



THE Engineering Society OF Queen's University By-Law Manual

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By-Law 1 - Engineering Society Council

A. Purpose and Term

A.1 The Engineering Society Council shall act as the highest ranking decision making body within the Society. Changes requiring Council approval include but are not limited to: changes to the constitution, changes to the policy manual, changes to the by-law manual, and changes to the Society operating budget.

A.2 The Engineering Society Council operates on a "term". This term begins 1st of May and continues until the conclusion of the following 30th of April (one year later).

B. Membership

B.1 The following thirty-four (34) persons shall constitute the voting members of EngSoc Council:

- a. (1) The Speaker;
- b. (1) The President of the Engineering Society;
- c. (2) The two Engineering Society Vice-Presidents (Student Affairs and Operations);
- d. (2) The two engineering student Senators;
- e. (2) The first year President and Vice-President;
- f. (2) The second year President and Vice-President;
- g. (2) The third year President and Vice-President;
- h. (2) The fourth year President and Vice-President;
- i. (4) The four elected AMS representatives, one from each respective year;
- j. (4) The four elected faculty board representatives, one from each respective year;
- k. (8) The eight discipline club representatives;
- l. (3) The three first year section representatives;



m. (1) The first year “j” section representative (when over 25 students are enrolled in j-section).

B.2 The following persons shall be ex-officio non-voting members of EngSoc Council:

- a. The fifteen (15) members of the EngSoc Director team;
- b. The Society General Manager;
- c. The Council Secretary.

C. Election Procedures

C.1 All voting members of Council are elected representatives elected in the following manner:

- a. The Engineering Society Executive shall be elected according to *By-Law 3.B*.
- b. Student Senators shall be elected according to *By-Law 3.F*.
- c. The Speaker is to be elected at the Annual General meeting after the Executive have sworn their oath. Any member of the Engineering Society can be nominated for the position.
- d. The AMS and faculty board representatives shall be elected according to *By-Law 3.D*.
- e. Year and section representatives shall be elected according to *By-Law 3.D*.
- f. Discipline representatives shall be elected according to *By-Law 3.C*.

D. Duties Of Voting Members

D.1 The Speaker shall chair all meetings of the Council and all general meetings of the Engineering Society and shall maintain order and decorum according to the rules of order (*Ref. Policy Manual β.B*).

- a. The Council shall appoint a Deputy Speaker from the voting members of Council to assume the duties of Speaker in the event of the Speaker's absence.



b. If the Speaker resigns their position or leaves their role indefinitely, the Deputy Speaker shall overtake the Speaker's tiebreaking vote and must proxy their previously held vote.

D.2 The Engineering Society Executive shall report on their portfolios. Each Executive Portfolio is outlined in *Policy β.A.*

D.3 The student Senators shall report on the operations of the senate and its committees.

D.4 The four Year Presidents and four Year Vice-Presidents shall represent their respective Years, and report back on the developments of Council.

D.5 The AMS representatives shall (collectively) report on the operations of the Alma Mater Society with reports outlining the proceedings of the AMS Assembly.

D.6 The faculty board representatives shall (collectively) report on the operations of the Faculty of Engineering and Applied Science Faculty Board.

D.7 The discipline club representatives shall represent their respective clubs, and report back on the developments of Council.

D.8 The first year section representatives shall represent the interests of first year engineering students and report back on the developments of Council.

E. Removal of Members

E.1 Should any individual member of EngSoc Council as seen in *By-Law 1.B* withdraw or be removed from their position (*Ref. By-Law 3.I*), their EngSoc Council membership shall be revoked and their replacement (should there be one) will gain membership of EngSoc Council.



By-Law 2 - Rules of Order for Council Meetings

A. Preparation for Meetings

A.1 Order of Business

a. The order of Business for Meetings of EngSoc Council shall be:

- i. Adoption of the Agenda
- ii. Adoption of the Minutes
- iii. Attendance
- iv. Speaker's Business
- v. Presentations
- vi. New Business
- vii. Break
- viii. Reports of the Executive, namely
 1. President
 2. Vice-President (Student Affairs)
 3. Vice-President (Operations)
- ix. Reports of the Directors, namely
 1. Director of Academics
 2. Director of External Relations
 3. Director of Professional Development
 4. Director of Social Issues
 5. Director of Clubs & Conferences
 6. Director of Communications
 7. Director of Design
 8. Director of Events



- 9. Director of First Year
- 10. Director of Governance
- 11. Director of Human Resources
- 12. Director of Finance
- 13. Director of Information Technology
- 14. Director of Internal Processes
- 15. Director of Services
- x. Question Period I (see A.3)
- xi. Faculty Board Report
- xii. A.M.S. Report
- xiii. Senate Report
- xiv. Engineering Review Board Report
- xv. Advisory Board Report
- xvi. Discipline Club Reports (see A.2)
- xvii. Year Reports
- xviii. Statements and Questions by Members (see A.3)

A.2 Reports

- a. The discipline clubs are divided into two groups. The first group is referred to as the "Sunny Group" and consists of the geological, chemical engineering and engineering chemistry, applied math, and civil disciplines. The second group is called the "Happy Group" and consists of the engineering physics, electrical and computer, mechanical, and mining disciplines. Clubs within the two groups will report at alternate Council meetings.
- b. All other reports will be presented at each Council.
- c. All personal reports and other confidential material contained in minutes, reports, or the agenda are to be clearly marked confidential, and are to be treated as such until otherwise decided by EngSoc Council.



