or incident of workplace violence. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

**P.9.2** Reprisal is deemed to and shall include but not limited to:

- a. Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace violence
- b. Intentionally pressuring a person to ignore or not report an incident of workplace violence; and
- c. Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace violence.

**P.9.3** An employee who makes a false complaint or otherwise abuses this policy may be disciplined up to and including dismissal from employment. Such discipline is not a reprisal or breach of this policy.

## **P.10 Policy Review**

**P.10.1** This policy shall be reviewed annually by the Vice-President (Operations).

## **Q. Wages & Salaries**

### **Q.1 General**

**Q.1.1** The services shall reimburse the employees as follows:

- a. The Management's Weekly Salary
  - i. The managers shall be paid a weekly salary to be set by the Vice-President (Operations) and approved by the Engineering Society Advisory Board. This only includes months of normal operation.
- b. Staff Wages
  - i. Staff wages will be set each year by the Head Manager and shall be subject to approval of the Advisory Board at the discretion of the Vice-President (Operations).

**Q.1.2** Services will use a direct deposit system to pay staff, and this payment must occur at minimum monthly.

## **R. Staff Eligibility**

### **R.1 General**

**R.1.1** The eligibility of service staff is as follows:

- a. Must be an undergraduate student at Queen's University and a member of the AMS.
- b. Upon appointment each service staff member shall sign a contract with the Engineering Society stating their specific terms of employment, remuneration, confidentiality and termination. This contract is deemed valid and binding until the end of the operating year.
- c. Upon signing employment contracts, the staff are then considered employees of the Engineering Society.

## S. Leave

### S.1 General Leave

S.1.1 If a manager, Director, editor or staff member must take a leave of absence they are to inform their supervisor as soon as possible.

### S.2 Sick Leave

S.2.1 A manager, Director, editor or staff member is allowed 5 sick days per semester.

S.2.2 If any staff member is sick they must notify their supervisor as soon as is possible that they will be missing their shift and try to find a replacement.

### S.3 Bereavement

S.3.1 In the event of a death in a manager, Director, editor or staff's immediate family the staff member is allowed a two day period in which they do not have to work.

## T. Human Rights

### T.1 General

T.1.1 All employees are expected to follow and adhere to the Queen's Human Rights Code.

T.1.2 A breach of this code would result in disciplinary action including the possibility to terminate the contract.

## U. Guidelines For Administrative Pub Bans

### U.1 General

U.1.1 The authority of this policy is derived directly from the following section of the Liquor License Act of Ontario:

“Right to refuse entry

A licensee or employee of a licensee who has reason to believe that the presence of a person on the licensee's licensed premises is undesirable may,

- a. request the person to leave; or
- b. Forbid the person to enter the licensed premises. R.S.O.1990,c.L.19,s.34(5) "

U.1.2 The Engineering Society shall be considered to have been delegated this authority by the licensee.

U.1.3 This policy shall be appended to, and be consistent with, the Queen's University/AMS Tripartite Agreement.

U.1.4 Bans issued under this policy shall be termed "Administrative Pub Bans" (APB). In reference to authority, purpose, function, administration and all other considerations, administrative pub bans operate independently from the AMS non-academic discipline process.

U.1.5 Bans issued by the AMS will be upheld by the Engineering Society.

U.1.6 Any ban administered through the Engineering Society, AMS, or Non-Academic Discipline shall be upheld through the admittance of Engineering Society Corporate Initiatives.

## U.2 Responsibility for Issuance of a Ban

U.2.1 Responsibility for issuing an immediate ejection or daily/nightly ban shall rest with the on-duty Clark Hall Pub manager or any on-duty Queen's Student Constable (QSC). Where an incident includes the involvement of Queen's Campus Security, the ban shall automatically be for a period of one month. Any patron receiving an automatic one month ban shall be notified in writing normally within 48 hours of the incident occurring notwithstanding a delay in receiving contact information from the Registrar's Office.

U.2.2 Responsibility for issuing a ban exceeding one month in duration shall in all cases rest collectively with the Clark Hall Pub Head Manager, the QSC Head Manager, the Director of Services, and the Vice-president (Operations), in consultation with the General Manager. As soon as possible after an incident, this group shall meet to determine whether to issue an extended ban and the duration of such a ban. The group has discretion as to whether to interview the relevant patron(s). In the absence of unanimity, the Vice-President (Operations) decision shall be final.

## U.3 Grounds for Issuing a Ban

U.3.1 This policy recognizes that the Act permits broad discretion in the imposition of an APB. However, a ban extending beyond the one month ban automatically



imposed immediately after an incident, shall normally be issued only when it has determined that one of the following conditions exist:

- a. The patron has committed a serious offence including, but not limited to:
  - i. Damage to property.
  - ii. Assault of any nature
  - iii. Threat of harassment or assault
  - iv. Failure to comply with the directions of a student constable or pub staff
  - v. A violation of the rights of any patron
  - vi. Participation in an underage drinking offence
  - vii. Discrimination or harassment based, among other grounds, on race, religion, gender, handicap, ethnicity, national origin or sexual orientation
- b. The patron poses a potential or continuing threat to the safety and/or general welfare of pub staff, student constables or other patrons.
- c. The patron's behaviour poses or suggests a potential threat to the University's liquor license.

U.3.2 The purpose of the APB is solely to mitigate risk to the operations of the pub and the safety of its patrons and staff. Thus, any student receiving an APB may still be subject to non-academic discipline considerations which shall be administered separately.

U.3.3 An APB may be applied to patrons of the Engineering Society Corporate Initiatives if their actions are classified under policy section U.3.1.

#### U.4 Duration of Bans

U.4.1 An APB may be imposed for any duration of time but shall normally not remain in effect beyond a period of no less than one year from the time of the incident.

U.4.2 Where a Non-Academic Discipline has been filed against a student for a Clark Hall Pub related incident, that student will normally be banned until the completion of the Non-Academic Discipline process.

U.4.3 In the absence of special mitigating or aggravating conditions, a ban for an underage drinking offence shall normally be for a period of six (6) months from the date of the offender's 19th birthday. For the purposes of such a ban, only the normal academic period between September 1 and April 30 shall be eligible to count as "ban time served;" i.e. the spring/summer period between May 1 and August 31 shall not. During the spring/summer period, anyone with an APB shall not be allowed admission to the pubs.



U.4.4 A current list of banned patrons shall be maintained and kept at the front doors of the relevant pubs. It shall be the responsibility of the QSC Head Manager to regularly review the ban list to ensure that it is current.

U.4.5 The parties referred to in section II.5 reserve the right to add, remove, or modify an APB as required when in keeping with this policy. However, under normal circumstances, previously-issued bans will only be altered if new information has arisen. An attempt by a patron to enter a pub while a ban is still in effect shall be viewed as a separate offence for which they shall be subject to a significant extension of their ban at the discretion of the parties cited above.

## U.5 Appeals of Bans

U.5.1 An APB shall not be subject to appeal. However, a student may appeal for a temporary ban exemption in order to attend an essential career or academic event/activity that has been scheduled in a pub. This appeal shall be made in writing to the Vice-President (Operations) who shall have the discretion to grant a temporary, event-based exemption where he/she is satisfied that the student's future prospects would be potentially compromised by an inability to attend. Eligibility for a temporary exemption shall not extend to social events.

## U.6 Notification

U.6.1 In the event of an incident that results in the issuance of an Administrative Pub Ban, copies of the incident report and notification of the imposed ban shall be sent to the following:

- a. Vice-President (Operations)
- b. Director of Services
- c. Clark Hall Pub Head Manager
- d. QSC Head Manager
- e. EngSoc General Manger
- f. TAPS Head Manager
- g. Queen's Campus Security

U.6.2 A patron who has been banned shall receive notification in writing to that effect. This notification shall include:

- a. Reasons why they have been banned
- b. Duration of the ban
- c. Relevant EngSoc contact information
- d. A reference to this policy

e. Indication that a complaint has been submitted to the AMS non-academic discipline process and that this process, and any sanctions sought under it, is completely separate and distinct from their APB (where applicable)

U.6.3 Upon request to the Vice-President (Operations) this information shall be made available to other individuals directly involved in the incident.

## V. Closure Of Business

### V.1 General

V.1.1 In the event that a business must be closed at any time throughout the year, all staff members will be notified appropriately, their contracts will be terminated immediately, and any outstanding pay will be disbursed.

# W. First Year Engineering Orientation Program

(Ref By-Law 10.H; By-Law 12)

## W.1 General

W.1.1 The Engineering Orientation Program shall have the following purposes:

- a. To acquaint the new first year students (who for the purposes of abbreviation may be referred to as frosh) with the Kingston and Queen's communities, and with the Faculty of Engineering and Applied Science in particular.
- b. To develop friendships and a common sense of purpose and identity among the first year students.
- c. To foster in the minds of the first year students a sense of their responsibilities within both the Queen's community and the wider Kingston community, and
- d. To provide entertainment and enjoyable social events for the first year students during their first week at Queen's.

## W.2 Orientation Chair

W.2.1 The President shall appoint an Orientation Chair on the recommendation of an appointments committee, consisting of the President, the Engineering Society General Manager, and up to two members at large at the discretion of the committee.

W.2.2 The Orientation Chair must be entering into his or her third or greater year of engineering and applied science during orientation week.

## W.3 The Chief FREC

W.3.1 The Chief FREC shall be selected, after the Orientation Chair, during the fall term by the Orientation Chair, on the recommendation of an appointments committee, consisting of the Orientation Chair, the President, the Engineering Society General Manager, and up to two members at large at the committee's discretion.

- a. Candidates for Chief FREC should satisfy the following requirements:
  - i. Must be in good academic standing.
  - ii. Must be enrolled in first year, to be entering the second year in the fall.

W.3.2 The duties of the Chief FREC shall include:

- a. Holding regular FREC training sessions during the second term that will consist of information and discussion sessions on appropriate safety and awareness topics.
- b. Assigning Student Constables to any event where safety is of a concern.
- c. Issuing and collecting A.M.S. leader contracts as well as academic waivers.

d. Taking appropriate action towards any FREC or FREC Committee member that displays actions or attitudes that do not comply with their responsibilities, the Queen's code of conduct, or the goals and philosophies of orientation week.

W.3.3 There shall be a committee called the Orientation Committee (referred to as FREC Committee) hired by the Orientation Chair and Chief FREC. This committee shall coordinate the reception and orientation of first year students.

W.3.4 The Frosh Regulation Enforcement Committee (FRECs) shall be selected by the Orientation Committee acting in consultation with the Orientation Chair.

W.3.5 A minimum of 20 Action FREC's should be chosen, and should participate in all activities with the FRECs.

W.3.6 FREC members should be divided into groups of seven or eight with a minimum of one member of each gender to be responsible for a single group of frosh. At least one member must be an Action FREC.

#### W.4 Grease Pole Event

##### W.4.1 General

a. There shall be an annual Grease Pole event, held during the Engineering Society Orientation Week.

b. This event shall be held by the Engineering Society for the first-year class (who for the purposes of abbreviation will be referred to as frosh). Only upon completion of the event will the incoming class become a Science Year.

c. The objectives of the Grease Pole event are to provide further cohesiveness in the first year class, and to welcome them to the spirit of teamwork in the Engineering Society.

##### W.4.2 Grease Pole Climb Regulations

###### a. Grease Pole Authority

i. The Orientation Chair, in consultation with the President of EngSoc or an appointed delegate, shall have ultimate authority at the Grease Pole Climb and, acting on behalf of EngSoc, shall enforce these regulations to the fullest.

ii. The organizers of the Grease Pole Climb must ensure that there are enough Queen's Student Constables, Campus Security personnel, and any other staff or equipment necessary to control the crowd.

b. The President of EngSoc or an appointed delegate shall ensure that the first year students are aware of and understand these regulations, and shall publicize them by announcement at the Grease Pole site, and/or through any other appropriate means.

- c. The FRECs shall be responsible for setting up the Grease Pole. The pit setup shall consist of a fence that is strong enough to stand up to crowd pressure. This fence should be a minimum of four meters from the edge of the pit.
- d. At the commencement of the climb, only the following people will be allowed inside the fenced-off Grease Pole circle:
  - i. the EngSoc Executive and Directors,
  - ii. Student Constables and Queen's First Aid Members;
  - iii. the Water Team
  - iv. the Engineering first year students.
  - v. volunteers as authorized by the EngSoc Executive
- e. Ruling of the Tam
  - i. The tam is to be nailed into the wood stopper at the top of the Pole with not more than three nails which shall have a length of not more than three inches. No items shall be used as washers. The pom-pom of the tam shall not be greased.
  - ii. The contents of the pit shall consist of:
  - iii. no dry ice while the frosh are in the pit;
  - iv. no toxic biodegradables;
  - v. limited oil, a thin layer at most; and
  - vi. mostly hay and mud.
- f. of the first year students shall be encouraged to participate in the Grease Pole Climb, but in no way shall anyone be intimidated into taking part in the Climb against their will.
- g. No apparatus of any kind, other than clothing worn into the pit, may be used by the Frosh during the attempt at retrieving the tam, nor may the Pole be moved from its original position.
- h. Grease Pole climb time
  - i. The event shall be timed by a member of the EngSoc Executive or a designate, using a stop watch. Time will be recorded from the point of initial entry into the pit by any Frosh, until the moment when the President of EngSoc or an appointed delegate has the tam (or a large portion thereof).
  - ii. The time so recorded shall be engraved on the Grease Pole Climb Plaque within one month of the climb. It shall be the duty of the Vice-President (Student Affairs) of EngSoc to see that this is done.
- i. The First Year shall be responsible for storing the Pole.

W.4.3

## X. Science Formal

(Ref. ByLaw 10.I)

### X.1 General

X.1.1 The Science Formal shall be planned and executed by the Science Formal Committee.

- a. The Science Formal Committee shall consist of a Convener, an Art Chair, a Communications Chair, a Construction Chair, a Logistics Chair, a Finance Chair, and a team of Managers to work under each of the Chairs.
- b. The Convener shall be hired no later than the fourth week of the Fall term by the Science Formal hiring panel. This panel shall at minimum include the President, and the General Manager.
- c. The Chairs of the Science Formal Committee shall be hired no later than the sixth week of the Fall term. The hiring panel for the Chairs shall include at minimum the Convener and the President.
- d. The managers on the Science Formal Committee shall be hired no later than the eighth week of the Fall term, or at least two weeks prior to the Science Formal of that year. The hiring panel for the managers shall include at minimum the Convener and the Chair under whose portfolio the specific manager position falls.

X.1.2 If there is a vacancy in the Committee through resignation or if the Committee wishes to add a member, the new member shall be appointed by the Committee following the Engineering Society hiring policy.

- a. If the vacancy or desire for additional member occurs after September 1st in the year that the Science Formal is to be held, the minimum advertising time shall be shortened to one (1) week.

### X.2 Theme Selection

X.2.1 The Science Formal shall have a theme decided by the year in question.

X.2.2 The purpose of the theme is to give creative direction.

X.2.3 The Science Formal Committee shall solicit proposals from the membership of the 3rd year class and advertise the criteria for theme proposals and names to be submitted.

X.2.4 All theme proposals shall be voted on via preferential ballot by the students of the 3rd year class, with the exception of those deemed by the Science Formal

Committee to be either of an overly similar nature to themes chosen for a Formal within the past ten years, or those of an offensive nature.

X.2.5 The Science Formal Committee shall announce the themes that will be voted upon no less than 48 hours prior to voting.

- a. The voting may be done using a secure online system.
- b. A second round of voting shall occur if the Science Formal Committee deems it necessary.

X.2.6 The Science Formal Committee shall oversee the theme and name selection.

- a. If a conflict of interest exists it shall be the responsibility of the members of the Science Formal Committee to remove themselves from the selection process.
- b. The theme selection does not preclude the Science Formal Committee from tendering for design proposals.

### X.3 Construction Guidelines

#### X.3.1 Size

- a. The structure shall be designed to have no more than two floors.
- b. Every effort must be made to ensure that the maximum possible capacity can be held in Grant Hall based on the size of the main structure.
- c. The structure must be planned to feasibly have construction completed by the Thursday of the final week before the event.
- d. Every effort must be made to ensure the structure is simple to build.

#### X.3.2 Materials

- a. The materials chosen for the main structure must be considered based on both safety and economic viability to the budget.

# Θ: Financial Policies

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*Preamble: This Policy covers all financial policies of the Engineering Society, its services, its corporate initiatives, and affiliated groups that are governed by the Engineering Society Council and the Engineering Society Advisory Board.*

## A. Finances

### A.1 The Engineering Society's Financial Structure

A.1.1 The Engineering Society shall hold a commercial bank account with a corporate financial services organization. The bank will be a Schedule 1 (Domestic) institution recognized by the Canadian Bank Act.

A.1.2 The Engineering Society will follow Canadian Generally Accepted Accounting Principles (GAAP) and will operate in full compliance of regulations set out by the Canada Revenue Agency.

A.1.3 The Engineering Society's financial records shall be managed by a bookkeeper and reviewed by a Certified General Accountant.

A.1.4 The bookkeeper shall administer separate accounting files for the Society, each service, and each corporate initiative. QuickBooks shall be used as the primary financial accounting system.

A.1.5 The Engineering Society shall administer payroll through a secure online payroll service.

A.1.6 The fiscal year for the Engineering Society shall be September 1<sup>st</sup> to August 31<sup>st</sup> of each year.

A.1.7 The Executive shall have signing authority for the bank accounts of the Society, and the Corporate Initiatives. All bank accounts shall be two-to-sign accounts and will require two signatures or approvals for any action.

a. In the event of the extenuating circumstance, such as personal emergency or travel, where only one Executive member is physically able to sign a document before the required date, the General Manager may act as a signee, under the following conditions:

- i. All Executive Members provide written consent for the General Manager to be a signee of the document on their behalf.
- ii. The consent is given in the form of an email sent to both the General manager and the rest of the Executive.



A.1.8 The Engineering Society Council (Reference  $\alpha$ ) shall hold ultimate authority over all financial decisions of the Society, as outlined in  $\theta$ , B.

A.1.9 The Engineering Society Advisory Board (Reference  $\zeta$ , C) shall oversee the financial accountability and sustainability of the services and corporate initiatives of the Engineering Society. Council may request to view the financial statements of the Society at any time, provided at least two days' notice is given.

## A.2 Allocated Expenses

A.2.1 EngServe is the recovery of expenses incurred by the Engineering Society through the operations of its services and corporate initiatives. This includes rent, phone, administration, accounting, insurance, and banking.

A.2.2 EngServe is calculated annually by the Vice-President (Operations) and will apply from Sept 1<sup>st</sup> - August 30<sup>th</sup>. All efforts should be made to calculate the EngServe charges before the services and corporate initiatives create their budgets.

A.2.3 The new EngServe agreement must be signed by the Vice-President (Operations) and the individual(s) responsible for the service/corporate initiative before it is deemed valid.

A.2.4 Once the agreement is signed, EngServe will be paid automatically by the bookkeeper to the Engineering Society monthly.

A.2.5 EngServe will include HST where appropriate, as determined by a chartered accountant.

A.2.6 The EngServe rate for each service and corporate initiative is determined as follows:

- a. Rent; based on the individual space usage of each group and collected to recoup the utility charges, as determined in the Engineering Society Lease with Queen's University.
- b. Phone; based on the number of phones and lines used by each group.
- c. Administration; a proportional amount of the General Manager's costs, based on the estimated time spent with each group.
- d. Accounting; a proportional amount of the bookkeeping costs, based on the time breakdown from the previous year.
- e. Insurance; a proportional amount of the Society's general liability insurance.
- f. Banking; a proportional amount of securities company charges and ATM rental, based on the usage of each group.

## B. Society

### B.1 Purpose

B.1.1 This policy outlines the overall financial policies of the Engineering Society's General operations. This Policy does not apply to affiliated groups or the Corporate Initiatives, the specific financial policies for which are described in Subsections C and D respectively.

## B.2 Financial Accountability and Sustainability

B.2.1 The Engineering Society shall acquire the services of Chartered Accountants to complete an annual financial review engagement. The purpose of a financial review is to maintain financial accountability and transparency.

B.2.2 The Engineering Society shall endeavor to maintain \$100,000.00 in its commercial bank account.