- d. Copies of all reports from the Executive and Directors, as well as any reports which require Council approval shall be in the hands of each member of EngSoc Council at least 48 hours before the meeting where the report is to be considered
- e. If copies of any reports are not in the hands of members by this time, the report shall not be presented except with the consent of the Speaker or 2/3 of the members present and voting.
- f. Reports, which come from other groups or individuals, will be delivered to the Director of Governance an acceptable length of time as deemed by the Director of Governance prior to consideration by EngSoc Council.

A.3 Other Agenda Elements

- a. The two question periods, the first following the Director reports and the second following the Year reports, should not exceed fifteen minutes in length each.
- b. Motions will be written and submitted as outlined in *By-Law 2.C*.
- c. Speaker's business shall precede all agenda elements aside from the adoption of the agenda and minutes. It will be used to address Council with announcements that pertain to all attendees.
- d. Presentations will be used for groups, committees and individuals to address Council. They should primarily be used for accountability in the Society.
- e. "Business arising from the minutes" is defined as business that has been carried over from a previous meeting, motions being brought to the current session of Council and second readings of By-Law amendments. All other business should be considered in the order given above.
- f. A discussion period may be added after the 2nd question period. A request to add a discussion period must be addressed to the Director of Governance.

A.4 Making and Distribution of the Agenda and Minutes

- a. The agenda for each meeting shall be prepared by the Director of Governance. The Director of Governance shall arrange all business going



forward to EngSoc Council in properly prepared form. Any member of EngSoc who wishes to have items placed on the agenda, must give a written notice to the Director of Governance by their designated deadline, so that it may be distributed with the agenda.

b. The Director of Governance shall distribute the agenda for the forthcoming meeting no later than 48 hours before the meeting. The agenda will be available at the same time for the public.

c. Notice of regular meetings shall be made to members of the EngSoc Council at least two weeks before each meeting. This may be realized by an appropriate announcement having been made at the preceding meeting. It is not necessary that the notice give details of the business for the meeting, but it must state the time and location for the meeting.

d. If a special Council meeting (that does not fall on the regular Council schedule) is required, all members must be notified of the time and location of said meeting no later than 48 hours prior to the start time. The agenda for the meeting must also be presented at this time. In cases of emergency, the Executive may call a special meeting at any time.

e. Full minutes of every meeting of EngSoc Council shall be taken by the Secretary and retained by the Director of Governance, and these minutes shall be made public no later than 1 week after the Council meeting took place.

B. Council Behavior and Monitoring

B.1 There shall be a Speaker of EngSoc Council, who shall be appointed in accordance with *By-Law 1.C.1.c*. The Speaker shall:

- a. Preside at all meetings of EngSoc Council and preserve order and decorum.
- b. Not participate in debate.
- c. Only cast a vote in the event of a tie, in which case the Speaker will break the tie.

B.2 The Speaker is solely responsible for maintaining order at Council. It is the Speaker's discretion as to whether or not Council is currently in order.



- a. Any member, if called to order by the Speaker, or on a point raised by another member, shall yield the floor while the point is being stated.
- b. At the Speaker's discretion, debate may be entertained on questions of order but must be strictly relevant to the case.

B.3 The Speaker shall have final ruling on all orders at Council. Speaker's rulings must be followed.

- a. It is the duty of the Speaker to provide reference to specific rules regarding points of order when requested at Council.
- b. No debate shall be permitted on any rulings.
- c. Rulings may be overruled only by a two-thirds vote of members present.

B.4 The reference source for all points of order or procedure not covered in this by-law shall be Bourinot's Rules of Order in its most recent edition.

- a. If a point is raised which is not covered in this by-law or Bourinot's Rules of Order, reference shall be made to Beauchesne's Rules and Forms of the House of Commons of Canada, in its most recent edition, which shall be the final authority.
- b. No rule shall be amended or repealed without a notice of motion having been given during the previous meeting.
- c. The suspension of any rule of order may be effected without notice by the Speaker, for the duration of the meeting, if fewer than three members object.

B.5 The Speaker, after calling the attention of the meeting to the conduct of a member who persists in irrelevance or repetition, may direct that member to discontinue their speech.

B.6 The Speaker shall interrupt any member who makes use of inappropriate language.