## B.3 Operating Budget

B.3.1 The Director of Finance and/or Vice-President (Operations) shall present an Operating Budget to Council at the first meeting of the school term. Once approved, this budget shall govern the expenditures of the Society for the remainder of that fiscal year.

B.3.2 50% of the operating surplus, as determined by the financial review engagement, will be included as a revenue source in the following Operating Budget.

B.3.3 The Operating Budget for the fiscal year shall have a 25% contingency on all position expenses and event position expenses, as outlined in the Chart of Accounts.

B.3.4 The preliminary Operating Budget shall be made available on the EngSoc website a minimum of one week before it is brought to council. This allows time for feedback and questions to be sent to the Director of Finance before the final budget is compiled.

B.3.5 The final Operating Budget shall be made available on the EngSoc website and sent out to the Council list a minimum of 48 hours before the vote. No changes can be made to the budget after this point unless a formal amendment is made at Council. This allows all society members adequate time to review the budget before it is approved. The previous year's Actuals and upcoming year's Operating Budget shall be presented to Council at the first Council after the summer.

B.3.6 The Operating Budget shall include all anticipated revenues and expenses for the fiscal year. This will include an estimated total summer spending amount, described below in Ø.B.3.12.

B.3.7 The Operating Budget shall include gross revenues and expenses as opposed to net revenue or net expense for a given project or event.

B.3.8 Council may amend the Operating Budget at any time during the year.

B.3.9 The approval of the Operating Budget by Council shall authorize the expenditures granted in the budget without further approval from Council.

B.3.10 Unanticipated expenses:

- a. During sitting sessions of council, expenses under \$500 that were not included in the Operating Budget must be approved by the majority of the Executive. Any unbudgeted purchases over \$250 must be reported to Council at the next session.
- b. During non-sitting sessions of council, expenses under \$1000 that were not included in the Operating Budget must be approved by the majority of the Executive. Any unbudgeted purchases over \$500 must be reported to Council at the next session.

B.3.11 Except as may be directed by Council or when approved in the Operating Budget, no member is empowered to make purchases in the name of the Society or in any way financially obligate the Society.

B.3.12 The Director of Finance and/or Vice-President (Operations) shall present Pre-Actuals to Council before the new Executive is elected. The purpose of the Pre-Actuals shall be to inform Council of the financial situation of the Society mid-way through the academic year. Additionally, presentation of Pre-Actuals may allow for reallocations of funds previously budgeted for yet no longer needed. The Pre-Actuals will include:

- a. Comparison of spending to date with budgeted amounts.
- b. Explanations of large variances exceeding 25%.
- c. A breakdown of proposed reallocations, to be approved by Council.

B.3.13 A detailed breakdown of summer spending shall be presented at the last Council of the academic year. This shall include:

- a. Funds required for capital summer projects.
- b. Expenses that have not previously been budgeted for in the Operating Budget and are anticipated between May 1<sup>st</sup> and August 31<sup>st</sup>.

#### B.4 Taxation; HST

B.4.1 Harmonized sales tax returns shall be filed with the Canada Revenue Agency as required, in consultation with the Society's Chartered Accountant.

B.4.2 Taxes and remittances relating to payroll (Canadian Pension Plan, Employment Insurance) will be filed with the Canada Revenue Agency, in consultation with the Society's Chartered Accountant and payroll provider.

B.4.3 The Society and each of its services will maintain a Workplace Safety Insurance Board (WSIB) account and make payments as required by the WSIB.

#### B.5 Financial Investments

B.5.1 The Engineering Society shall have long-term investments, managed by a professional Investment Advisor and Financial Planner, and hosted by a Schedule 1 (Domestic) institution recognized by the Canadian Bank Act.

B.5.2 The funds must be invested in secure, low-risk investments that are provincially or federally backed such that they are maintained and grown as sustainable resources for the future.

B.5.3 Contributions to the investments shall be made by the Vice-President (Operations) annually and shall consist of:

- a. 50% of the operating surplus from the previous year as determined by the annual financial review.

B.5.4 Contributions shall be made to the investments such that the liquid investments are 50% of the fund and the non-liquid amount to the remaining 50%. Thereafter, any annual surplus and/or interest earned on the investments from the previous fiscal year as determined by the financial review engagement shall be incorporated into the following year's Engineering Society Operating Budget.

- a. Liquid investments are defined as those that can be converted to cash within one month.
- b. Non-liquid investments are defined as those that require longer than one-month to convert to cash.

B.5.5 Contributions shall be made to the investments until the liquid investments accumulate to \$150,000.00 and the non-liquid investments accumulate to \$150,000.00. Thereafter, any annual surplus and/or interest earned on the investments from the previous fiscal year as determined by the financial review engagement shall be incorporated into the Operating Budget.

B.5.6 Capital expenditures from the investments can be made from the following categories:

- a. An unforeseen need for emergency funding.
- b. Capital improvements to the Engineering Society spaces.
- c. New Engineering Society initiatives.
- d. Any initiative, donation, or funding deemed worthy.

B.5.7 All capital expenditures must be approved by the Engineering Society Council by a 2/3 majority vote. In case of emergency funding, an emergency Council will be called.

B.5.8 A list of all Engineering Society assets (including prices and dates purchased) will be kept up to date for capital planning and purchasing purposes.

## B.6 Credit Card

B.6.1 The President, Vice-President (Operations), Vice-President (Student Affairs) and General Manager of the Engineering Society will each hold a corporate credit card in their names, tied to the Society's commercial bank account.

B.6.2 The Director of Finance will oversee the credit cards use, and will ensure that the following stipulations for credit card use are met:

- a. The credit cards will be used for approved budgeted expenses, the purchasing of approved inventory for the Society's services and corporate initiatives, and for any large affiliated group expenses (provided they have sufficient funds in their account).
- b. Before the credit card is to be used for any unbudgeted purchase, a majority of the Executive must approve its use for that specific purchase.
- c. The credit card holders are responsible for providing a breakdown of their credit card statement with all receipts of purchases to the Director of Finance, who will submit them to the bookkeeper for inclusion in Society's books.
- d. Any unauthorized inappropriate purchases will be brought to the Engineering Review Board (ERB) or to the Advisory Board, which will then make the recommendations to the Executive on a course of action to be made.
  - i. An inappropriate purchase is defined as one which is not listed in 0.B.6.2.a, and/or, is not approved by a majority of the Executive.
  - ii. Possible courses of actions include the confiscation of the user's credit card, suspension from the offender's position (when allowed in policy), or recommendation that they be removed from their position.Recommendations on the appropriate courses of action will be made at the discretion of ERB or the Advisory Board.
- e. If a credit card is lost, the credit card shall be temporarily cancelled by the Vice-President (Operations). It is the responsibility of the credit card holders to immediately notify the Vice-President (Operations) when the credit card is lost.

## B.7 Honoraria

B.7.1 The payment of an honorarium is an expression of gratitude by the Society. Such payments are not to be considered a salary and are awarded at the discretion of Council.

## B.8 Executive Subsidy

B.8.1 The purpose of the Executive Subsidy shall be to recognize the significant time commitment required to fulfill their responsibilities and to mitigate the financial impact experienced by a member of the Executive, should they choose to enroll in

summer courses or take an additional academic term to complete their Bachelors of Applied Science degree, at Queen's University.

**B.8.2** The Executive Subsidy shall be one of the following, decided at the discretion of each Executive member on an individual basis:

- a. The cost of any additional tuition or other mandatory fees to be paid as a result of a reduced course load during their term, up to a maximum of one half of the combined cost of one year's full - time Engineering and Applied Science tuition and the applicable mandatory fees.
- b. The cost of any summer courses enrolled in during their term, up to a maximum of two courses.
- c. A \$1,000.00 honorarium.

**B.8.3** Options a) and b) shall only be available to Executive members who were eligible to graduate on a normally accepted track given their circumstances before being elected.

- a. To obtain options a) or b) of the Executive Subsidy, the Executive member must submit a request to the Engineering Review Board (ERB), complete with adequate documentation of increased financial burden as a result of the reduced course load or summer courses. This documentation will be used by ERB to assess the eligibility of any candidate and will remain strictly confidential.
- b. To obtain option c), the Executive must submit a request to ERB and must have presented their year-in-review report to Council.

**B.8.4** Authority will be granted to ERB to determine the value of any Executive Subsidy to be granted, within the confines of this policy.

**B.8.5** Should a candidate disagree with the eligibility assessment made by ERB, an appeal may be made directly to the Engineering Society Council in a closed session.

## B.9 Mileage Reimbursements

- a. If an individual, apart from of permanent staff, is asked to use their own vehicle for purposes pertaining directly to the activities of the Engineering Society, they may be reimbursed for the distance driven at a rate of \$0.50 per kilometer or compensated directly for the amount of fuel consumed, whatever is the lesser amount.

## C. Affiliated Groups

### C.1 Finances

- C.1.1 The finances of affiliated groups shall be managed by the Director of Finance through long-term liability accounts in the 'Bank of EngSoc', as outlined below and in accordance with Canadian GAAP.
- C.1.2 Affiliated groups include year executives, discipline clubs, competitions, design teams, conferences, and other initiatives or groups who are associated with and bank through the Engineering Society.
- C.1.3 The treasurer for each affiliated group must attend a financial training session run by the Director of Finance and/or the Vice-President (Operations) before gaining access to their account.
- C.1.4 The Director of Finance is responsible for ensuring that the groups' accounts stay within their allocated budget. Any over-spending must be reported to and approved by the Director of Finance. If the over-spending is not approved, reimbursement will not be possible.
- C.1.5 If over-spending exceeds \$500, a proposal for how the funds will be replaced must be submitted to the Director of Finance and the Vice-President (Operations), and must be approved by Council for the funds to be granted.
- a. In emergency situations, a majority of the Executive may approve the funds to be granted in lieu of Council. The Vice-President (Operations) must be a part of this majority. This approval must be reported at the next Council.
- C.1.6 The Director of Finance will not reimburse any invoice that in any way violates the constitution or policies of the Engineering Society or puts the society at any liability.
- C.1.7 Affiliated groups shall present a budget to the Society no later than August 31<sup>st</sup> of the prior fiscal year to be reviewed by the Vice President (Student Affairs), Vice President (Operations), the Director of Finance, and their respective directors.
- a. The budget shall include a 25% contingency fund for unexpected expenses. The budget shall be maintained and updated throughout the year by the group's executive and treasurer and will be posted on the 'Bank of EngSoc' SharePoint site.
  - b. The budget's "actuals" must be updated and reflective of the group's financial operations to receive reimbursement for group expenses.
  - c. Financial Officers (FOs) must reject reimbursement requests that have not been reflected in the group's budget on the 'Bank of EngSoc'.
- C.1.8 The treasurer for each affiliated group should keep a record of all the deposits, charges, and withdrawals made to their account.
- C.1.9 No affiliated group is permitted to go into debt with the 'Bank of EngSoc' for a period longer than 6 months.



C.1.10 Affiliated groups will have access to their account statements, including account balance and transaction history, through the 'Bank of EngSoc' SharePoint site. Official documentation from accounting software will be provided monthly, and will also be available from the Director of Finance within a maximum of two days from the time of request.

C.1.11 Any group account that is stagnant for a period of two academic years, without discussion with Director of Finance or Vice-President (Operations) shall have their account removed and any remaining funds dispersed under the General Account and documented as retained earnings.

C.1.12 Affiliated groups will submit transaction requests to the 'Bank of EngSoc' SharePoint site, including the following transactions:

- a. Receipts of all expenditures must be saved by the treasurer of each group and attached to cheque requisitions submitted through the site.
- b. Cash box requisitions and the associated float withdrawals.
- c. Credit card payment requisitions.
- d. Cash and cheque deposits.
- e. Tickera requests for online ticket sales.

C.1.13 Of the above transactions, the Financial Officers (FOs) will be responsible for approving/rejecting all transactions except credit card payments. Credit card payments will be approved/rejected by an Executive member. The decisions of the FOs may be overridden by the Director of Finance.

C.1.14 If an affiliated group does not follow the policy laid out in Section C.1, they shall be eligible for de-ratification.

## C.2 Dean's Donations

C.2.1 Dean's Donations shall be allocated through the Faculty by application to the Dean of Engineering and Applied Science through the Faculty office. The group receiving the donation shall request that a cheque be issued made payable to the Engineering Society of Queen's University.

## C.3 Affiliated Group Debt

C.3.1 Any Engineering Society affiliated group bank account balances that are below zero, not as a result of operational year expenses, as approved by the Director of Finance, shall be considered as affiliated group debt.

C.3.2 Affiliated groups that are in debt past the current operational year, as mentioned in **Error! Reference source not found.**, must develop a repayment plan approved by the Vice-President (Operations) and the Director of Finance.



- a. Groups that do not have a pre-existing repayment plan must meet with the Vice-President (Operations) and the Director of Finance to develop one.
- b. The purpose of the repayment plan is to reinstate the group's financial standing with the Society by repaying any debts owed within a reasonable timeframe.
- c. If the debts owed are not repaid within this allocated timeframe and by any pre-discussed deadlines, the group will immediately lose access to their account, and will be subject to consequences as stated below in C.3.2e.
- d. The Vice-President (Operations) and the Director of Finance may request a meeting with any affiliated group regarding debt, and they must respond within the next 96 hours.
- e. Failure to respond to this request or abide by a repayment plan will be considered as neglect of debt and may result in consequences at the discretion of the Vice-President (Operations), including a motion to de-ratify the group at fault.

C.3.3 Repayment plans must include the following.

- a. Account history
- b. Future budget, accounting for the repayment plan.
- c. Detailed execution plan, including how the group will pay back their accumulated debt.
- d. Any other measures requested by the Vice-President (Operations) or Director of Finance
- e. Group contact information, including incoming members where possible if the repayment plan spans more than one operational year.

C.3.4 The repayment plan may include debt forgiveness at the discretion of the Vice-President (Operations).

- a. If debt forgiveness is determined to be larger than \$1,000, the group must bring this as a motion for Council approval.
- b. If it is determined to be less than \$1,000, it will be treated as bad debt that may be written off according to C.3.9.
- c. Debt forgiveness may be written off by the Vice-President (Operations), in consultation with the bookkeeper, as a bad debt expense using the direct write-off method and it must be reported to Council and in the current Operational Budget.

C.3.5 The Director of Finance will document and store the repayment plans within the Bank of EngSoc SharePoint site.

C.3.6 The outgoing Director of Finance shall review all repayment plans yearly with the incoming Director of Finance as a part of the annual role transition.

- a. The outgoing leadership of all affiliated groups must disclose their debt and any existing repayment plans to the incoming leadership as part of the transitioning of roles.
- b. The incoming Director of Finance must discuss any existing repayment plans with the incoming affiliated group to establish clear communication on the clauses of the previously agreed upon repayment plan.

C.3.7 The outgoing Vice-President (Operations) and/or Director of Finance must present at the last Council any affiliated groups in debt and their current account balances, including repayment plans for those groups.

C.3.8 The incoming Director of Finance must take repayment plans into consideration when approving affiliated groups' budgets.

C.3.9 Affiliated group debt older than three academic years is considered to be bad debt expense.

- a. Bad debt expenses may be removed from financial records by the bookkeeper using the direct write-off method at the discretion of the Vice-President of Operations, Vice-President of Student Affairs, and the Director of Finance.
- b. The approval requirements of writing off bad debts are as follows:
  - i. Amounts lower than \$5,000 may be written off by the Vice-President (Operations) in consultation with the Director of Finance.
  - ii. Amounts above \$5,000 must be approved by a majority vote at Council.
- c. Any affiliated group debts that are written off must be disclosed to the student body at the next Council by the Director of Finance and/or Vice-President of Operations.

C.3.10 If an affiliated group does not follow the policy laid out in C.3 Affiliated Group Debt, they shall be eligible for de-ratification.

## D. Corporate Initiatives

### D.1 Purpose

D.1.1 This policy outlines the overall financial policies of the Engineering Society's corporate initiatives. This policy applies to:

- a. Orientation Week
- b. Science Formal
- c. Clark Hall Pub

- d. Tea Room
- e. Science Quest
- f. Golden Words
- g. Campus Equipment Outfitters

D.1.2 The Integrated Constables service shall complete their finances through the Faculty of Engineering and Applied Science

## D.2 Operations

D.2.1 Each Corporate Initiative shall have a Volunteer or Employee who is responsible for monitoring and administrating the finances of that Corporate Initiative. This person shall be referred to as the Finance Manager of that Corporate Initiative.

- a. The person responsible for each Corporate Initiative shall be referred to as the Head Manager of that Initiative

D.2.2 Each corporate initiative shall maintain a commercial bank account linked to the Engineering Society's commercial account.

D.2.3 Corporate Initiatives shall utilize an accepted Point of Sale system. All sales must be entered on the day sold while any variance must be reported to the Director of Services and Vice-President (Operations) immediately.

D.2.4 Each corporate initiative's fiscal year shall be from May 1<sup>st</sup> – April 30<sup>th</sup>.

D.2.5 The corporate initiatives shall follow the Financial Standard Operating Procedures as outlined by the Vice-President (Operations) and the Bookkeeping Protocols as outlined by the bookkeeper.

D.2.6 The President or Vice-President (Operations) must sign-off on all cheque requisitions that are sent to the bookkeeper.

- a. All requisitions must be generated by the Finance Manager and signed off by the Head Manager

D.2.7 Each corporate initiative will make deposits into the Society's deposit safe that are in a deposit bag ready for pick up by a securities company.

D.2.8 The appropriate persons shall have online access to their respective corporate initiative's bank account to view their transaction history and balance, as determined by the Vice President (Operations).

D.2.9 Each Corporate Initiative shall have access to a current copy of an appropriate accounting software. The Director of Services or Vice President (Operations) shall distribute updated files weekly..

## D.3 Budgets

D.3.1 Each corporate initiative is required to create a budget for its fiscal year.

D.3.2 The following criteria are required for preliminary budgets:

- a. Orientation Week and Science Formal must include 10% contingency on expenses
- b. All budgets must contain a well-researched and detailed statement of probable revenue and expenses for the service's fiscal year.
- c. All budgets must contain the budgeted figures for the upcoming year and actual figures from the previous year.
- d. All preliminary budgets must have a maximum surplus of 10% of total revenue.
- e. Each corporate initiative must make every effort possible not to budget for a deficit. In the case that it is unrealistic to do so, any budgeted deficit must be approved by the Vice-President (Operations) and a majority of the Executive.

D.3.3 Preliminary budgets must be reviewed by the Vice-President (Operations) a minimum of two weeks in advance.

D.3.4 Preliminary budgets must be circulated to the Advisory Board a minimum of one week in advance.

#### D.4 Capital Assets

D.4.1 A schedule of capital assets possessed by each corporate initiative is to be maintained.

D.4.2 The schedule will contain the following:

- a. The original purchase date of each asset
- b. The original cost of each asset
- c. The original expected useful life of each asset
- d. The depreciation costs each corporate initiative is currently paying out

#### D.5 Accountability

D.5.1 The Vice President (Operations) shall each year present to the Advisory Board the operating account balances for each of the Services participating in the Capital Fund, and the expected budget for the Capital Fund.

- a. The presentation will occur at the first summer meeting of the Advisory Board
- b. This presentation shall include the opening balance of the Capital Fund, the anticipated net expenditures by each Service for that Fiscal year, the amounts transferred into the account at the end of the previous fiscal year, and any other transactions planned for the account.

D.5.2 Each corporate initiative must present their preliminary budgets to the Advisory Board for its approval.

a. A corporate initiatives' capital asset schedule shall also be presented alongside its budget.

D.5.3 The approval of the budget by the Board shall authorize the expenditures outlined in the budget without further approval from the Board.

a. Should a budget not be approved by Board, another Board meeting shall be scheduled within fourteen (14) days to review a revised budget. Should the revised budget not be approved, the following process will be followed:

i. The Chair of the Board shall select the budget items that are required for operation of the Service.

ii. The Chair of the Board shall notify the Board, the Service head manager, the Director of Services, and the Director of Finance of the approved (as operationally required) expenditures.

iii. No other purchases shall be permitted for the Service without consent from the Chair of the Board, regardless of approval from the managers or Executive.

iv. Revised budgets may be brought to the Advisory Board for approval.

D.5.4 Any expenses under \$500 not included in the approved budget must be approved by the Finance Manager and Head Manager

D.5.5 Any expenses over \$500 not included in the budget must be approved by the Vice-President (Operations) the President. Such expenses must be reported to the Board at the next meeting.

a. The Director of Services may provide approval in lieu of the President for Services-related expenses under \$1000

D.5.6 Any Capital expenses over \$1000 not included in the budget must be approved by the Advisory Board.

a. Corporate Initiatives participating in the Capital Fund shall follow section Theta D.9 instead.

D.5.7 If deferral of the expense until such time as the Advisory Board could reasonably be convened would cause a material loss to the Society, the expense may be approved by the President and Vice President (Operations), and presented at the next scheduled Board meeting.

D.5.8 Except as may be directed by the Vice President (Operations) and President or when approved in the budget, no manager, committee member, or employee/volunteer is empowered to make purchases in the name of a corporate initiative or in any way financially obligate a corporate initiative, notwithstanding D.5.4 and D.5.5.a.

D.5.9 The Finance Manager is responsible for ensuring that their financial statements are accurate. This should be done by:

- a. Reviewing their monthly financial statements, to be completed by the bookkeeper before the end of the following month.
- b. Communicating any necessary changes to the bookkeeper in a timely manner.
- c. Meeting with the Head Manager and Vice-President (Operations) on a monthly basis to review the corporate initiative's finances and compare the actuals to the budget.

D.5.10 The reviewed financial statements should then be presented to the Vice-President (Operations).

D.5.11 The Vice-President (Operations) is responsible for making these statements available to the Audit Committee of the Advisory Board before the end of the two subsequent months.

D.5.12 The Audit Committee shall review the monthly financial statements of each corporate initiative.

D.5.13 Committee members shall only be permitted to receive their final honoraria (in the form of an appreciation dinner) upon submission of their transition reports to the President.

## D.6 Loans from the 'Bank of EngSoc'

D.6.1 All corporate initiatives may request a loan from the 'Bank of EngSoc'. A loan request must be accompanied with:

- a. The year-to-date actuals of the corporate initiative.
- b. The corporate initiative's current inventory.
- c. A list of all outstanding debts and invoices due.
- d. A cash flow analysis for the remainder of the fiscal year.
- e. A loan repayment plan.

D.6.2 Any short-term loan from the Engineering Society to a corporate initiative that is fully repayable within 60 days must be approved by the Vice-President (Operations) and a majority of the Executive. The short-term loan must then be reported at the next Council meeting. The Vice-President (Operations) is responsible for presenting the loan and the loan repayment plan to the Advisory Board at the next meeting of the Board.

D.6.3 Any long-term loan from the Engineering Society to a corporate initiative that requires a repayment plan must be approved by Council. The Vice-President (Operations) is responsible for presenting the loan and the loan repayment plan to the Advisory Board at the next meeting of the Board.

D.6.4 The loan repayment plan must be reasonable and should take into account the financial situation of the corporate initiative.

D.6.5 The corporate initiative must work to eliminate the operating deficit by increasing appropriate revenue generating mechanisms and decreasing expenses.

#### D.7 Surpluses and Deficits

D.7.1 If a corporate initiative runs a surplus in any one year:

- a. The corporate initiative must repay all current liabilities and a reasonable amount of any outstanding debt with the Engineering Society, as determined by the Vice-President (Operations).
- b. The remaining retained earnings shall remain in the corporate initiative's bank account, unless relocated by the Vice President (Operations)

D.7.2 If a corporate initiative runs a deficit in any one year:

- a. The corporate initiative may use retained earnings from previous years to cover the deficit.
- b. The corporate initiative may request a loan from the Engineering Society, as outlined in 0, E.5 above.

D.7.3 The Vice President (Operations) may relocate retained earnings (both positive and negative) for the purposes of the Capital Fund, as outlined in Policy Section 0 D.9.

#### D.8 The Capital Fund

D.8.1 The Capital Fund shall exist as a means of allowing participating Services to take on capital projects that otherwise would not be possible within the constraints of a Service's operating budget

D.8.2 The Capital Fund shall exist as investments and/or cash holdings, held with a corporate financial services organization. The bank will be a Schedule 1 (Domestic) institution recognized by the Canadian Bank Act.

D.8.3 The Capital Fund shall be accounted for in a manner that complies with Generally Accepted Accounting Principles (GAAP), or International Financial Reporting Standards (IFRS), as determined by the Society's accountant and the Canadian Revenue Agency

D.8.4 The following Services shall participate in the Capital Fund. This section of policy, D.9, shall only apply to these groups:

- a. Clark Hall Pub
- b. The Tea Room
- c. Campus Equipment Outfitters



- d. Golden Words
- e. Science Quest
- f. EngLinks

D.8.5 Annually and in consultation with the Audit Committee, Director of Services and General Manager, the Vice President (Operations) shall set bank account levels for each of the participating Services individually

- a. These amounts will reflect the funds required for a Service to maintain proper cash flow throughout its operational year, based on the last three fiscal years and anticipated changes to business plans

D.8.6 Participating groups shall contribute to the Capital Fund

D.8.7 Contributions to the Capital Fund shall be made by the Vice-President (Operations) annually and shall consist of:

- a. Any surplus or deficit of the levels set by the Vice President (Operations) in the commercial bank account at the fiscal year end as determined by the Vice President (Operations) in consultation with the Engineering Society's bookkeeper

D.8.8 Capital expenditures from the Capital Fund will be made from the following categories:

- a. Costs relating to capital assets for the participating Services
- b. Any other initiative, donation, or funding deemed worthy

D.8.9 A cost or project shall only be considered a capital expenditure if:

- a. The cost is greater than one thousand dollars and
- b. The asset in questions is expected to yield benefits beyond the current fiscal year

D.8.10 A list of all Engineering Society assets (including prices and dates purchased) will be kept up to date for capital planning and purchasing purposes.

D.8.11 The purchase of capital assets using funds from the Capital Fund is subject to the approval of the Advisory Board.

- a. After approval by the Advisory Board, the Chair of the Board shall provide a signed statement to that effect. The statement shall include the maximum allowable expenditure (including applicable taxes) and the depreciation period and refer to any specific constraints applied by the Advisory Board. This statement shall be forwarded to the Corporate Initiative Head Manager, the Director of Services, and the Vice-President (Operations).

D.8.12 Proposals for capital expenditures presented to the Advisory Board shall include:



- a. Written justification of how the capital expenditure is in the long-term best interests of the Engineering Corporate Initiatives (including options analysis if appropriate) by the Director of Services on behalf of management
- b. Demonstration of a price comparison and/or purchase options as appropriate
- c. Demonstration of product comparison (including installation, warrantee, maintenance and operating costs) as appropriate
- d. Depreciation schedule for the capital expenditure
- e. Depreciation schedule for the service showing the status of all current capital assets being depreciated
- f. Current itemized listing of the service's furniture and equipment capital asset inventory
- g. Any budgeting requirements relating to amortization, if desired
- h. A description of added duties and responsibilities as a result of the purchase, and which managers and/or staff will assume these duties
- i. Such other forms and documentation as the President or Vice President (Operations) may from time to time direct
- j. Additional supporting documentation if the complexity and the expenditure so warrants.

D.8.13 The overseeing Director of the Service shall consider future capital purchases that may be needed in order to avoid emergency capital expenses. All efforts shall be made to ensure capital fund proposals are created to replace required equipment before there is an emergency need to replace that equipment.

D.8.14 The overseeing Director of the Service shall notify the Chair of the Board when a Capital Fund proposal is ready for review from the Advisory Board.

- a. The Capital Fund proposal may not be brought to the Advisory Board without the overseeing Director's approval.
- b. The Chair of the Board shall make all efforts to schedule Capital Fund proposal reviews in the same meeting.

D.8.15 In the case of an "emergent capital requirement", the expenditure of funds to satisfy the requirement may be made without the prior presentation to the Advisory Board upon the written authorization of the President and Vice President (Operations)

- a. For the purpose of this policy, an "emergent capital requirement" shall be a requirement for a capital expenditure of such a nature that the deferral of the expense until such time as the Advisory Board could reasonably be convened would cause a material loss to the Society

b. The details of any capital expenditure made under this section shall be provided to the Advisory Board as soon as practicable, along with the written authorizations demanded and the required capital expenditure documentation as outlined in subsection D.8.12

c. The President and Vice President (Operations) shall sign a statement ratifying the emergent capital expenditure, to determine the amortization scheme of an expenditure made under this section and to refer to any specific constraints applied.

D.8.16 The appropriate parties shall be notified of all approved capital expenditures, including but not limited to the General Manager, Service Head Managers, and the Society's Bookkeeper

## E. Allocated Expenses

### E.1 Purpose

B.1.2 Some expenses, as determined by the Vice President (Operations), shall be allocated across several accounts and operating budgets, including but not limited to rent, phone, administration, accounting, insurance, and banking.

E.1.1 Anticipated allocations are to be calculated annually by the Vice-President (Operations).

E.1.2 The Vice President (Operations) shall present a schedule of anticipated allocated expenses between the Corporate Initiatives and Society operating budgets to the Advisory Board at the first summer meeting of the Board.

a. This presentation will include a breakdown showing relevant cost categories, and the amounts to be budgeted in each cost category by the Engineering Society and each Corporate Initiative

b. This presentation shall include justification for allocations, including the allocation base used

E.1.3 Expense allocations will include HST as determined by a chartered accountant.

### E.2 Rate Determination

E.2.1 Expense allocations shall be determined as follows:

a. Rent and Utilities; based on the individual space usage of each group, as determined in the relevant agreements that may exist between the Engineering Society and third parties

b. Phone; based on the phones and lines used by each group.

c. Administration; a proportional amount of the General Manager's costs, based on recorded time spent with each group.

- d. Accounting; a proportional amount of the bookkeeping costs, based on the time breakdown records
- e. Insurance; a proportional amount of the Society's general liability insurance, and any additional policies held by the Alma Mater Society charged to the Engineering Society
- f. Banking; a proportional amount of securities company charges and ATM rental, based on the usage of each group.

# i: Academics

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*Preamble: The Academics Policy details the function of Academic specific groups directly involved with the Engineering Society. This includes their mandate, structure, organization and any specific task/ services that they perform.*

## A. Better Education Donation Fund (BED Fund)

(Ref Bylaw 16)

### A.1 General

A.1.1 The Better Equipment Donation (BED) Fund was created by the Engineering Society in response to the severe need for modern laboratory equipment in undergraduate Engineering and Applied Science courses. It was later renamed The Better Education Donation (BED) Fund, and was amended to include any purchases that improve the quality of education of Queen's Engineers.

A.1.2 The BED Fund is financed by charitable, sliding scale, tax-deductible, opt-outable donations contributed annually by all undergraduates in the Faculty of Engineering and Applied Science, with additional support from alumni, faculty and staff.

A.1.3 The role of the BED Fund is two-fold:

- a. To purchase new equipment or invest in educational initiatives on an annual basis with the funds raised that year, and
- b. To develop an endowment fund, called the BED Capital Fund, which will support additional purchases in the future.

A.1.4 The BED Fund was created with the following mandate:

*"Proposals for better equipment may include new equipment, equipment maintenance, lab overhaul, and special educational initiatives."*

A.1.5 The philosophy of the BED Fund may be summarized as: "Improving the quality of our education through student desired and funded initiatives."

A.1.6 Money from BED is to be used to fund excellence and innovation and to enhance our education. Money from BED should not be used to fund necessary departmental purchases or foreseeable maintenance. However, emergency purchases of vital equipment in instances of unforeseen circumstances may be proposed at the discretion of the BED Head Board (as defined in Part IV)

### A.2 Emergency Purchases

A.2.1 Emergency purchases must be approved by EngSoc council, except in the case of proposals occurring during the summer. Any proposal occurring during the summer must be approved unanimously by the BED Head Board (as defined in Part IV).

A.2.2 In the event of an emergency purchase during the summer, The Director of Academics and President are responsible for an accountability presentation occurring during the first council of the new academic year.

A.2.3 Emergency purchases will be funded by the BED Capital Fund (as defined in Part V).

### A.3 The Donation

A.3.1 Each year, an opt-outable, sliding scale, tax-deductible \$60 donation shall be collected by the Engineering Society from each undergraduate Engineering and Applied Science student.

A.3.2 The donation will be collected with the Faculty Society fee, to be distributed by the BED Head Board (see below). See also Constitution By-Law 16.

A.3.3 The amount of the donation may be updated as deemed necessary by the Director of Academics after meeting approval through referendum.

A.3.4 One may opt-out of the donation as per standard AMS opt-out procedure.

### A.4 The BED Head Board/BED Representatives

A.4.1 The administration of the BED Fund shall be conducted by the BED Head Board.

A.4.2 The membership of the BED Head Board shall consist of:

- a. The President of the Engineering Society
- b. The Director of Academics
- c. The BED Fund Head Manager

A.4.3 There shall exist a BED Fund Committee that consists of:

- a. The BED Fund Head Manager
- b. The BED Fund Marketing and Outreach Coordinator
- c. The BED Fund Discipline Club Coordinator

A.4.4 The positions of the BED Fund Committee are filled by appointment according to the Policy Manual, Section γ.A, Part II.

A.4.5 The Duties of the BED Fund Committee are as follows:

- a. The BED Fund Head Manager shall be responsible to the Director of Academics, and shall be responsible for the following:
  - i. Strategic planning of the BED Fund
  - ii. Research

- iii. Overall Documentation
- iv. Team Management
- v. Budgeting
- vi. Acting as the main point of contact for the BED Fund
- b. The BED Fund Marketing and Outreach Coordinator shall be responsible to the BED Fund Head Manager and shall be responsible for the following:
  - i. Facilitating the gathering of suggestions from the student body
  - ii. Planning events
  - iii. Marketing
  - iv. Education
- c. The BED Fund Discipline Club Coordinator shall be responsible to the BED Fund Head Manager and shall be responsible for the following:
  - i. Engaging with discipline heads and BED Fund reps in each discipline
  - ii. Assisting Discipline clubs with their proposals
  - iii. Having regular meetings to touch base and keep the discipline clubs informed
  - iv. Helping Discipline clubs engage with students, professors, and other stakeholders

A.4.6 The BED Representative shall be chosen democratically by the members of their respective discipline during Discipline Club elections. Members of the Executive may assume BED responsibilities, but this must be made clear to the discipline during the election process. Representatives are required to introduce themselves to their department's head as well as the department's financial administrator. In the case of the First Year Class, the BED Representative is elected as the Faculty Board/BED Rep during year elections in September.

A.4.7 The General Fund BED Representative will be democratically elected by EngSoc Council at AGM or the last EngSoc council of the year. The General Fund Rep does not need to be a current voting member of council.

A.4.8 The BED Representative are responsible for drawing up proposals for the allocation of their discipline's portion of the funds. The BED Representative shall solicit ideas for monetary allocations from students and their department (or the first year class), then compile a list of alternatives upon which students will vote. This vote will determine where and how the BED money is spent within the discipline.

- a. The BED Representative is responsible to the BED Fund Discipline Club Coordinator and ultimately the Engineering Society through the Director of Academics.
- b. The BED Representative shall also be responsible for such tasks as the BED Head Board assigns through the BED Fund Committee (e.g. ensuring accessibility to equipment), and for long term planning concerning BED-funded improvements to their educational experience.

A.4.9 The BED Fund Committee shall meet regularly, as necessary. The BED Representatives shall have a first meeting no later than the sixth week of first semester, which is when information on that year's donations become available.

A.4.10 The Director of Academics of the Engineering Society shall, with the assistance of the BED Fund Committee and BED Representatives, be responsible for maintaining a record of the receipt and distribution of the funds.

A.4.11 A record of what equipment was purchased (make, model, serial numbers), where it is located, and who is supervising it, shall also be maintained by the BED Fund Head Manager for the Director of Academics. This record shall be maintained for at least 5 years.

A.4.12 Plaques stating "Purchased by the Engineering Society", shall be procured and mounted on every purchase made with BED Fund monies at the time when reimbursement takes place (Reference Part V). The Bed Fund Coordinator(s) will be responsible for purchasing the plaques and mounting the plaques. The cost of the plaques will be paid from the Engineering Society budget.

#### A.5 The Allocation of BED Funds

A.5.1 Donations are deposited directly into the BED income account by the registrar's office in the Fall opt-out period. A breakdown of the funds can be obtained from the registrar's office.

A.5.2 The Faculty Financial Coordinator shall take the total available funds raised and allocate a portion to each discipline/first year class based on the fraction of all undergraduate Engineering and Applied Science students enrolled in that discipline/first year who have not opted out.

A.5.3 The General Fund chart field will receive funding from the First-Year chart field carry-forward.

- a. The General Fund chart field should have a maximum of \$50,000 at any given time and a minimum of \$10,000.
- b. The General Fund chart field should be replenished using First-Year chart field carry-forward, at the discretion of BED Head Board.

A.5.4 Funds shall be distributed only after the receipts confirming the use of the funds, have been submitted by the respective departments directly to the BED Fund Coordinator(s), along with proof that the funds have been debited from the department's account. Funds shall not be distributed if no proposal detailing that use of funds has been received and ratified by the BED Head Board.

A.5.5 The Department Heads must submit receipts for their purchases to the Faculty Financial Coordinator, which should then be shared with the BED Fund Head Manager and Director of Academics. These receipts should be documented in the BED Fund One Drive.

A.5.6 Funds will be distributed only after the final allocations have been approved by the Engineering Society Council (see Constitution, By-Law 16, Part I.), and not before the end of the opt-out period.

#### A.6 BED Fund Proposals

A.6.1 In allocating the BED funds, the BED Head Board shall observe the following:

A.6.2 Proposals for allocations will be generated at the discipline level by the BED Representatives after consultation with students and applicable faculty, according to the following chronology:

- a. Generating ideas at the discipline club (or First Year Executive) Level
- b. Soliciting input from faculty/department. Note that faculty may provide input at only this juncture to determine possible needs.
- c. Soliciting students by e-mail for ideas.
- d. Compiling, based on responses from students and costs, the full of possible range of allocation combinations.
- e. Writing and submitting the proposal based on the most popular allocation.
- f. As a courtesy and for logistic reasons, the department will be kept up to date during the above process.
- g. The department will be informed immediately once proposal approval has been granted, so that purchasing can commence.

A.6.3 Proposals from the BED Representatives (including those in first year), shall be made to the BED Head Board by middle of January to middle of February. Proposal extensions can be given under extenuating circumstances at the discretion of the Bed Fund Coordinator(s).

A.6.4 Proposals that follow the spirit of the BED fund can be submitted separately to the BED Fund Coordinator(s) that will benefit all disciplines and follow the same guidelines of drawing up proposals as the BED representatives. Expenditures will be approved based on:



- a. Approval by the BED Head Board (See By-Law 16 B)
- b. Approval by the Dean of Engineering
- c. Approval by the Engineering Society Council

A.6.5 Proposals are to be drawn up by the BED Representatives according to the following guidelines.

- a. All proposals must demonstrate direct benefit primarily for undergraduate engineering and applied science students.
- b. Proposals must include documentation of the process described in Part V, Paragraph 29.
- c. Proposals must indicate the course or location the purchases are directly benefiting for each particular discipline, with the exception of the General Fund.
- d. The General Fund proposal should attempt to benefit the majority of undergraduate engineering students, and must be in a location accessible to all engineering students.
- e. Proposals must include a rationale explaining why proposed purchases meet the mandate of the BED Fund.
- f. Proposals must include a detailed budget of the proposed purchases, including model numbers and taxes. Quotes should be provided where possible.
- g. For those disciplines that overlap with arts and science (including first year laboratory courses), proposals must show direct benefit primarily for undergraduate engineering and applied science students. The BED Head Board will consider cross-faculty proposals if the BED Representative is able to solicit comparable funding from the other faculty (i.e. generate additional funds from the department involved to assist in the purchase of shared equipment).
- h. For those engineering and applied science disciplines that share courses or equipment, the BED Head Board encourages any joint-discipline proposals on the basis that pooling funds allows more or better improvements to benefit a greater number of people. First-year may also elect to make joint-proposals with disciplines.

A.6.6 Proposals will be approved by the BED Head Board based on the degree to which they adhere to this Policy, and their overall feasibility. As outlined in Part IV, the quality of the proposal may affect the amount of money approved. Proposals must be unanimously approved by the BED Head Board.

A.6.7 Any discipline (or the first year class) may carry over funds from the present calendar to the next calendar year, providing a proposal is created.

A.6.8 The First Year BED Representative will liaise with the Bed Fund Coordinator(s) for advice and mentorship. Faculty and departmental contacts are suggested as the faculty's Director of First Year, and departmental course coordinators.

A.6.9 Proposals must be approved by the Engineering Society Council by the first council following the winter reading break. Within 1 week following the approval, the final approved purchases should be sent to the faculty financial coordinator and the appropriate discipline manager.

A.6.10

## A.7 BED Interest Fund and BED Capital Fund

A.7.1 All interest generated from the BED Capital Fund shall be folded into the BED Capital Fund until such time that the BED Fund is self-sufficient from the interest generated.

A.7.2 In order to be self-sufficient, the BED Capital Fund must generate the equivalent of \$70,000 in 2001 dollars (adjusted for inflation) for the BED Interest Fund, while reserving a portion of the annual interest for the BED Capital Fund to account for inflation.

A.7.3 Once the BED Fund is deemed self-sufficient, a motion for a referendum on BED Fund shall be put to the Engineering Society Council. The engineering student body shall be asked by a referendum whether the opt-out BED Donation should be rescinded. If the Engineering student body elects by majority vote to rescind the opt-out BED Donation, the BED Donation will be rescinded and the BED Fund shall operate on the BED Interest Fund.

A.7.4 Once the BED Fund is deemed self-sufficient, the BED Interest Fund will be distributed according to percentage of students in a given discipline and in first year.

A.7.5 Special uses of interest and income account monies outside of what is defined in the Constitution and Policy Manual must be put to full referendum and ratified by the majority of students. "Special uses" are defined as major initiatives that cannot be funded by any other means, and from which the vast majority of all engineering students will benefit. These, as of now, undefined special uses must clearly be presented to ALL students by means of a full referendum campaign. The referendum results and special terms and use of funds will be adopted into Policy as a subsection to Part VI, Section 35.

## B. Englinks

### B.1 Purpose

B.1.1 Provide academic support to students in the Faculty of Engineering and Applied Science.

B.1.2 Provide helpful academic resources for Engineering students.

B.1.3 Provide 1-on-1 tutoring and midterm and exam preparation for students.

## B.2 Structure and Organization

B.2.1 The EngLinks Management Team shall include:

- a. Head Manager
- b. First-Year Workshops and Resources Manager
- c. Upper-Year Workshops and Resources Manager
- d. Marketing Manager
- e. Business Manager

## B.3 Duties

B.3.1 Head Manager

- a. The Head Manager shall be responsible to the Director of Academics.
- b. The Head Manager shall be responsible for:
  - i. Being the primary representative of EngLinks, using the Director of Academics as a resource.
  - ii. Overseeing all aspects of EngLinks daily operations.
  - iii. Coordinating and providing direction to the Marketing Manager, First-Year Workshops and Resources Manager, Upper-Year Workshops and Resources Manager, and Business Manager.
  - iv. Planning staff training.
  - v. Overseeing the long-term planning of EngLinks along with the Director of Academics.
  - vi. Chairing manager meetings.
  - vii. Matching students and tutors.
  - viii. Scheduling of staff for workshops.
  - ix. Acting as a liaison with EngLinks partners and the Faculty of Engineering and Applied Science.
  - x. Any additional duties as detailed by the EngLinks Head Manager Operations Manual.

B.3.2 First-Year Workshops and Resources Manager

- a. The First-Year Workshops and Resources Manager shall be responsible to the Head Manager and the Director of Academics.
- b. The First-Year Workshops and Resources Manager shall be responsible for:
  - i. Overseeing the resource library and taking inventory of the textbooks for first-year courses.
  - ii. Overseeing the creation of online resources and workshops for first-year courses.
  - iii. Posting online resources for first-year courses.

- iv. Deciding which workshops will be run for first-year courses.
- v. Overseeing workshop registration for first-year courses.
- vi. Workshop registration emails for first-year courses.
- vii. Posting of solutions for workshops for first-year courses.
- viii. Booking rooms for workshops for first-year courses.

#### B.3.3 Upper-Year Workshops and Resources Manager

- a. The Upper-Year Workshops and Resources Manager shall be responsible to the Head Manager and the Director of Academics.
- b. The Upper-Year Workshops and Resources Manager shall be responsible for:
  - i. Overseeing the resource library and taking inventory of the textbooks for upper-year courses.
  - ii. Overseeing the creation of all online resources and workbooks for upper-year courses.
  - iii. Posting online resources for upper-year courses.
  - iv. Deciding which workshops will be run for upper-year courses.
  - v. Overseeing workshop registration for upper-year courses.
  - vi. Workshop registration emails for upper-year courses.
  - vii. Posting of solutions for workshops for upper-year courses.
  - viii. Booking rooms for workshops for upper-year courses.

#### B.3.4 Marketing Manager

- a. The Marketing Manager shall be responsible to the Head Manager and the Director of Academics.
- b. The Marketing Manager shall be responsible for:
  - i. The overall image of EngLinks.
  - ii. All marketing initiatives and advertising plans.
  - iii. Updating and maintaining the Facebook and Instagram pages and website.
  - iv. Any additional duties as detailed by the Design and Marketing Operations Manual.

#### B.3.5 Business Manager

- a. The Business Manager shall be responsible to the Head Manager and the Director of Academics.
- b. The Business Manager shall be responsible for:
  - i. Recording all of EngLinks' finances.
  - ii. Preparing and submitting cheque requisitions for tutors.
  - iii. Preparing and submitted cheque requisitions for expenses.
  - iv. Counting all workshop cash and recording workshop online payment.

### B.4 Staff

- B.4.1 Staff shall be responsible to the EngLinks Management Team.

B.4.2 Staff are past or current Queen's students in the Faculty of Engineering and Applied Science. Exceptions may be granted by the Head Manager given sufficient evidence of credibility as an effective tutor.

B.4.3 There are two types of staff:

- a. Personal Tutors
- b. Workshops and Resources Tutors

B.4.4 Personal Tutors are hired to work on the following portfolios:

- a. 1-on-1 tutoring
- b. Group tutoring

B.4.5 Workshops and Resources Tutors are hired to work on the following portfolios:

- a. Workshops
- b. Resource Generation

B.4.6 A student may be hired to both staff positions.

B.4.7 The size and structure of the staff can vary at the discretion of the Head Manager and the Director of Academics.

B.4.8 Staff are responsible for:

- a. Attending training sessions.
- b. Personal Tutoring
  - i. Making arrangements with the student for tutoring sessions.
  - ii. Preparing for tutoring sessions. This includes, but is not limited to, looking over notes and solving problems beforehand.
  - iii. Sending a feedback form to the student following sessions.
- c. Workshops
  - i. Attending the tutor review session and prep for the workshop. Tutors will be paid for 1-2 hours of prep time and may be paid more at the Head Manager's discretion.
  - ii. Arriving 15 minutes early for workshops.
  - iii. Being prepared for the workshops.
  - iv. Following up with students if unable to answer questions.
- d. Resource Creation
  - i. Responsible for contacting the appropriate Workshops and Resources Manager about resources.
  - ii. Creating a resource proposal form.
  - iii. Recording hours worked on proposal.
  - iv. Delivering the resource.
  - v. Contacting the professor of the course for help with the resource.
- e. Any other responsibilities as specified by the Head Manager at the beginning of the work term.

B.4.9 If a tutor fails to meet the responsibilities specified in A.4.2, they may be prohibited from running future workshops at the discretion of the EngLinks Coordinator.

## B.5 Operations

### B.5.1 EngLinks Workshops

- a. Englinks will run as many workshops as needed given demand.
- b. Workshops will be aimed to prepare students for midterms and exams.
- c. A free promotional vector workshop will run at the beginning of the year.
- d. Workshops will be delivered by staff.
- e. If a tutor receives predominately negative feedback, they may be prohibited from running future workshops in that course at the discretion of the Head Manager.

### B.5.2 1-on-1 and Group Tutoring

- a. If a tutor receives an unsatisfactory rating from a student or group, that student or group may be given to another tutor at the discretion of the Head Manager.

### B.5.3 Resources

- a. Tutors must apply to create a resource and receive approval from the EngLinks Management Team.
- b. There will be two resource creation periods, the school year, and the summer. Tutors can apply at the beginning of each period to create a resource.

## C. Faculty Board Representatives

*(Ref. Bylaw 7, Part I & Part III)*

### C.1 The Student Caucus

C.1.1 The student caucus acts as a liaison between the Faculty Board of Engineering and Applied Science and the Engineering Society.

C.1.2 The caucus is made up of the following:

- a. President
- b. The Vice President (Student Affairs)
- c. The Vice-President (Operations)
- d. Two Senators, and
- e. Five elected members
  - i. One faculty board representative from each of the four years
  - ii. The Vice President of the 2nd Year Executive

C.1.3 The President shall serve as the Chair of the caucus.

C.1.4 The Chair shall ensure that:

- a. Caucus members have pertinent information for upcoming Faculty Board meetings.
- b. Caucus members understand the procedural rules of the Faculty Board.

- c. Caucus members are informed on matters likely to be discussed by the Faculty Board.
- d. Caucus members are aware of the dates of future Faculty Board meetings.
- e. An oral report pertaining to the activities of Faculty Board is delivered to the Engineering Society Council by any caucus member.

## D. EngLinks Lending Library

### D.1 Purpose and Responsibilities

D.1.1 The EngLinks Lending Library is a collection of textbooks for engineering courses, with the goal of lifting financial burden off students by offering temporary use of textbooks free of charge.

D.1.2 Any engineering student is able to use textbooks from the Lending Library as needed.

### D.2 Structure and Organization

D.2.1 The Lending Library will be housed in the Integrated Learning Centre (ILC), with the textbooks available for use throughout the ILC.

D.2.2 The Lending Library will be overseen by the EngLinks Librarian

- a. The EngLinks Librarian will be either an existing member within the Director of Academics portfolio or an individually hired position as determined by the Director of Academics.
- b. The EngLinks Librarian will be responsible for the maintenance and expansion of the Lending Library.

D.2.3 The Executive/Director, EngLinks and iCon teams will share responsibility for the lending and retrieving of textbooks.

D.2.4 To rent out a textbook, a student must provide their name and student number from their student card to ensure the status of the textbook is properly recorded.

D.2.5 The duration of a textbook rental will be determined by the EngLinks Librarian based on current demand.

D.2.6 The Lending Library will initially contain a core of widely used textbooks and will expand over time to meet student demand.

D.2.7 All textbooks will be property of the Engineering Society and will be purchased under the budget of the Director of Academics.

# κ: Student Development

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*Preamble: The Groups and Clubs Policy is intended to display the policies related to the operation of such organizations within the Engineering Society. The policy details internal operations issues for structures (such as Athletics) that are not governed by their own documents. Policy issues covered by the constitution of member clubs are not re-iterated in this document unless they pertain to issues affecting the operation of the Engineering Society. Please see the appropriate appendix for respective constitutions*

## A. EngSoc Affiliated Clubs

The Engineering Society will recognize the

A.1.1 The following student organizations are considered affiliated clubs of the Engineering Society (\*also ratified under another faculty society):

- a. Women in Science and Engineering (WISE)
- b. EngiQueers
- c. Engineers Without Borders (EWB)
- d. Queen's Energy and Commodities Association (QECA)
- e. Queen's FIRST Robotics Team (K-Bot)
- f. RoboGals
- g. Queen's Project on International Development (QPID)
- h. EngChoir
- i. International Association for the Exchange of Students for Technical Experience (IAESTE)
- j. Queen's Cerebral Language Innovation (QCLI)
- k. Queen's University Metallurgical and Materials Society Student Chapter (MetSoc)
- l. Queen's Engineering Research and Consulting (ReCon)
- m. Queen's Vertical Farming Team (QVFT)
- n. Queen's National Society of Black Engineers (NSBE)
- o. Queen's EngArts

### A.2 Ratification and Guidelines



A.2.1 All student organizations affiliated with the Engineering Society shall be under the jurisdiction of the Society. An affiliated club is a group with the Engineering Society that functions under to achieve it's mission statement under the jurisdiction of the Engineering Society. Affiliated groups have access to financial resources and oversight. Affiliated groups are overseen by the Director of Conferences and Vice-President (Student Affairs).

All student organizations affiliated with the Engineering Society must follow the mandating governing documents.

A.2.2 All student organizations affiliated with the Engineering Society must bank with the "Bank of EngSoc" or the Faculty of Engineering and Applied Science in order to be ratified.

- a. If an affiliated group decides to cease banking with the "Bank of EngSoc" or the Faculty of Engineering and Applied Science, and begin banking with an other entity, they will be de-ratified, effective immediately.

A.2.3 Any student organization wishing to become affiliated with the Society and/or enjoy the use of publicity shall obtain recognition from the Society in the form of ratification of its charter (as defined below) by a majority vote at Engineering Society Council. The organization will submit this document to the Director of Conferences and Director of Governance, at least 7 days before the proposed council. The point of contact Director(s) and the Director of Governance shall review the charter based on guidelines set out in this section or otherwise established by the Engineering Society before presenting to Council.

A.2.4 The charter of an Engineering Society affiliated club shall be a brief document covering the following sections:

- a. Its objectives and mission statement.
- b. Any conditions of membership.
- c. The rights, privileges, and obligations associated with membership.
- d. The composition of the governing body including its officers, their mode of selection and their duties/privileges.
- e. Provisions for impeachment and votes of non-confidence regarding any officer.
- f. Provision of adequate banking and account information as based on Section 0.E of the policy manual.
- g. Any separate fees and levies upon membership and provisions for approval thereof by membership as a whole or paid positions available to its members.
- h. All safety procedure to which all members must be aware.
- i. A fifty (50) word summary of their team to be used for promotional purposes.

A.2.5 The charter must not contain violations of the Queen's University Code of Conduct and/or the Engineering Society Constitution.

A.2.6 All charter changes will be brought to the Society for review when needed.

A.2.7 No student organization under the jurisdiction of the Society shall be exclusive in its membership on the grounds of race, colour, religion or social status, as in accordance with the Ontario Human Rights Code.

A.2.8 Membership and/or participation in the activities of Engineering Society affiliated clubs shall be open to all members of the Queen's Engineering Society. Membership/ participation may be extended to members of other faculties, graduate students and faculty members. All exceptions must be documented in the organization's charter.

A.2.9 Student organization members and Executive officers shall serve as such without remuneration with the exception of those positions approved in the group's charter and when the approval of the Director of Design is given.

A.2.10 It is to be understood by all members that as a ratified club the actions of the group reflect on the actions of the Engineering Society and all members past and present.

### A.3 Rights and Privileges

A.3.1 All clubs have the right to be listed as a ratified Engineering Society Club and must appear in both policy and bylaw as a ratified club without a separate motion needing to occur.

A.3.2 Clubs have the right to use the Engineering Society mail, printing, and banking services.

A.3.3 Clubs can attend Engineering Society training, included but not limited to website, hiring, finance and officer training.

A.3.4 Every club the right to solicit members and collect membership fees as well as solicit volunteers and participants for club activities and events.

A.3.5 Every Club may apply to participate in events including but not limited to Engday during orientation weeks and workshops.

### A.4 Obligations

A.4.1 Every club shall hold all activities and events in accordance with their mandate as stated in their clubs constitution.

A.4.2 The charter needs to be submitted to the Director of Conferences annually, not later than one-month after new club Executive is chosen.

A.4.3 Engineering Society ratified clubs and their Executive officers shall be responsible for familiarizing themselves with relevant Queen's University, Alma

Mater Society and Engineering Society policy and procedures and shall act in accordance. This includes but is not limited to policy regarding travel and off campus activities.

A.4.4 At least one representative from the Executive team of each Engineering Society ratified club must attend each club round table meeting as chaired by the Director of Design.

A.4.5 Every club shall abide by all rules and regulations regarding building and space.

A.4.6 Every club shall keep and maintain membership lists and volunteer lists if applicable to provide to the Vice President (Student Affairs) upon request.

A.4.7 The Club must bank with the Engineering Society of Queen's University to remain an affiliated group.

## A.5 Funding

A.5.1 Student organizations shall be eligible to receive Society donations and/or grants including the Engineering Society Dean's Donation and grants outlined in Section ξ.B of the Policy Manual. Any funding received from the Society shall be spent for the purpose for which it was requested.

A.5.2 Funding allocated to student organizations shall be held by the Society until the need for the specific event for which it is budgeted.

A.5.3 All student organizations shall maintain a complete set of books which could be reviewed by the Director of Finance if needed.

A.5.4 It is understood that all student organizations recognized through this policy are not agents of the Society, cannot incur debts or obligations on behalf of the Society, and cannot attribute their debts or obligations to the Society.

A.5.5 Money received by any club from any source including but not limited to sponsorship, grants, donations or winnings must be used only for the expressed purposes of the club as outlined in its charter. Misuse of funds will result in appropriate action, and may result in the Vice President (Student Affairs) de-ratifying the group in question.

## A.6 Web Access

A.6.1 Each club president or Chair will be provided with an Engineering Society e-mail address and access to web space. The content of all e-mails and postings is subject to the University's Code of Conduct and should be used for club specific purposes only.

A.6.2 It is the responsibility of the outgoing club Chair or Executive to provide the contact information of the incoming officer to the Engineering Society Director of

Information Technology so the account information can be changed over accordingly.

A.6.3 Webpage must be updated once a term to reflect the changing objectives and goals of the club as well as post any new information such as activities, meetings, internal structure, and hiring.

A.6.4 The Engineering Society e-mail address for the club must be checked a minimum of once per month.

A.6.5 All clubs are subject to the Engineering Society Computing Policy found in section 8.F of the Policy Manual.

## A.7 De-Ratification

A.7.1 De-ratification is the immediate removal of all right, privileges, liability and association with the Engineering Society. De-ratification is indefinite unless another ratification for the club occurs.

A.7.2 There are two ways an Engineering Society Club can be de-ratified;

- a. By a majority vote at EngSoc Council
  - i. The motion to de-ratify should provide a clear justification for de-ratification.
  - ii. The affiliated group shall be notified via e-mail that a motion of de-ratification will be debated at the next meeting of council, notwithstanding a motion added to the agenda during a meeting of council.
- b. Immediately by the Vice-president (Student Affairs) of the Engineering Society
  - i. In the event of de-ratification by the Vice President (Student Affairs) of the Engineering Society, the Engineering Society Council shall be notified at their next meeting of the de-ratification and the reasons for it.

A.7.3 The de-ratified team will be notified via e-mail immediately upon de-ratification, including the reason given for de-ratification.

## B. Design Groups

### B.1 General Guidelines

B.1.1 The Engineering Society of Queen's University will acknowledge the existence of Design Team and Design Club affiliated groups.

B.1.2 A Design Team is considered to be a special form of an Engineering Society ratified affiliated group under the Director of Design and overseen by the Vice-President (Student Affairs). Design Teams develop projects that compete in engineering design competitions against other post-secondary institutions or

professional groups. Design Teams are eligible for the Space Allocation matrix and have the ability to acquire dedicated space within the Integrated Learning Center.

**B.1.3** A Design Club is considered to be a special form of an Engineering Society ratified affiliated group under the Director of Design and overseen by the Vice-President (Student Affairs).. Design Clubs do not compete against other post-secondary institutions or professional groups. Design Clubs are not eligible for the Space Allocation matrix and instead can book out temporary space external to Faculty of Engineering and Applied Science room booking through the Engineering Society.

**B.1.4** The following student organizations are currently considered to be Engineering Society Design Teams:

- a. Queen's SAE Aero Design Team
- b. Queen's Concrete Toboggan Team (QCTT)
- c. Queen's Concrete Canoe Team (QCCT)
- d. Queen's Formula SAE (QFSAE)
- e. Queen's Fuel Cell Team (QFCT)
- f. Queen's Baja SAE
- g. Mostly Autonomous Sailboat Team (MAST)
- h. Queen's Solar Design Team (QSDT)
- i. Queen's Space Engineering Team (QSET)
- j. Queen's Bridge Building Team
- k. Queen's Genetically Engineered Machine Team (QGEM)
- l. Queen's Supermileage (QS)
- m. Queen's Rocket Engineering Team (QRET)
- n. Queen's Biomedical Innovation Team (QBIT)
- o. Queen's Soft Robotics
- p. Queen's Hyperloop Design Team
- q. Queen's VEX U Robotics Team (QVEX)
- r. Queen's Robomaster Team

**B.1.5** The following student organizations are currently considered to be Engineering Society Design Clubs:

- a. Queen's BioMechatronics Team (QBMeT)
- b. Queen's Relectric Car Team (QRCT)

## B.2 Ratification Guidelines

B.2.1 Any student group wishing to be ratified by the Engineering Society as a design group must:

- a. Fill out an initial ratification form to be reviewed by the Director of Design. The ratification forms will be made available in the Tom Harris Student Lounge and the Engineering Society website for any group.
- b. The Director of Design will then meet with the prospective design group. In this meeting, design groups will present:
  - i. The Design Groups' updated charter in accordance with the governing documents of the Engineering Society of Queen's University.
  - ii. The signature of the aforementioned faculty sponsor must be present on the submitted charter.
  - iii. A prototype of the proposed groups project.
  - iv. An initial budget that outlines both the current and upcoming fiscal years, in accordance with the Engineering Society formatting and financial policies.
  - v. A list of at least 20 members currently on the design group.

B.2.2 After the Director of Design has reviewed the initial ratification form, prototype, and budget, the Vice-President (Student Affairs) may approve the group as a ratified group under the Engineering Society.

- a. As seen in Policies B.1.2 and B.1.3, groups will be classified as either a Design Team or Design Club.

B.2.3 The above classification will determine the state of space acquisition and privileges within the Engineering Society as stated in Policies B.1.2 and B.1.3.

B.2.4 Upon the recommendation of the Vice-President (Student Affairs), the Director of Design along with a member of the prospective design group will motion to ratify the prospective design group.

B.2.5 Design Groups must be present at the Engineering Society Council for which they are being ratified, and must present to the members of Council why they should become an affiliated group under the Engineering Society of Queen's University.

B.2.6 If the motion to ratify the design group passes, the group will become an affiliated design group pending the approval of the Dean of Engineering and Applied Science.

## B.3 Re-Ratification Process

B.3.1 Ratified design groups must apply for re-ratification at the beginning of every school year. The deadline for this application shall be set by the Director of Design and must be in the month of September.

B.3.2 Re-ratification forms will be made available in the Tom Harris Student Lounge and through the Engineering Society website.

B.3.3 After the re-ratification form has been completed, the Director of Design will review the applications. Upon the approval of re-ratification by the Director of Design:

- a. Design Teams will be given access to their space in accordance with the Space Allocation matrix.
- b. Design Clubs will be added to the list of approved groups to use Engineering Society Design Club space booking.

B.3.4 Throughout the year, design groups must submit quarterly reports to the Director of Design to remain ratified. The quarterly reports will be made available in the Tom Harris Student Lounge and on the Engineering Society website.

- a. The contents of both the re-ratification form and quarterly reports will be brief in nature and vary year to year upon the decision of the Director of Design with recommendation from the Vice-President (Student Affairs).

B.3.5 To qualify for re-ratification, all design group executives must agree to and attend required training set out by the Director of Design and mandated by the Engineering Society of Queen's University.

- a. The contents of the required training will vary year to year upon the decision of the Director of Design with recommendation from the Vice-President (Student Affairs) and Director of Human Resources.

#### B.4 De-Ratification Process

B.4.1 If the group is de-ratified, they will lose access to all space, be removed from Engineering Society governing documents, and lose access to Engineering Society services, effective immediately.

B.4.2 In any event that a design group has broken the affiliated group contract with the Engineering Society, Faculty of Engineering and Applied Science (Stewardship Agreement or Safety Plan), and/or the upkeep of space, the Director of Design may issue 48 hour warnings to groups. Within this 48 hours, groups have a chance to address the issues brought to them by the Director of Design. The warnings are issued by the Director of Design.

B.4.3 If the issues are not resolved within the 48 hours given by the Director of Design, the Director of Design may either:

- a. Lock out a design team from their allocated space for a duration of 1 week.
- b. Remove a design club from the Engineering Society Design Club space booking list for a duration of 1 week.



**B.4.4** The design group at fault must meet with the Director of Design within the 1 week of action taken. The design group must outline to the Director of Design why the incident happened, how they will resolve it, and how they plan to prevent future incidents of the relevant nature.

**B.4.5** In the event that the Director of Design is satisfied with the resolutions discussed in Policy *B.4.3*, the 1 week sanction will be lifted.

**B.4.6** In the event that the Director of Design is not satisfied with the resolutions discussed in Policy *B.4.3*, the design group will incur an additional 1 week sanction and must meet again with the Director of Design with the presence of the Vice-President (Student Affairs).

**B.4.7** In the event that the Director of Design is again not satisfied with the resolutions discussed in Policy *B.4.3*, the Director of Design may recommend to the Vice-President (Student Affairs) that they de-ratify the design group in question.

**B.4.8** A design group that is de-ratified by the Engineering Society may not re-apply for ratification within the school year of being de-ratified.

**B.4.9** A design group will be eligible to be ratified the following school year after de-ratification. The process to become a ratified group is noted in Policy *B.3*.

**B.4.10** Safety is the main concern in the competitive design team space. Since design teams will know their specific safety concerns and procedures, each team must complete a standard safety inspection checklist at the end of each operation month during the academic year (September, October, November, January, February, and March). The checklist must be completed by each team's Safety Officer and signed by the Director of Design. Failure to submit a checklist by the determined due date shall result in a warning, administered by the Director of Design.

**B.4.11** The safety officer of each team must ensure that team members are using appropriate personal protective equipment (PPE) when working in either the shared team space or individual team bay.

**B.4.12** In order to have access to the competitive design team space, the member must have valid WHMIS training. If a non-WHMIS certified member wishes to work in the building, they must be accompanied by a person with valid WHMIS training.

## **B.5 Web Access**

**B.5.1** Design groups shall receive equivalent privileges to those granted to EngSoc Clubs and must abide by those rules governing the use and access of such accounts.

**B.5.2** All design teams are subject to the Engineering Society Computing Policy found in section A.B of the Policy Manual.

## **B.6 Design Team Roundtable**



B.6.1 The Director of Design will Chair at a minimum, 2 roundtables (one per term), which is designed to be a time for teams to discuss problems and issues relating specifically to their team as well as other teams, provide updates on their progress, and allow for the Engineering Society to relay important information to the teams.

B.6.2 A member of the Executive for each design team must attend each meeting. Due to the importance of these meetings, failure to attend may result in the Director of Design issuing a 48-hour warning to the team in question. The team in question will have 48 hours to address the concern and resolve any issues.

B.6.3 If a design team executive is unable to attend the Design Team Roundtable, they can do so with the approval of the Director of Design and Vice-President (Student Affairs).

## B.7 Space Allocation

B.7.1 Only currently ratified competitive design teams are eligible to acquire dedicated space within the Integrated Learning Center. The reallocation of space occurs every even year (i.e., 2022, 2024, 2026...). The template form and information will be sent out in January of the year. The deadline for this form shall be set to be in April of the year and move-in shall be in the first week of September of the year.

B.7.2 All design teams must submit the Space Allocation form to be eligible for space for the following two years, including teams with existing space. All design teams with existing space that do not resubmit the form will be issued a warning one week prior to the submission deadline and may be removed from the Integrated Learning Center.

B.7.3 The form will be made available in the Tom Harris Student Lounge and on the Engineering Society website and should be submitted to the current Director of Design. The Space Allocation form will be reviewed by the Director of Design, the Vice-President (Student Affairs), the General Manager, and the FEAS Operations and Facilities Manager or designate.

B.7.4 The Space Allocation form consists of six items:

- a. Summary of the Team
- b. Team Competition
- c. Member Development
- d. Team Structure, Culture, and Dedication to EDII
- e. External Affairs
- f. Space Allocation Matrix Weight

B.7.5 Included in the Space Allocation form, design teams must also submit their Safety Plan, Charter, and Stewardship Agreement.

B.7.6 The contents of the Space Allocation form may vary year to year upon the decision of the Director of Design with recommendation from the Vice-President (Student Affairs).

B.7.7 Teams will be provided an opportunity to discuss the results with the panel as a whole.

B.7.8 In the event that a team vacates their space in the Integrated Learning Centre before their two-year term is completed, a similar space allocation process will be held specifically for that space. The form contents will consist of the same elements as the normal space allocation process. The team(s) who receive access to the vacated space will only have it until the next official space allocation process when they must resubmit an application to be considered for space.

## λ: Information Technology

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*Preamble: The Information Technology policy outlines the responsibility of Information Technology officers inclusive their roles and responsibilities. The policy details the appropriate use of all information technology owned and/or operated by the Engineering Society made available to its members for both personal/academic use as well as for work of the society. Services managed by the Information Technology officers are also detailed in this policy.*

### A. Information Technology

#### A.1 General

A.1.1 Information Technology is an essential department vital to the operations of the Engineering Society.

A.1.2 The Director of Information Technology shall be made up of two teams, the IT Operations Team and the Engineering Society Software Development Team (ESSDev). These teams will be supplemented by additional positions as per the discretion of the Director of Information Technology.

A.1.3 In conjunction with the Director of Information Technology, the IT Operations Team will be responsible for overseeing all aspects of ongoing Information Technology Operations.

#### A.2 Engineering Society Software Development Team

A.2.1 The Engineering Society Software Development Team shall oversee one or more software projects that are intended to benefit members of the Engineering Society.

A.2.2 The acronym of the Engineering Society Software Development Team shall be ESSDev.

A.2.3 The Engineering Society Software Development Team shall consist of the positions outlined as:

- a. Engineering Society Software Development Team (ESSDev) Manager
  - i. In conjunction with the Director of Information Technology, the ESSDev Manager shall be responsible for overseeing and supporting the projects undertaken by ESSDev team members.
- b. Engineering Society Software Development Team (ESSDev) Members
  - i. With the support of the ESSDev manager and Director of Information Technology, the members will work on projects with a focus on bettering the student experience.

A.2.4 The Engineering Society Software Development Team shall report their activities to the Director of Information Technology.

A.2.5 The Engineering Society Software Development Team shall budget for one appreciation dinner per year.

### A.3 IT Operations Team

A.3.1 The IT Operations Team shall oversee the operations of different IT operations and projects.

- a. Projects may consist of but are not limited to: security initiatives, new software rollouts, existing infrastructure overhauls, and general ongoing maintenance.

A.3.2 The Team shall consist of the positions which are outlined as:

- a. Security Officer
  - i. The IT Operations Security Officer shall deal with security of but not limited to the Society's cloud architecture and applications hosted by the said infrastructure.
- b. IT Operations Manager
  - i. The IT Operations Manager shall coordinate with the Director of Information Technology, the Security Officer and IT Operations Team Members to meet the operational responsibilities.
- c. IT Operations Team Members
  - i. The IT Operations Solutions Developer shall build and integrate solutions to streamline common IT processes.
- d. The short name for the IT Operations Team shall be ITOps Team.

A.3.3 Every position in the IT Operations Team, regardless of given access, shall sign an Engineering Society NDA due to their proximity and potential access to

confidential information and outlined in the Society's By-Law 20 – Information Security.

A.3.4 The IT Operations Team shall report their activities to the director of Information Technology.

A.3.5 The IT Operations Team shall budget for one appreciation dinner per year.

#### A.4 IT Outreach Coordinator

A.4.1 There shall be an IT Outreach Coordinator hired, per the discretion of the Director of Information Technology.

A.4.2 The IT Outreach Coordinators shall oversee all events under the Director of Information Technology's portfolio including, but not limited to:

- a. Coding workshops for Queen's students.
- b. Coding competitions.
- c. Networking events with Information Technology companies.

A.4.3 The IT Outreach Coordinators may each provide 2 hours per week of public coding help hours, wherein they will not provide any help for assigned school work, only for studying and personal projects.

A.4.4 The IT Outreach Coordinators shall report their activities to the Director of Information Technology.

A.4.5 The acronym for IT Outreach Coordinator is ITOC

#### A.5 IT Mentor

A.5.1 There shall be an IT Mentor hired, per the discretion of the Director of Information Technology.

A.5.2 The IT Mentor shall meet with and provide advice to:

- a. ESSDEV groups on their projects
- b. Students/groups looking to start an IT project

#### A.6 Director of Information Technology

A.6.1 The duties of the Director of Information Technology shall be consistent with those outlined in Policy Manual Section *β.C.8* and *By-Law 8*.

## B. Engineering Society Computer Policy

### B.1 Accounts

B.1.1 Accounts for the Engineering Society computing facilities, including but not limited to web, e-mail and file storage, will be given out by the Director of Information Technology to individuals or groups needing access.

B.1.2 The Director of Information Technology shall create new accounts for users that request access, upon receipt of the account creation form, stating both the purpose for said account and the duration for which the account will be necessary.

B.1.3 Accounts designated for a group of people shall be given to a designated account holder who shall have full responsibility over the account. This designated account holder shall usually be the “head” of the group, when possible.

B.1.4 In the event that there should be two heads of a group, both heads shall be given account information, the name on the account shall remain fixed, describing the representative group, and both members shall adhere to all rules outlined in By-Laws 20-21 and this policy.

B.1.5 Accounts shall be given to groups instead of to individuals except when there is a clear need for individuals to have their own independent account.

B.1.6 The designated account holder(s) must use discretion when allowing other group members access to their group account.

B.1.7 The IT Team are required to keep on file the name and (non-EngSoc) e-mail address of every account holder

B.1.8 At the end of a user’s term, they are required to send an e-mail to the Director of Information Technology relinquishing their access to the account, allowing for it to be transitioned to the new user. Such an e-mail will contain information pertaining to whom the new account owner is, including the Queen’s e-mail address at which the new user can be contacted and the name of the new user.

- a. If the outgoing member has not e-mailed the Director of Information Technology by the time the incoming member officially comes into office, the Vice-President (Operations) is permitted to access the account and purge all personal information, allowing for it to be transitioned to the incoming member.

## B.2 Computer Usage Rules and Guidelines

B.2.1 All users are bound by the Queen's University Computer User Code of Ethics.

B.2.2 All software installed on Engineering Society workstations must be approved by the Director of Information Technology..

B.2.3 Engineering Society facilities should not be used to store personal files, i.e. files unrelated to the business, operation or history of the Engineering Society and its affiliated groups, clubs and services. Such files will be removed without warning by the IT Managers. This includes, for example, academic assignments.

B.2.4 Computer users may have access to confidential data belonging to the Engineering Society. Under no circumstances shall this data be disclosed to others. In the event that such a breach in confidentiality occurs, the Vice President (Operations) must be notified within 48 hours, and appropriate actions will be taken.

B.2.5 With the exception of the computers purchased by the BED Fund, the Engineering Society computer facilities are primarily to be used for Engineering Society related activities. Such activities shall have priority over personal use.

B.2.6 Account passwords should be changed on a frequent basis. At the very least, the passwords must be changed when there is a new account holder.

B.2.7 Users must not disclose their password to anyone.

B.2.8 Users should not leave computer logged in and unattended. When they have finished using a computer or other resource, they must log off.

B.2.9 Users shall be courteous when sharing limited computer resources.

B.2.10 The Engineering Society reserves the right to monitor the use of all accounts and computing resources.

B.2.11 The Engineering Society will charge users a fee for printing to be set by the Vice-President (Operations).

### B.3 Disciplinary Action

B.3.1 In the event that the Engineering Society computing facilities are being abused, any or all of the following actions may be taken by the Director of Information Technology and the Vice-President (Operations), depending on the nature and severity of the request:

B.3.2 A warning and request to cease the violation may be issued.

B.3.3 The user may be held responsible for repayment of any costs incurred.

B.3.4 Access to the Engineering Society computing facilities may be restricted or suspended.

B.3.5 The Engineering Society Executive and Council may be notified.

B.3.6 Queen's University Information Technology Services may be notified.

B.3.7 The above actions do not preclude other Engineering Society or University disciplinary or legal actions from being invoked.

### B.4 Website

B.4.1 All website content from teams, clubs or services shall be hosted on Engineering Society resources and shall be overseen by the Director of Information Technology, unless express written permission is given to the group by any of the Executive.

B.4.2 Those producing website content shall endeavour to ensure that it preserves the strong reputation of the Engineering Society and of the Faculty of eEngineering and Applied Science.

B.4.3 All website content must comply with the Queen's Code of Conduct.

B.4.4 The Vice-President (Operations) shall have authority over and responsibility for any content hosted on the Engineering Society domain or housed on Engineering Society resources.

B.4.5 The Executivet may order the removal of any content deemed to be inconsistent with the reputation and image of the Engineering Society.

B.4.6 Such a decision may be appealed to the Engineering Society Council, who may overrule the Executive with a majority vote.

## B.5 Emails

B.5.1 Emails will follow the format of <group>.<position>@engsoc.queensu.ca.

B.5.2 If the email alias is 15 characters or more, it can be changed to an appropriate short form including but not limited to:

- a. .operations would become .ops
- b. .business would become .biz
- c. .communications would become .comm
- d. .codirector would become .co

B.5.3 For future emails without a short form given above, look for an existing pattern before creating a new shortened alias.

- a. It is up to the judgement of the Director of Information Technology if already existing emails that do not follow this format will be replaced with a new alias.

## C. Mailing List Practices

### C.1 General guidelines

C.1.1 The Engineering Society shall maintain a number of mailing lists for informational purposes. These lists shall be used solely as a method of providing information to members and promoting the advancement of the Society and its membership.

C.1.2 All Society mailing lists are implicitly opted-into upon payment of Engineering Society student fees, with the exception of opt-in lists created by other groups and officers.

C.1.3 All mailing lists shall be distributed by the Vice President (Student Affairs), with content from the specified parties.

C.1.4 Titles of messages posted to open mailing lists shall be preceded by the name of the mailing list in square brackets, and should not contain any:

- a. Mistakes in grammar or spelling
- b. Abbreviations



- c. Acronyms
- d. Fully capitalized words
- e. Exclamation points in succession

C.1.5 Message contents on lists operated by the Engineering Society shall not contain any content that is discriminatory, derogatory or generally offensive.

C.1.6 Messages posted to Engineering Society mailing lists should be free of spelling and grammar errors.

## C.2 AllEng mailing list

C.2.1 The purpose of the AllEng mailing list is to be the primary means of electronic communication between the Engineering Society and the entirety of its membership

- a. All new members of the Engineering Society shall be subscribed to the AllEng mailing list upon their arrival to Queen's University in the fall term.
- b. All graduating members shall be removed from the AllEng list upon the start of the next fall term immediately following their graduation.
- c. Unsubscription from the AllEng list while an active member of the Engineering Society may be requested through written petition to the Vice President (Student Affairs).

C.2.2 The AllEng mailing list shall be moderated by the Vice-President (Student Affairs), with newsletters to be created and formatted by the Director of Communications.

C.2.3 The AllEng mailing list shall be sent out once weekly during both the fall and winter terms, and may also be sent out once monthly during the summer months and during exam periods.

C.2.4 Topics of messages posted to the AllEng mailing list shall be strictly limited to:

- a. Information regarding events associated with the Engineering Society and/or its associated groups:
  - i. Conferences are defined as events in this context.
- b. Information regarding involvement opportunities within the Engineering Society and/or its associated groups.
- c. Matters of significance to the community at large, with specific relevance to the Engineering Society membership. These shall include, but not be limited to:
  - i. Messages from the Alma Mater Society.
  - ii. Messages regarding municipal, provincial and federal elections.

C.2.5 Confidential information, as described in *By-Law 20.B*, pertaining to the creation of the year mailing lists and the "AllEng" mailing list shall be confined to the parties



named in the agreement with the Registrar's Office. No other officers or members of the society shall have access to this information.

C.2.6 Any complaints about the content in the AllEng mailing list may be directed to the Vice President (Student Affairs) or the Engineering Review Board.

### C.3 Year Mailing Lists

C.3.1 There shall exist mailing lists for each present undergraduate year for the purpose of conveying information to each year as it specifically applies to each year.

a. Each year mailing list shall contain all members of that year.

C.3.2 All year mailing lists shall be administered by the Vice President (Student Affairs).

a. Content for year mailing lists shall be submitted to the Vice President (Student Affairs) from year Executive councils for distribution no more than once per week. The only exception is the first year mailing list, where content must only come from the Director of First Year.

### C.4 Council Mailing List

C.4.1 There shall exist a mailing list that contains all voting members of the Engineering Society Council, Directors, other non-voting officials, and any non-voting member who wishes to receive the Council mailing distribution

a. Non-voting members can request membership to the council list by sending an e-mail request to the Director of Information Technology.

C.4.2 The Council mailing list shall only contain notices of reminder about upcoming councils and council documents.

C.4.3 The Council mailing list shall be distributed no more than once per week during the school term, once during exams and once per month over the summer.

C.4.4 The Director of Governance is the only person that can submit content for distribution to the list, with the exception of the Vice President (Student Affairs) and President during the summer months.

### C.5 Additional Mailing Lists

C.5.1 From time to time there may be need for officers of the society or groups within the society to maintain a mailing list. In this case, the interested party must contact the Vice President (Student Affairs), who shall make a determination if the list furthers the objectives described in section C1.1. Additionally, the Director of Information Technology shall be consulted on list message volume, to ensure that the desired list will not hinder the delivery of other messages.

C.5.2 Lists created by officers or groups must adhere to the guidelines outlined in C1.

C.5.3 Any collector of information for the creation of a mailing list shall sign confidentiality agreement, and shall ensure that any information defined as confidential collected in the process of mailing list creation is processed in accordance with the information bylaws.

C.5.4 All additional lists will be subject to audit by the Director of Information Technology periodically, to ensure that list volume is not excessive and that the list is still active.

C.5.5 Lists deemed inactive may be preserved for historical purposes, but access to list contents and list membership will be restricted.

C.6 Any complaints about content on an opt-in mailing list may be directed to the Engineering Review Board.

C.7 Confidential Council Mailing list

C.7.1 There shall exist a mailing list that contains only voting members of the Engineering Society Council, Directors, the Society General Manager, and the Council Secretary.

C.7.2 The Confidential Council mailing list shall only contain council documents related to closed sessions of council and those deemed confidential by the Engineering Society Executive.

C.7.3 Any messages or documents distributed through this list shall not be shared publicly with non-council members.

C.7.4 The Director of Governance is the only person that can submit content for distribution to the list, with the exception of the Vice President (Student Affairs) and President during the summer months.

# μ: Conferences And Competitions

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*Preamble: The conferences and competitions policy outlines some of the possible conferences and completions that the Engineering Society may host or attended, including their objectives and the structure of their respective organizational committees when applicable.*

## A. Internal Conferences and Competitions

(Ref. Bylaw 9)

### A.1 General

A.1.1 Each year the Engineering Society shall hold the following conferences and competitions. The aims of the conferences are to make engineering students aware of the various aspects of engineering and the opportunities available to them as future engineers. The competitions allow the engineering students to apply their knowledge and skills towards practical problems. Both types of events also give the students the opportunity to be exposed to and interact with professionals in industry and government.

### A.2 Ratification and Guidelines

A.2.1 All conferences ratified by the Engineering Society shall be under the jurisdiction of the Society.

A.2.2 Any conference wishing to become ratified by the Society shall obtain recognition from the Society in the form of ratification of its charter (as defined below) by a majority vote at EngSoc council. The organization will submit this document to the Director of Conferences and Director of Governance no less than 7 days prior to the proposed council. The Director of Conferences and Director of Governance shall review the charter based on guidelines set out in this section or otherwise established by the Engineering Society before presenting to Council.

A.2.3 The charter of an Engineering Society ratified conference shall be a brief document covering the following sections:

- a. Its objectives and mission statement.
- b. The composition of the governing body including its officers, their mode of selection and their duties/privileges.
- c. Provisions for impeachment and votes of non-confidence regarding any officer.
- d. Provision of adequate banking and account information as based on Section 0.E of the policy manual.
- e. A fifty (50) word summary of their team to be used for promotional purposes.

A.2.4 The charter must not contain violations of the Queen's University Code of Conduct and/or the Engineering Society Constitution.

A.2.5 All charter changes will be brought to the Society for review when needed and be submitted to the Director of Conferences each year, no later than one month following the appointment of the conference Executive.

A.2.6 The charter needs to be submitted by the conference's Chairs to the Director of Conferences one month after being hired.

A.2.7 No student organization under the jurisdiction of the Society shall be exclusive in its membership on the grounds of race, colour, religion or social status, as in accordance with the Ontario Human Rights Code.

A.2.8 Participation in the activities of Engineering Society ratified conference shall be open to all members of the Queen's Engineering Society. Participation may be extended to members of other faculties, graduate students and faculty members. All exceptions must be documented in the organization's charter.

A.2.9 Conference Executive officers shall serve as such without remuneration with the exception of those positions approved in the group's charter and when the approval of the Director of Conferences is given.

A.2.10 Engineering Society ratified conferences and their Executive officers shall be responsible for familiarizing themselves with relevant Engineering Society policy and procedures and shall act in accordance. Failure to comply with any other relevant Engineering Society policy, the Engineering Society constitution or the organization's own charter may result in the Director of Conferences and the President proposing to council that the conference be de-ratified.

### A.3 De-Rectification

A.3.1 De-ratification is the immediate removal of all rights, privileges and association with the Engineering Society.

A.3.2 There are two ways an Engineering Society Conference can be de-ratified;

a. By a majority vote at EngSoc Council.

i. The motion to de-ratify should provide a clear justification for de-ratification.

ii. The conference must be notified via e-mail that a motion of de-ratification will be debated at the next meeting of council, notwithstanding a motion added to the agenda during a meeting of council.

b. By the President of the Engineering Society.

i. In the event of de-ratification by the President, the Engineering Society Council shall be notified at their next meeting of the de-ratification and the reasons for it.

c. The de-ratified conference will be notified via e-mail immediately upon de-ratification, including the reason given for de-ratification

A.3.3 If a conference does not run for two consecutive years, it will automatically be de-ratified and must be again ratified by council to continue.

#### A.4 Conference Coordination

A.4.1 The Director of Conferences shall act as a liaison and resource to the conferences. They shall relay all pertinent information between the conferences and be a resource for each. Their duties include, but are not restricted to:

- a. Attending at least one meeting a month with each conference committee.
- b. Chairing the conference roundtable.
- c. Collecting and recording all conference Chair transition reports, which are subject to the coordinators approval before being finalized.
- d. Extending invitations to potential external delegates and acting as EngSoc and conference contact for all external delegates attending the event with the permission of the respective committees.
- e. Obtaining letters of endorsement from the Dean of Engineering and Applied Science and the Engineering Society Executive pertaining to sponsorship, speaker and delegate welcome packages.
- f. Ensuring Engineering Society hiring policies are being adhered to by the conferences, while participating in the conference Chair hiring.
- g. Attending regular meetings with the President.
- h. Respecting conference confidentiality.

#### A.5 Conference Committee

A.5.1 The Engineering Society shall appoint the Chair(s) of the organizing committee of each conference or competition on the recommendation of the appointments committee.

A.5.2 The Chair(s) must be a member of the Engineering Society, with exceptions given to conferences ratified by other student organizations.

A.5.3 The size and structure of the balance of the organizing committee shall be up to the discretion of the Chair (s).

A.5.4 The new organizing committee for the next year of each conference or competition shall be selected as soon as possible after the event takes place.

## A.6 Finances

A.6.1 All conferences/competitions shall maintain their own finances which shall be separate from other Engineering Society finances, or shall bank with the “Bank of EngSoc”. Any surpluses or losses incurred by events that bank with the “Bank of EngSoc” at the end of each financial year shall be presented as a line item of the final Engineering Society operating budget by the Vice-President (Operations), as outlined in *θ.C*.

A.6.2 All conferences/competitions shall budget for zero loss.

A.6.3 The Budget Approval Committee shall approve all conferences and competitions’ Preliminary Budgets and the Final Budgets, as outlined in *θ.F*.

A.6.4 All conferences/competitions shall follow the financial policies outlined in *θ.F*.

A.6.5 Because tax-deductible corporate donations are accepted by these events, an account must be held at Financial Services in which these donations are deposited. The donations are to be deposited through the Office of Advancement (Alumni Affairs), the body that issues the tax receipts.

- a. CIRQUE, CEEC, and QSBM shall be primarily financed through corporate sponsorship, as well as fees charged to student delegates.
- b. QEC shall be primarily financed through corporate sponsorship.

## B. Hosted Conferences and Competitions

*(Ref. By-Law 9.G)*

### B.1 General

B.1.1 Periodically EngSoc hosts a conference or competition that rotates from school to school. It is recognized that these conferences and competitions are generally separate from the society and responsible to an external body. It is also noted that EngSoc is held responsible for any negative impact from these events.

### B.2 The Committee

B.2.1 The Engineering Society shall appoint the Chair of the Organizing committee on the recommendation of the Interview Committee.

B.2.2 The Chair must be a member of EngSoc

B.2.3 The size and structure of the balance of the Organizing Committee shall be up to the discretion of the Chair.

B.2.4 The President and Director of Conferences shall be ex-officio members of the Organizing Committee.

### B.3 Finances

B.3.1 All hosted conferences and competitions shall bank with the “Bank of EngSoc”, as outlined in [0.B](#).

B.3.2 All hosted conferences and competitions shall budget for zero loss.

B.3.3 The Budget Approval Committee shall approve all hosted conferences’ and competitions’ Preliminary Budgets and Final Budgets, as outlined in [0.G](#).

B.3.4 Any surpluses or deficits incurred by hosted conferences or competitions at the end of each financial year shall be presented as a line item of the Final Engineering Society Operating Budget by the Vice President (Operations), as outlined in [0.C](#).

B.3.5 All hosted conferences and competitions shall follow the financial policies outlined in [0.B](#).

#### [B.4](#) ESSCO and CFES Conferences

B.4.1 The Engineering Society shall appoint two Co-Chairs of the Organizing Committee on the recommendation of the Interview Committee

B.4.2 The Co-Chairs shall be responsible for hiring the rest of the Organizing Committee

B.4.3 The Interview Committee shall comprise of the Director of External Relations, the Director of Clubs and Conferences, and the President. These individuals shall be ex-officio members of the Organizing Committee.

B.4.4 The Director of External Relations shall be responsible to ensure that a conference bid is made when feasible, especially when Queen’s is required to bid according to the ESSCO and CFES conference bidding schedule.

B.4.5 The Co-Chairs shall be responsible for creating and presenting bids to the ESSCO or CFES Council. The Director of External Relations shall play an advisory role in this.

#### [B.5](#) Conferences

B.5.1 Canadian Federation of Engineering Students (CFES) Conferences:

- a. Canadian Engineering Leadership Conference (CELC)
- b. Conference on Diversity in Engineering (CDE)
- c. Conference on Sustainability in Engineering (CSE)
- d. President’s Meeting (PM)

B.5.2 Engineering Student Societies’ Council of Ontario (ESSCO) Conferences:

- a. First Year Integration Conference (FYIC)
- b. Professional Engineers of Ontario Student Conference (PEO-SC)
- c. Conference on Advocacy and Leadership in Engineering (CALE)



d. President's Meeting (PM)

B.6 Competitions

B.6.1 OEC: Ontario Engineering Competition

B.6.2 CEC: Canadian Engineering Competition;

B.6.3 Any additional design team competition

## C. External Conference and Competition Delegate Responsibilities

(Ref. By-Law 10.C)

C.1 General

C.1.1 Members of EngSoc often go to externally hosted conferences and competitions. As representatives of EngSoc, other universities gain an impression of Queen's through delegate's behaviour, and EngSoc is held accountable for their actions. Furthermore, EngSoc pays for their attendance and as such, delegates should make all efforts to get the most out of it and bring all relevant information back to Queen's.

C.2 Training

C.2.1 All delegates whose attendance at a conference or competition is paid for by EngSoc must receive training covering the following: EngSoc behavioural expectations, conference logistics, individual goal setting for the duration of the conference, post conference reports or presentations, and any other information deemed important by the Director of External Relations. The training must be given by the Director of External Relations, unless they proxy the training to another individual with appropriate skill and familiarity with the conference.

C.3 Post-Conference Report Forms

C.3.1 All delegates whose attendance at a conference or competition is paid for by EngSoc will be required to fill out a post-conference delegate report form to the best of their abilities. This report shall be reviewed by the Director of External Relations and the Committee on External Communications.

C.3.2 Conference findings shall be outlined through a presentation to council at the discretion of the Director of External Relations. This shall be presented by the Director of External Relations and/or conference delegates, and should include recommendations for change within the Society and actionable items.



# v: Special Events

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*Preamble: The Special Events policy outlines the purpose, and origination committees of annual events seeking to make life more enjoyable for Engineering students as well as all others who care to partake.*

## A. Super-Semi

### A.1 Purpose

A.1.1 The Super-Semi shall be a semi-formal event for all Engineering and Applied Science years in March of every year

### A.2 Organization

A.2.1 The Super-Semi Committee shall be organized by the 3rd Year Executive, in conjunction with the other Year Executives.

### A.3 Finances

A.3.1 The Super-Semi Committee shall bank with the “Bank of EngSoc”, as outlined in *θ.B.*

A.3.2 The Super-Semi Committee shall budget for zero loss.

A.3.3 The Budget Approval Committee shall approve the Super-Semi Preliminary Budget in February and the Final Budget in March, as outlined in *θ.G.*

A.3.4 The Preliminary Budget Presentation to the Budget Approval Committee shall contain an outline of how any surplus or deficit shall be divided between the participating years.

A.3.5 If other years shall share the surplus or deficit from the event, each Year President must sign an agreement with the Third Year President that clearly outlines the profit/loss sharing proposal.

A.3.6 The cost of tickets to attend the Super-Semi shall be set by the Super-Semi Committee, subject to the approval of the Vice-President (Operations).

A.3.7 The Super-Semi Committee shall follow the financial policies outline in *θ.F.*

## B. December 6th Memorial

*(Ref. Representation Policy Manual, Section A, Part 1,2)*

### B.1 General

B.1.1 The December 6th Memorial shall be a memorial service held with the following purposes:

- a. To remember the killing of fourteen women at l'École Polytechnique on December 6th, 1989.
- b. To raise awareness of violence against women in engineering and violence against women in general as an issue in our community and others.
- c. To show solidarity to those in our community affected by violence against women.

B.1.2 The December 6th Memorial shall exist within the portfolio of the Director of Events.

## B.2 Organization

B.2.1 An appointments committee shall appoint a December 6th Memorial Chair.

- a. The appointment committee shall consist of at a minimum the Director of Events
- b. The appointment committee shall appoint the Chair no later than the fourth week of classes of fall term

B.2.2 The Chair's responsibilities shall be to:

- a. Organize the December 6th Memorial in collaboration with any other interested groups which may be on-campus, within community or otherwise. Inclusion of these groups will be up to the discretion of the Chair in consultation with the Dean of Engineering and Director of Events. The Chair must vet each group to ensure appropriateness and relevance.
- b. Ensure that the service is conducted in a manner which is respectful and appropriately observes the day of remembrance.
- c. Provide regular updates to the Director of Events regarding progress and plans.
- d. Create a transition document and submit it to the Director of Events.

## B.3 Finances

B.3.1 The December 6th Memorial shall be budgeted for by the Director of Events.

# C. First Year Speaker Series

## C.1 Purpose

C.1.1 The First Year Speaker Series shall aim to educate first years on important information about the degree they are pursuing and the life of an upper year student. This shall be accomplished by providing information about disciplines, academic choices, networking and professional development, budgeting, working with others, leadership, and talks from alumni speakers.

## C.2 Organization

C.2.1 The First Year Speaker Series will be held in workshop style event throughout the academic school year.

C.2.2 A Workshops Manager and Speakers Manager shall be hired by the Director of First Year in accordance with Engineering Society hiring policies and regulations.

## C.3 Finances

C.3.1 The First Year Speaker Series shall hold an account within the banking structure of the Engineering Society of Queen's University.

C.3.2 The speaker series shall strive to become self-sustaining by working to achieve a net zero profit margin by obtaining ticket sale revenue as well as sponsorship.

C.3.3 Any excess funds obtained through ticket sales or sponsorship shall be held in the First Year Speaker Series Bank account and at the discretion of the Workshop & Speakers Managers, as well as the Director of First Year may be used after the conference in a means that promotes the growth of the First Year Speaker Series in future years.

C.3.4 The Director of First Year may budget for conference expenditures under the operating budget of the engineering society, these funds would only be used for the purpose budgeted and any remaining funds would return to the operating budget at the conclusion of the conference.

# ξ: Awards and Grants

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*Preamble: The Awards and Grants policy lists the awards the engineering society may present to its members, as well as faculty and staff in recognition for their achievements as well as possible grants that may be awarded to external organizations. The selection committees for these various awards and grants are also outlined in the following policy.*

## A. Awards

(Ref. By-Law 17)

### A.1 Awards Committee

A.1.1 The Awards Committee, which shall be responsible for accepting nominations and selecting candidates, will consist of the members as outlined in By-Law 17. Depending on the classification of award outlined in By-Law 17 the awards committee will be responsible for selecting candidates for all awards.

A.1.2 Descriptions of these awards and the criteria by which they shall be awarded may be found in By-Law 17.

### A.2 Nominations

A.2.1 Nominations will close no later than 24 hours before the Award Committee Meeting, at which point they shall be turned over to the Awards Committee.

A.2.2 Nominations must include the name of the nominee and the award for which they are being nominated, and shall be considered invalid unless signed by the nominator. The nominator must answer the questions provided on the nomination package. Additional comments are encouraged.

a. In the case of Committee Chosen Awards and Professor Awards, nominations must be the first item discussed at the awards committee meeting.

b. In the case of Special Nomination Awards, nominations must be considered by the awards committee as there is additional criteria set by external entities. The awards committee cannot consider student not nominated for these awards.

A.2.3 Nomination packages shall be made available in the EngSoc Office and the Engsoc Website.

# π: Technical Workshops

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*Preamble: The Technical Workshops Policy is intended to display the policies related to the operation of such organizations within the Engineering Society. This policy details the set up and operation of such workshops that are not governed by their own documents. This document is meant to provide a framework so as to protect student interests as well as the integrity of the society. A technical workshop is deemed to be any workshop that is being run with the intent of helping students attain skills necessary for work in industry, in design courses, or after graduation.*

## A. Operation of Workshops

### A.1 General

A.1.1 Workshops require the following:

- a. At least one knowledgeable instructor (see [A.3.2](#))
- b. Curriculum approved by the member of the EngSoc Executive Director team overseeing the workshop
- c. Location and necessary tools

### A.2 Budgeting

A.2.1 The workshop must have a budget that has been approved at EngSoc Council and must budget for zero loss.

A.2.2 A fee can be charged for the service in order to have neither a profit nor deficit, or a deposit may be required in order to partake in the course.

A.2.3 In the case of approved workshops that run a surplus or debt, the difference will be absorbed by the Engineering Society.

### A.3 Approval

A.3.1 All workshops run by the Engineering Society must have approval from the member of the EngSoc Executive Director team overseeing the workshop.

A.3.2 The course must be taught by someone knowledgeable in the topic, with knowledge of material. The instructor must have credentials that are deemed appropriate by the member of the EngSoc Executive Director team overseeing the workshop.

### A.4 Closure of workshop session

A.4.1 The member of the EngSoc Executive Director team overseeing the workshop shall be responsible for keeping a record of the workshops run in their portfolio. The record should include the workshop date, topic, name and contact information for

the instructor (whether they are a student or from industry). This workshop's record shall be stored with the portfolio's other transition documents and passed on every year.

A.4.2 Any grievances about the workshop will be brought to the Engineering Society Review Board.

## B. Industry Workshops

### B.1 Industry workshops

B.1.1 Industry workshops are defined as a workshop being run by industry representatives but needing logistical support from EngSoc. An industry representative is anyone who works for a company external to Queen's University.

B.1.2 Industry workshops are required to be approved by the Director of Professional Development.

B.1.3 A workshop lead is defined as the person in the Engineering Society responsible for organizing and coordinating the industry workshop.

B.1.4 Industry will supply its own curriculum and instructors. This information is not to be retained by the society for the purpose of protecting industry trade secrets and proprietary knowledge.

B.1.5 The workshop lead or the member of the EngSoc Executive Director team overseeing the workshop will support the industry representatives by facilitating logistics where required including, but not limited to, room booking, registration, and advertising.

### C. Peer-Instructed Workshops

C.1.1 A peer-instructed workshop is defined to be a technical workshop whose goal is to help students gain skills relevant to industry or design courses, however is instructed by a knowledgeable student(s) (see A.3.2) with the intent of advancing the knowledge and skills of their fellow peers.

C.1.2 A workshop lead is defined as the person in the Engineering Society responsible for organizing and coordinating the peer-instructed workshop. The workshop lead may or may not be the same person as the student instructor.

C.1.3 Peer-instructed workshops are required to be approved by the member of the EngSoc Executive Director team overseeing the workshop.

C.1.4 There must be a minimum of two knowledgeable student instructors in order to run a workshop, unless there is an exception made by the member of the EngSoc Executive Director team overseeing the workshop.

C.1.5 The student instructor(s) will be responsible for preparing the workshop content and sharing it with the workshops lead prior to the workshop being delivered. In the case where the workshops lead and instructor are the same student, they will proceed to C.1.5.

C.1.6 The workshops lead will be responsible for submitting the workshop content for approval from the member of the EngSoc Executive Director team overseeing the workshop, prior to the workshop taking place.

C.1.7 These courses shall budget for zero loss and zero profit. In the case of a surplus or deficit, the Engineering Society shall absorb the amount.

- a. The budget shall propose the lowest possible cost for participants that covers all expenses.

C.1.8 The workshops lead or the member of the EngSoc Executive Director team overseeing the workshop will support the instructors by facilitating logistics where required including, but not limited to, room booking, registration, and advertising.

C.1.9 An evaluation method must be given at all peer-instructed workshops, giving participants a chance to evaluate the workshop.

- a. The workshops lead or the member of the EngSoc Executive Director team overseeing the workshop will review the feedback and write a summary of the recommended changes for future offerings.
- b. The member of the EngSoc Executive Director team overseeing the workshop will store the feedback and recommendations with their transition documents so it can be passed on to future years.

C.1.10 The Engineering Society shall not distribute any official certifications to participants in a peer-instructed workshop. In the case where a workshop would like to provide a non-official certificate to the workshop participants, permission must be obtained from both the EngSoc Director overseeing the workshop and a member of the EngSoc Executive.

# Ω: Permanent Staff

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*Preamble: The permanent staff policy outlines the various terms and conditions associated with permanent employment with the Engineering Society. It also describes the general manner in which the Society's permanent staff are expected to operate.*

## A. General

### A.1 Classification

A.1.1 A permanent staff member is defined as a full-time employee of the Society who is employed for fifty-two (52) weeks of the year in a continuous position.

A.1.2 The Society's permanent staff member(s) shall be employed for the purposes of lending professional expertise in any area, providing institutional memory, and/or providing advice and mentorship for the Society's student leaders. Permanent staff may also be employed to carry out specific tasks on behalf of the Society.

### A.2 Accountability

A.2.1 The Society's permanent staff member(s) shall be accountable to the Executive, and shall be ultimately responsible and report to the President.

A.2.2 No permanent staff member shall act in a position of authority over any of the Society's members.

## B. Hiring Procedure

### B.1 Notice of Available Positions

B.1.1 Available permanent staff positions with the Society shall be advertised in local, regional, provincial, or national newspapers at the discretion of the Advisory Board. Additionally, all relevant information related to the position shall be posted on the Engineering Society's website.

B.1.2 All advertisements shall include the nature of the position, the expected starting date, reference to compensation, necessary qualifications, deadline date for applications, mailing address, and any other information the Hiring Committee deems relevant.

### B.2 Hiring Committee

B.2.1 A Hiring Committee shall be struck by the Advisory Board to organize and conduct the hiring process for any permanent staff positions. Once the Hiring Committee has selected a candidate, the candidate's eligibility and suitability for the



position must be verified by the Advisory Board prior to the notification of the candidate.

B.2.2 The Hiring Committee shall consist of the President, Vice-President (Operations), and other members of the Society at the discretion of the Board.

B.2.3 Where possible, all candidates shall be interviewed by the Hiring Committee. However, applications may be pre-screened so that interviews are limited to only the best-qualified candidates.

B.2.4 The members of the Hiring Committee will hold the names of all candidates in total confidence. The successful candidate(s) will be informed by telephone, followed by an offer of employment letter, which, in turn, will stipulate a date before which a written response will be required. The names of unsuccessful candidates will not be released.

## C. Terms of Employment

### C.1 Salary

C.1.1 A starting salary range will be established by the Advisory Board prior to advertising any staff vacancies so that this range can be published in the advertisement. This range should correspond to an appropriate pay grade on the Queen's University Human Resources pay scale. Queen's University Human Resources staff may be consulted at this time to help determine an appropriate starting salary for the position in question.

C.1.2 Upon the selection of a candidate, the Hiring Committee will then decide where to start the successful candidate within the established range based on such factors as past experience and qualifications. This starting salary will correspond to either the minimum salary or another step within the pay scale for any specific pay grade.

C.1.3 Upon completion of a probationary period, the employee's salary shall be increased by one step on the aforementioned pay scale.

C.1.4 A person not fully qualified may be employed at a salary below the minimum range. This exception applies only in cases where an employee has sufficient potential to meet minimum position requirements within the probationary period and can be raised to the minimum within that time.

C.1.5 Permanent staff members' salaries shall generally increase at minimum with inflation according to updated pay scales released by Queen's University Human Resources each year. Salaries should normally be expected to progress at a rate of one pay step every three years, unless otherwise stipulated in the staff member's offer of employment and resulting contract.

- a. When considering any and all salary increases, consideration must be given to the Society's financial position and the current economic conditions; salary increases may be frozen when required at the discretion of the Advisory Board.
- b. Additionally, salary progression up the pay grade shall be awarded based on all performance evaluations carried out over the period of time elapsed since the previous progression.

## C.2 Probationary Period

C.2.1 There shall be a probationary period for each new employee of the Society, ranging between three (3) and six (6) months in length at the discretion of the Hiring Committee.

C.2.2 An employee may be terminated for any reason with one week's notice at any point within the probationary period.

C.2.3 At the end of the probation period, the original Hiring Committee (or as many members thereof as possible) will review the job performance of the new employee and shall recommend to the Advisory Board that:

- a. the employment be terminated
- b. the probationary period be extended for a period of three additional months
- c. the employment be continued indefinitely and that the employee be granted a wage increase

C.2.4 In the event that the Advisory Board extends the employee's probationary period, the Hiring Committee shall at the conclusion of the extended probationary period recommend either option 18.a. or 18.c. as seen above.

## C.3 Benefits

C.3.1 Permanent staff members shall be granted access to a benefit and pension plan through Queen's University.

C.3.2 Provided they are employed full-time on Queen's Campus, permanent staff members shall be provided with Queen's University Parking Permits. In the event that such a permit is not available, the Society will subsidize the employee's parking to a maximum equivalent of the monthly rate of a parking permit.

# D. Continuous Improvement

## D.1 Evaluations

D.1.1 To ensure the ongoing success of permanent staff members and the continued growth of permanent staff positions, employee evaluations shall be conducted each November, and updated in March when required.

D.1.2 Permanent employees shall be evaluated in areas of professionalism, contribution to the Society, and overall ability to fulfill the obligations of the position.

- a. Evaluations shall include an interview to discuss the employee's performance and a written assessment of the employee's strengths and weaknesses, along with any constructive criticism available.
- b. All evaluations shall be kept on record for and made available to the permanent staff member evaluated.
- c. Evaluations shall be considered confidential outside of the Executive and Advisory Board.

## D.2 Further Education

D.2.1 At the discretion of the President and Vice-President (Operations), permanent staff members may be enrolled in additional courses, training programs, seminars, or conferences to develop further qualifications or gain new knowledge for a position.

D.2.2 Should any such activities be pursued, the cost of these courses or a portion thereof shall be covered by the Society with EngSoc Council's approval.

## E. Vacation and Holidays

### E.1 Holidays

E.1.1 All employees who would otherwise be scheduled to work on a designated statutory holiday shall be granted one full day holiday with pay. Designated statutory holidays will be as follows:

- a. New Year's Day
- b. Family Day
- c. Good Friday
- d. Victoria Day
- e. Canada Day
- f. August Civic Holiday
- g. Labour Day
- h. Thanksgiving Day
- i. Christmas Day
- j. Boxing Day

E.1.2 To be eligible for the day's holiday pay, the employee must work the regularly scheduled days immediately preceding and following the designated holiday, except

where permission has been granted by the Executive to use the holiday in conjunction with accrued vacation time.

## E.2 Vacation

E.2.1 Permanent employees of the Society are eligible for periods of paid vacation. This includes:

- a. One week in February, coinciding with Reading Week
- b. Two weeks in December or January, coinciding with the winter break
- c. Any additional weeks of vacation stipulated in the staff member's contract or awarded at the discretion of the President and Vice-President (Operations)

E.2.2 Should an employee be eligible for additional vacation time, approval of the scheduled vacation must be obtained from the President and Vice-President (Operations) prior to being taken.

E.2.3 All annual vacation time must be used during the Society's fiscal year; it may not accumulate year to year.

## F. Leaves and Other Absences

### F.1 Sick Leave

F.1.1 Days of short-term sick leave shall accumulate at the rate of 1.25 days per month during the fiscal year for full-time staff. The balance of sick leave not used may be carried forward to the next fiscal year, but the total number of days accumulated shall not exceed twenty-five (25) working days.

F.1.2 Should an employee be absent for more than three (3) consecutive working days, a medical certificate may be required.

F.1.3 In the event of extended personal illness or disability, the Society will continue to pay full salary for a period of long-term sick leave of up to six (6) months. This period shall not be used in conjunction with short-term sick leave, to maintain the availability of a short-term leave in the event that the employee returns to work.

F.1.4 Should a six (6) month long-term leave prove to be insufficient for recovery, it will be left to the discretion of the Advisory Board to extend the leave at full or partial salary.

F.1.5 The Society reserves the right to appoint an independent adjudicator to assess the validity of any long-term sick leave once it has exceeded three months in duration.

F.1.6 Any scheduled pay increases that may occur during a long-term leave shall not take effect until after the employee has returned from sick leave.

F.1.7 The President shall be responsible for maintaining a record of each day of sick leave (both short and long-term) by a permanent employee.

## F.2 Parental Leave

F.2.1 All full-time permanent staff members who have contributed at minimum one year of service are eligible for a seventeen (17) week parental leave without pay, whether the employee is expecting a child or adopting a newborn child. This period may begin at any time either before or after the birth, at the employee's discretion.

F.2.2 The employee shall inform the President and the Vice-President (Operations) of the scheduled date of birth as soon as possible after it has been ascertained. The employee shall also inform the President and Vice-President (Operations) of his or her decision regarding the starting date of the parental leave at least four (4) weeks before the leave is to commence.

## F.3 Other Leaves

F.3.1 In the event of the death or serious illness in the immediate family of an employee, the employee shall be granted up to three (3) working days of compassionate leave, without loss of pay. Immediate family will be deemed to include parent, spouse, sibling, child, parent-in-law, or grandparent. If the employee must travel over 500km one way, the leave shall be extended by up to three (3) additional working days without loss of pay to permit reasonable traveling time.

F.3.2 All employees who are required for witness or jury duty shall be granted leave with full pay. The Society shall be reimbursed with any compensation the employee receives from the court for this duty. The employee shall notify the President and Vice-President (Operations) of the dates of any duty as soon as they have been ascertained.

F.3.3 An employee with a minimum of one year of service may apply for an unpaid leave of absence. In the event that all other avenues for leave have been exhausted (i.e. compassionate leave, vacation time, sick leave), such a request may be considered by the Executive. The Executive will examine the circumstances leading to the request for a leave, and if deemed to be appropriate, must be approved by the Advisory Board.

# G. Termination

## G.1 Termination With Cause

G.1.1 If an employee's performance is found to be falling below accepted levels as determined by the Executive, the Executive must convene a performance review with the individual and the Hiring Committee in which specific feed back concerning

areas of improvement will be discussed. Performance will be subsequently monitored monthly until improvement is shown or the Hiring Committee decides to recommend termination. The decision to terminate, however, shall not be final until approved by the Advisory Board. The need for such approval should be made clear to all employees concerned.

G.1.2 A decision to terminate may be appealed to the Advisory Board. The employee concerned must be notified immediately of her/his right to appeal. Should such an appeal be made, the Board may direct the individual(s) concerned to submit written reasons in support of the appeal at least 48 hours prior to the Board meeting at which the matter will be considered. After the Board considers the matter, they may, at their discretion, allow the employee(s) in question to appear in person before the Board. The Board, in turn, can then decide to either support the decision of the Hiring Committee or reverse it. In the case of a reversal of the decision, the employee will be considered to be on probation for a one (1) month period when the Board will again evaluate their performance. At that time the Board can decide to:

- a. Terminate the employment
- b. Continue the employment indefinitely

G.1.3 Should a decision be made to terminate the employment of an employee, and providing the employee has not been guilty of wilful misconduct or disobedience or wilful neglect of duty, notice of termination should be given in accordance with the Employment Standards Act. That is that employees who have worked three months or more, but less than one year are entitled to written notice of at least one week. Employees who have worked at least one year are entitled to written notice of at least two weeks. Employees who have worked three years or more are entitled to written notice of at least one week for each year of employment, with a maximum required notice period of eight weeks.

G.1.4 Employment will not be terminated for the sole reason that an employee has been absent from work for an extended period of time on an approved leave (i.e. illness or compassionate leave). Under these circumstances, the Hiring Committee will hire a temporary employee, making it clear to all applicants that their term of employment will be for a temporary, undetermined period of time.

G.1.5 If an employee voluntarily resigns, a minimum of two weeks written notice should be tendered to the President, Vice-President (Operations), and the Advisory Board.

## ρ: Society Bursaries

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*Preamble: The Society Bursaries policy outlines the structure and responsibilities of the Committee on Bursaries.*

### A. Engineering Society Committee on Bursaries

- A1. The overarching goal of the Committee will be to ensure that no Engineering Society event or item is financially unattainable for any member of the Society. These events and/or items include but are not limited to: conferences, design team competitions, Orientation week, Applied Science jackets, and Science Formal.
- A2. The committee shall evaluate bursary applications and dispense bursary funds as they deem appropriate based on applications detailed in section ρ.C.
- A3. The Committee shall continually evaluate the current bursary system and establish a series of best practices for awarding bursaries for a variety of events and/or items.
  - a. The Committee will work with the individuals responsible for determining and appropriating funds for bursaries to implement the established best practices in order to ensure that the process is as fair and equitable as possible.
- A4. The Committee on Bursaries shall consist of:
  - i. Bursary Committee Chair, as hired by the Director of Social Issues in β.C.13.3 (ex-officio)(Chair)
  - ii. Director of Social Issues (ex-officio) (Deputy Chair)
  - iii. Director of Conferences (ex-officio)
  - iv. Director of Design (ex-officio)
  - v. Orientation Chair or their designate (ex-officio)
  - vi. Campus Equipment Outfitters (CEO) Head Manager or their designate (ex-officio)
  - vii. Science Formal Convener or their designate (ex-officio)
  - viii. EngLinks Head Manager or their designate (ex-officio)
  - ix. An odd number of at least 3 non-Executive members of the Engineering Society Council elected at the second session of Council in the Fall term.
- A5. The Bursary Committee Chair shall serve as the Chair of the Committee. The Director of Social Issues shall act as the Deputy Chair. If the Bursary Committee Chair is not hired, the Director of Social Issues shall serve as the Chair and a Deputy Chair shall be selected from amongst the elected members. In this case, if no elected members wish to serve as Deputy Chair, an elected member shall be



appointed to act as interim Deputy Chair until the additional members are elected.

- A6. It is at the discretion of the Chair and Director of Social Issues how many positions are filled as outlined above so long as:
  - i. The number of positions available is at least 3.
- A7. Each year must be represented on the Committee. In the case that applicants from all years do not accept their respective nominations, the Committee will be structured to include as equal representation as possible.
- A8. The Chair shall oversee the Committee and be responsible for organizing and running meetings.
- A9. There shall exist a Summer Bursary Committee
  - a. The Summer Bursary Committee shall be comprised of:
    - i. Bursary Committee Chair (Chair) (ex-officio)
    - ii. Director of Social Issues (Deputy Chair) (ex-officio)
    - iii. Orientation Chair
    - iv. Engineering Society President (Deputy Chair)
    - v. Engineering Society Vice President of Operations
    - vi. Engineering Society Vice President of Student Affairs
  - b. The Summer Bursary Sub-committee shall review applications and award bursaries according to policy section p.B but may only award funds detailed in B1.a.
- A10. The Committee shall address any issues related to bursaries by presenting a report at Council. These reports shall summarize any issues recognized in the awarding of bursaries and actions taken to improve the system.

## B. Bursary Funding

- B.1. Bursary funding shall be made available for members of the Engineering Society of Queen's University for the following Engineering Society events and items:
  - a. Orientation Week:
    - i. Funding for bursaries related to Orientation Week shall be provided through the Orientation Week Operating Budget. The amount of bursary funding for Orientation Week related activities shall be determined by the Orientation Chair or their designate and will be reported to the chair of the Committee on Bursaries prior to any meetings of the Bursary committee regarding awarding bursaries related to Orientation Week.
  - b. Science Formal



- i. Funding for bursaries related to Science Formal shall be provided through the Science Formal Operating Budget. The amount of bursary funding for Science Formal related activities shall be determined by the Science Formal Convener or their designate and will be reported to the Committee on Bursaries prior to any meetings of the Bursary committee regarding awarding bursaries related to Science Formal.
- c. Englinks Workshops
  - i. Funding for bursaries related to Englinks tutorials shall be provided through the EngLinks operating budget. The amount of bursary funding for workshops shall be determined by the Englinks Head Manager or their designate and will be reported to the Committee on Bursaries prior to any meetings of the Committee regarding awarding bursaries for Englinks Workshops.
- d. Applied Science Jackets
  - i. Funding for bursaries related to Applied Science Jackets shall be provided through the Campus Equipment Outfitters Operating Budget. The amount of bursary funding for Applied Science Jackets shall be determined by the Campus Equipment Outfitters Head Manager or their designate and will be reported to the Committee on Bursaries prior to any meetings of the Bursary Committee regarding awarding bursaries related to Applied Science Jackets.
- e. Internal or External Conferences
  - i. Funding for bursaries related to Internal Engineering Society Conferences or External Conferences will originate in the Engineering Society Operating Budget. The amount of bursary funding for Internal Engineering Society Conferences and External Conferences will be determined by the Director of Conferences in consultation with the director of Finance, the executive team and conference chairs and approved by the Engineering Society Council through approval of the Engineering Society Operating Budget. The amount of bursary funding for each specific internal conference shall be reported to the Committee on Bursaries immediately following the approval of the Engineering Society Operating Budget. If bursary funds allocated to a specific conference are not exhausted at completion of said conference, they

may be used to fund bursaries for other conferences for which bursary funds have been allocated.

- f. Design Teams
  - i. Funding for Individual travel arrangements related to design team competitions will originate in the Engineering Society Operating Budget. The amount of bursary funding for individual travel arrangements related to design team competitions will be determined by the Director of Design in consultation with the Director of Finance, executive team and design team captains and approved through by the Engineering Society Council through approval of the Engineering Society Operating Budget. The amount of bursary funding for each specific internal conference shall be reported to the Committee on Bursaries immediately following the approval of the Engineering Society Operating Budget. If bursary funds allocated to a specific competition are not exhausted at completion of said competition, they may be used to fund bursaries for other competitions for which bursary funds have been allocated.
- B.2. Funding of bursaries for other expenses deemed appropriate by the committee on bursaries shall originate from Engineering Society General Account and must be reported in the QuickBooks bursary expense account.
- B.3. Funding for miscellaneous requests may be requested by the Committee on Bursaries Chair to be included in the Engineering Society Operating Budget.
- B.4. If funds detailed in B1.a, B1.b, B1.c or B1.d are not exhausted at the conclusion of the Engineering Society's Fiscal Year, they shall return to the account from which they originated.
- B.5. At the end of the conclusion of the Engineering Society's Fiscal Year, unallocated funds will be reported in the Operational Budget and will be used in subsequent years to fund any bursary deemed appropriate by the committee on bursaries including but not limited to additional funds for cases listed in section B for which the allocated funds have been exhausted.
- B.6. It shall be the aim of the Bursary Selection Sub-committee and the Summer Bursary Selection Sub-Committee to exhaust all allocated funds year after year.

## C. Bursary Application

- C.1. The Engineering Society shall create and maintain a financial aid webpage on the Engineering Society website and listed on this page shall be:

- a. Information regarding the events and items for which The Engineering Society awards bursaries.
- b. Information regarding which other resources exist from which undergraduate Engineering Students can be awarded financial aid (Queen's University, Alma Mater Society, Dean's Donation et al.)
- c. A link to the Engineering Society Bursary Application website
- d. Contact information for members of the Executive, Director and Officer team who can provide help regarding issues related to bursaries.

**C.2.** There shall exist a separate website containing the bursary application and completed applications

- a. The Chair, Deputy Chair, Vice President (Student affairs) and Director of Information Technology shall be the only persons allowed access to completed applications containing any identifying personal information.
- b. The Bursary application shall contain the following:
  - i. A question requesting the name of the applicant
  - ii. A question requesting the netID of the applicant
  - iii. Yes or no question regarding whether or not an applicant is an undergraduate engineering student of Queen's University.
  - iv. A drop-down menu from which an applicant can select which event or item they are requesting a bursary. With instruction to contact a responsible executive, director or officer if the event or item for which they are requesting a bursary is not listed.
  - v. Contact information for the chair of the committee for any questions regarding the process
  - vi. A question regarding the full cost of the event or item for which the applicant is requesting a bursary
  - vii. A question in the form of a drop-down menu regarding what percentage of the total fee the applicant is requesting to be funded through this bursary with options 25%, 50%, 75%, 100%.
  - viii. The following question for which the selectable answers shall be yes or no: "Is your attendance at this event/ purchasing this item contingent on receiving financial assistance?"
  - ix. The following question for which the answer shall be in paragraph format with no word count limit: "Please outline any information that demonstrates your financial need (Government funding, work

study program details, needs based scholarships, sources of income, expenses etc.)”

- x. The following questions for which the answer shall be in paragraph format with no word count limit: “Why is this event or item important to you? What do you hope to gain? What impact can this have on others or the Engineering Society?”
  - xi. A question regarding when the payment for the item or event is due.
  - xii. A note detailing when applications shall be due.
  - xiii. A submission folder to submit supporting documentation that proves that the bursary will be used for its indicated purpose or receipts for relevant payments already made if the bursary is for an event or item outside of the Engineering Society. This may include but is not limited to acceptance email from an internal/external conference or a receipt for a conference payment.
  - xiv. A description of the appeals process available after bursary decisions are made.
- c. The bursary application shall not require: Social insurance numbers, or government funding identification information.

C.3. All events and items for which the Engineering Society provides bursaries shall advertise the availability of bursaries and the location of the Bursary application. When possible a link to the bursary application shall be provided on web pages which collect payment for said items or events and advertisements for said items or events.

## D. Awarding Process

- D.1. The Chair shall receive all bursary applications and categorize them by the event or item. The Engineering Society Vice President (Student Affairs) shall have access to applications in a supervisory capacity. The Director of Information Technology or a designate shall have access to assist with technical issues.
- D.2. Prior to examining applications for a particular event or item, the Chair shall provide in confidence the list of student names and NetIDs of applicants to the Vice President (Student Affairs) to confirm they are members of the Engineering Society. All who are not confirmed members will be disqualified from receiving bursary funding. In the occurrence the Vice President (Student Affairs) is unavailable this responsibility may be delegated to the Engineering Society President.

- D.3. For each bursary application, the Chair shall:
- a. Assign each application an identification number.
  - b. Strike or remove any personal or identifying information from applications.
  - c. Distribute by email labelled confidential the applications without personal or identifying information to members of the Bursary Selection Subcommittee. Applications regarding funds mentioned in B1 will be distributed by email to the Summer Bursary Committee.
  - d. Organize and chair a meeting of the committee to determine which applications will be granted.
  - e. Moderate discussion, thereby ensuring that decisions are made without implicit bias and consistent assessment among applicants.
  - f. Ensure the Committee stays within the budget allocated for a given meeting.
  - g. Notify successful and unsuccessful applicants the result of their application and describe the request process for appeals as in p.E. Delete or confidentially dispose of all applications 60 days after the notification of applicants.

## E. Appeals Process

- E1. In the event an applicant wishes to appeal the results of their bursary application:
- a. The applicant will indicate this request to the Chair of the Bursary Committee and Director of Social Issues in writing over email within 30 days of receiving the Committee's decision.
  - b. The Director of Social Issues and Bursary Committee Chair will convene an emergency session of the Executive who make up the Summer Bursary Committee. The Summer Bursary Committee will form the appellate bursary committee in order to assess the application, independently from the Bursary Committee's initial decision.
  - c. In the event that a bursary appeal is submitted regarding a decision made by the Summer Bursary Committee, the appeal will be reviewed by the incoming Bursary Committee comprised of the elected officials from Council once it is reconvened in the fall term.
  - d. The appellate bursary committee who is assessing the appeal shall be given an identical spreadsheet containing the same information as was given to the original bursary committee amended only with the original deliberations of the committee on all non-appealing applicants.

- e. The scope of any appeal will be limited to the potential modification of only the appellee's final assessment and may not lead to the reassessment of any additional committee decisions pertaining to the status of any non-appellee applicants.
- f. The outcome of the appeal process will be confirmed by the Director of Social Issues who will notify the appellee of the status of their appeal and will follow the bursary distribution process outline in p.F.

## F. Distribution of Awarded Bursaries

- F.1. Where possible, bursaries will be awarded through e-transfers made by the Executive. The Chair is responsible for submitting approved bursary requests to the Vice President (Operations) through the Bank of EngSoc bursary account.
- F.2. For all Engineering Society events or items which collect online payment, where possible a coupon code input should be included on the payment page. For these cases the Chair in coordination with the Director of Finance and the Director of Information Technology, shall provide, in the email notifying a successful applicant of their awarded bursary, a unique coupon code to be input on the payment page, implementing a discount. An event or item retailer may track the number of coupon code discounts and request the discount sum following the closing of sales.
- F.3. For Engineering Society Events or items which require in person payment (e.g. Jacket sales) The Chair will create a hard copy coupon with a unique identifier and validate it with their signature. They will then place it in a sealed envelope and label the envelope with the successful applicant's name and leave the envelope in the Engineering Society Office. They shall then notify the successful applicant via email that they can pick up the envelope from the lounge during business hours.
- F.4. For cases in which payment is required for events or items outside of the financial system of the Engineering Society the Chair shall notify the successful applicant by email and arrange a time during which they can meet with the applicant and an executive member to facilitate credit card payment with an Engineering Society Corporate Credit Card. If the bursary awarded is less than the full cost of the event or item, the successful applicant will be asked to pay the engineering society the amount not covered by the awarded bursary. Once

this payment has been confirmed, an executive member will pay the expense by Engineering Society Credit Card in full.

- F.5. Bursary funds or coupon codes shall be dispersed at least 24 hours in advance of payment being due.

## Engineering Society Policy Manual Change log

### **October 14<sup>th</sup> – Douglas McFarlane (Vice-President (Society Affairs))**

- Combined all policy manuals into a single document, various changes to specific policies

### **November 9<sup>th</sup> – Emily Fleck (President)**

- Restructure changes from 5 exec to 3 exec, 9 Directors to 12 Directors

### **January 7<sup>th</sup>, 2014 – Bailey Piggott (Constitutional Guru)**

- Added changes to Epsilon, Theta, and Zeta (from Nov.28 2013 council)

### **February 27<sup>th</sup>, 2014 – Bailey Piggott (Constitutional Guru)**

- Added changes to Alpha(external relations committee), Beta(CFES conferences hiatus) (from Feb. 6, 2014 council)

### **March 22, 2014 – Bailey Piggott (Constitutional Guru)**

- Added changes to Academics, Hiring and Transition, and Services and Corporate Initiatives (from Feb 27 council, March 13 council, and AGM)

### **September 21, 2014 – Michael McLaren (Constitutional Guru)**

- Changes made to December 6<sup>th</sup> Memorial and Information Technology

### **October 13, 2014 – Michael McLaren (Constitutional Guru)**

- Ratification changes

### **November 1, 2014 – Michael McLaren (Constitutional Guru)**

- Addition of transition reports to Directors
- Changes to Joint Hiring

### **November 2, 2014 – Michael McLaren (Constitutional Guru)**

- Minor non-substantial changes throughout in collaboration with Eleanor McAuley (Director of Internal Affairs)

### **November 9, 2014 – Michael McLaren (Constitutional Guru)**

- Change to Hiring Policy, separating new applicants from rehires

### **December 15, 2014 – Michael McLaren (Constitutional Guru)**

- Addition of Peer-instructed workshops
- New rules for old accounts
- Policy change regarding council reports
- Services policy: performance reviews added, demerit point records kept between years

### **January 13, 2015 – Michael McLaren (Constitutional Guru)**

- Science Quest School Year Programming Coordinator changed from staff to Director

### **February 4, 2015 – Michael McLaren (Constitutional Guru)**

- Changes made in *Exciting Bored Policy* (old, not previously completely updated)
- Changes made in Appendices *Cut*, *Cut Again*, *Clubs*, and *Conferences* at last council

### **March 23, 2015 – Michael McLaren (Constitutional Guru)**

- Updates for past 2-3 councils

### **May 7, 2015 – Michael McLaren (Outgoing Constitutional Guru)**

- Split Alumni relations, now two Chairs are hired under DoPD
- Board of Directors now Advisory Board!

### **May 12, 2015 – Julianna Jeans (Director of Internal Affairs)**



- Minor Editorial Changes

**September 21, 2015 – Avery Cole (Constitutional Guru)**

- Edited for grammatical consistency
- Added BED fund name change
- Updated First Year Conference positions
- Updated External Relations Committee policy

**October 15, 2015 – Alex Wood (Vice President (Student Affairs))**

- Policy α.A & α.B moved to By-Law 2
- Removed Sci Formal oversight from the Director of Events portfolio
- Updated the conference list to remove CWIE and include QGEC, QGIC, QSC, and QCBM
- Added Grease Pole Event to Policy section η.X.5 from By-Law 9
- Added Queen's Network Security Team to the Design team list (policy)
- Moved Conference Objectives from Policy μ.A.5 to By-law 10 section B
- Moved Standing Committees of Council from Policy α.C to By-Law 9
- Minor editorial changes

**September 21, 2015 – Avery Cole (Constitutional Guru)**

- Updated BED Fund policy
- Added EngVents to DoE portfolio
- Added options for multiples of several positions
- Fixed fiscal year definition

**January 8, 2016 – Avery Cole (Constitutional Guru)**

- Director shuffle
- Added Director of Community Outreach
- Club shuffle

**January 24, 2016 – Avery Cole (Constitutional Guru)**

- Added the Equity Officer position

**March 3, 2016 – Avery Cole (Constitutional Guru)**

- Updated financial policy

**April 5, 2016 – Avery Cole (Constitutional Guru)**

- Removed 'Chief' and 'Deputy' titles for Internal Records Officers

**June 6, 2016 – Kodie Becker (Constitutional Guru)**

- Added in Capital Fund changes to Financial section

**September 19, 2016 – Sam Johnston (Constitutional Guru)**

- Updated Hiring Policy
- Added in Feedback Officer and Recruitment Officer positions

**October 5, 2016 – Kodie Becker (Constitutional Guru)**

- Added Financial Officer Position
- Updated Englinks policy
- Updated First Year Conference

**November 2, 2016 – Kodie Becker (Constitutional Guru)**

Added Advisory Board Secretary

**November 21, 2016 – Sam Johnston (Constitutional Guru)**

- Added section q: Society Bursaries

- Updated table of contents

**January 13, 2017 – Lianne Zelsman (Director of Internal Affairs)**

- Added changes to allow multiple Feedback Officers
- Added Training Officer position

**March 5, 2017 – Lianne Zelsman (Director of Internal Affairs)**

- Added changes to Section θ: Financial Policies, to update investment policy
- Added changes to Sections: β: Society Leadership and λ: Information Technology to update IT policies

**March 12, 2017 – Lianne Zelsman (Director of Internal Affairs)**

- Added changes to Section ζ: Corporate Guidance, to change the selection process for Advisory Board Faculty and Alumni members

**March 25, 2017 – Lianne Zelsman (Director of Internal Affairs)**

- Added PD Marketing and Workshop Coordinator positions
- Updated Director of Design position description to reflect current practices
- Added Deputy of Design Position
- Updated Committee on Bursaries policy to adjust committee structure

**April 25, 2017 – Lianne Zelsman (Director of Internal Affairs)**

- Updated Director of Communications position to reflect involvement with elections
- Added changes to Section ε: Conduct and Grievances to implement new probationary policy
- Updated Table of Contents

**July 2018 – Emily Wiersma (Vice President of Student Affairs)**

- Updated policy to reflect 2017-18 Council
- Removed gendered language as well as general edits
- Updated position descriptions for accuracy
- Created Hiring Digitization Policy

**November 15, 2018 – Gillian Wun (Policy Officer) and Emily Varga (Director of Internal Affairs)**

- Updated policy to reflect policy passed during Council between Sept. 13 and Nov. 1
- Formatted revised date in footer

**January 14, 2019 – Emily Varga (Director of Internal Affairs)**

- Updated BED Fund policy
- Modified Equity Officer to reflect the position as a director role
- Updated Advisory Board Membership
- Updated Design team ratification and added Queen's Hyperloop Design Team to the ratified design teams

**January 25<sup>th</sup>, 2019- Emily Varga (Director of Internal Affairs)**

- Updated Hiring Policy

**February 11<sup>th</sup>, 2019- Emily Varga (Director of Internal Affairs)**

- Updated Director of Conferences Duties

**March 11<sup>th</sup>, 2019- Emily Varga (Director of Internal Affairs)**

- Updated Positions under the Director of Human Resources
- Updated duties of VPSA to oversee the Director of Human Resources

- Updated First Year Conference to be a Speaker series
- Updated Director of First Year duties
- Updated Director of External Relations duties
- Updated conditions for Executive Subsidy
- Updated Hiring Policy
- Updated Engineering Review Board grievance procedures
- Updated Director of Information Technology duties
- Updated the finance policy for affiliated groups

**April 9<sup>th</sup>, 2019- Emily Varga (Director of Internal Affairs)**

- Updated Joint Hiring Policy
- Update to Director of Social Issues duties
- Added Services Officer position
- Added FYPCOM position
- Updated Exec Summer Salary
- Updated signing authority in Society Finances structure
- Updated Hiring Policy
- Updated ERB hiring panel
- Updated grievance procedures and appeal procedures

**September 16<sup>th</sup>, 2019- Raed Fayad and Laure Halabi (Policy Officers)**

- Updated entire policy manual to account for any outdated or improper sentences.
- Updated Finances for EngSoc Affiliated Groups
- Updated Design Groups
- Added Workshops and Speakers Manager under First Year Speaker Series

**September 30<sup>th</sup>, 2019- Ben Zarichny (Director of Internal Affairs)**

- Update to Ratification and Guidelines, added FEAS to banking requirements

**November 4<sup>th</sup>, 2019- Raed Fayad (Policy Officer)**

- Updated the specific duties of the Director of Events
- Removed Engineering Week from the Special Events Policy
- Removed Carol Service Director from the event Chairs/Coordinators list

**December 31<sup>st</sup>, 2019- Laure Halabi (Policy Officer)**

- Updated the Appointments and Director of Conferences sections to account for change in the name of 3 positions.
- Updated the Hiring Policy
- Updated the EngSoc Affiliated Clubs and Director of Conferences sections to account for WEAO club becoming a conference named QWEC

**March 4<sup>th</sup>, 2020- Raed Fayad (Policy Officer)**

- Updated Financial Policies-Accountability
- Updated the Capital Fund service participants
- Removed the Capital Planning Committee
- Updated Standing Committees of the Board
- Removed the Advisory Board from Services and Corporate Initiatives
- Added clauses to remove Advisory Board members via vote
- Updated the Selection of Board Members process, and updated size of the board

- Updated the Responsibilities and Duties of Officers of the Board
- Updated the Hiring Committee positions
- Updated Clubs, Conferences, and Competitions
- Updated the Director of Conferences to become Director of Clubs and Conferences
- Updated the Interview Process, removed Pre-Hiring Information Form
- Updated Golden Words Policy
- Updated Directorship Positions and Duties

**March 22<sup>nd</sup>, 2020- Laure Halabi (Policy Officer)**

- Updated Standing Committees of the Board

**May 2<sup>nd</sup>, 2020 – Thomas Wright (Director of Governance)**

- Added Q-WASE to Director of Conferences Section
- Added Section μ.C – Conference Delegate Training
- **May 23<sup>rd</sup>, 2020 – Thomas Wright (Director of Governance)** Removed Asteroid Mining club (β.C.3.3.e and κ.A.1.1) upon de-ratification by the VPSA\

**October 6<sup>th</sup>, 2020 – Thomas Mulvihill (Policy Officer)**

- Update section B.2, B.5, C.2, and E.1 in the Bursary Funding section.
- Updated positions under portfolio of DoSI, namely Bursary Committee Chair, and Sustainability Committee
- Added section B.8.3 of Hiring Policy regarding a question pertaining to ED

**November 6<sup>th</sup>, 2020 – Damian Chodyna (Policy Officer)**

- Made amendments to the Bursary Committee : added a new Chair, an appeals process, and other changes to positions and rules for bursaries.

**February 28<sup>th</sup>, 2021 – Damian Chodyna (Policy Officer)**

- Changed all sections that still had the outdated Director of Internal Affairs title to Director of Governance.
- Updated policy on EngLinks in η.K and ι.B.
- Updated policy on information technology staff and leadership under β.C.7 and λ.A.
- Updated hiring and transition section A.2.1.e to consolidate conference positions into a single Conference Deputy.

**March 1<sup>st</sup>, 2021 – Thomas Mulvihill (Policy Officer)**

- Updated DoIP description

**March 12<sup>th</sup>, 2021 – Thomas Wright (Director of Governance)**

- Updating Awards policy (ε) changes from 2020
- Updated design group hiring policy (γ)
- Updated list of design teams and ratification process changes (κ)
- Added financial policy changes and additional affiliated group debt section (Θ)
- Added Automation & Process Development team to DoIP portfolio (β) and Hiring policy (γ)

**April 4, 2021 – Damian Chodyna (Policy Officer)**

- Updated PD Policy for technical workshops

**April 5, 2021 – Thomas Mulvihill (Policy Officer)**

**April 6<sup>th</sup>, 2021 – Andrew da Silva (Incoming Director of Governance)**

- **Updated** roles of the Director of Internal Processes to section δ: EngSoc Spaces

**October 2<sup>nd</sup>, 2021 – Andrew da Silva (Director of Governance)**

- Updated κ.B.1.4 to include the Queen's Relectric Car Team (QRCT)
- Updated β.C.3.3.e and κ.A.1.1 to include Ratified Club Queen's EngArts

**October 25<sup>th</sup>, 2021 – Zoe Prystawski (Policy Officer)**

- Updated κ.B.1.4 to remove the Queen's University Experimental Sustainability Team (QUEST)
- Updated κ.B.B.7 to reflect the correct design team space allocation timeline
- Updated C.2.4 to reflect proper Professional Development committee member titles

**February 15<sup>th</sup>, 2022 – Zoe Prystawski (Policy Officer)**

- Updated κ .B.7.8 to include the process if a design team vacates a space early
- Updated β.C.1 to include the Director of Events
- Updated γ.A to reflect the increase of number of Executive Director team members from 14 to 15 and remove EngVents

**March 25<sup>th</sup>, 2022 – Zoe Prystawski (Policy Officer)**

- Updated γ.B to reflect the change in EngSoc's hiring platform from EngSoc Dash to Breezy
- Updated β.C.10 to correct inaccuracies in the description of the Director of Human Resources role
- Updated β.C.13, μ.B.4, μ.B.5, μ.C, and v.D to reflect the changes made to the External Relations portfolio this year
- Updated β.C.9.3 and β.C.9.4 to include descriptions of the Communications Team Managers