B.7 The following outlines the consequences and courses of action pertaining to members missing meetings.

- a. The Director of Governance shall provide a warning to the offending member and the Year, discipline or committee that he/she represents after one missed meeting.



- b. Upon the absence of any voting member from two meetings of EngSoc Council during their term, without either proxying their vote or reasonable cause, the Director of Governance through the Vice-President (Operations) shall temporarily freeze the EngSoc account of and withhold funding to the year, discipline or committee that the offending member represents.
- i. The account shall remain frozen and funding withheld until the offending member can meet with the Director of Governance to explain his/her absence from meetings or at the discretion of the Director of Governance.
 - ii. Subsequent absences from EngSoc Council without either proxying one's vote or reasonable cause will again result in the temporary freezing of accounts and withholding of funds without notice. Notification will be sent from the Director of Governance to the Year, discipline or committee. A letter, signed by three members of the Executive or committee in question, excluding the offending member, must be sent to the Director of Governance either confirming their support for the offending member to continue as representative to EngSoc Council or stating the selection of a new representative.
- c. Proxying a member vote for three consecutive EngSoc Council meetings is considered equivalent to missing two Council meetings, and the same consequences will apply.
- d. If a non-voting member of Council has been proxied a vote by a voting member, the non-voting member is expected to vote in the manner as the proxying member would be expected to vote. If the non-voting member is unable to do so in good conscience, he/she should not accept the proxy.
- e. At the start of all Council Meetings, when the Speaker commences business, attendance shall be taken of all present members. This attendance shall be noted in the minutes for each meeting. During attendance, the Speaker and Director of Governance shall also recognize all valid proxies and conduct a count for quorum.
- f. Unless extenuating circumstances have been communicated prior to the start of the Council meeting to the Director of Governance, a member who is



more than 15 minutes late for a meeting shall be considered to have been “absent” for that meeting in the sense of B.7 above. It is up to the discretion of the Speaker, in consultation with the Director of Governance, to determine the definition of “extenuating circumstances” when it comes to tardiness or absence from a Council meeting.

g. The Director of Governance should maintain an up-to-date attendance record and have it available at each Council. Upon request by any EngSoc member present at Council, the attendance record for any voting or non-voting member of Council for the current term will be verbally announced.

C. Substantive Motions

C.1 The following outlines the structure and approval of any substantive motion submitted.

a. All substantive motions shall:

i. Be moved in the following format by any member of EngSoc:

WHEREAS (problem or reason)

AND WHEREAS (if multiple problems or reasons)

BE IT RESOLVED THAT (request or solution to problem)

BE IT FURTHER RESOLVED THAT (if multiple solutions/requests)

Moved By: (mover's name)

Seconded By: (seconder's name)

ii. Be seconded by any member of EngSoc;

iii. Either

1. Be preceded by a notice of motion, submitted in writing at a previous meeting of EngSoc Council; or

2. Be submitted in writing to the Director of Governance in time to be included with the Agenda circulated in advance of the meeting; or

3. Be submitted immediately prior to or during a meeting, at the discretion of the Speaker, but only if sufficient reason can be presented with notice due to circumstances beyond the control of the movers, or



that the motion is of sufficient importance that it be dealt with immediately; and

iv. Be in writing.

b. A substantive motion of which no notice was given, or which was not submitted in time to be on the Agenda shall not be proceeded with except by the consent of two-thirds of the voting members present.

c. A motion which was on the Agenda of the previous regular meeting, but which was not proceeded with for any reason (e.g. adjournment or lack of quorum) may be proceeded with during Business Arising from the Minutes without prior notice having been given.

C.2 Motions may be withdrawn:

a. By the mover at any time prior to the end of debate.

b. Prior to the meeting at which they were to be discussed, by the Speaker at the request of the mover of the motion.

C.3 Any motion that is defeated at a meeting may not be re-introduced, either as a substantive motion or as an amendment, during the current term of EngSoc Council (*Ref. By-Law 1.A.2*). The only exception is in the form of a motion of reconsideration (*Ref By-Law 2.E.2*).

C.4 Motions which are currently being debated, or motions which are about to be debated can be amended before or during the discussion about the motion.

a. An amendment must be moved and seconded.

b. Debate of an amendment takes precedence over debate of the motion being amended.

c. One sub-amendment (amendment to the amendment) may be entertained at any one time, the debate of which takes precedence over debate of the main amendment.

d. There is no limit to the number of amendments to a motion which may be proposed, but no amendment which has been defeated may subsequently be re-introduced.



- e. When an amendment is on the floor, debate shall be limited strictly to the amendment itself; no debate on the main motion shall be entertained until the amendment has been voted upon.
- f. An amendment may be taken as friendly at the discretion of the mover as long as no two members object. A friendly amendment to a motion will be accepted without debate.
- g. Amendments may not change the intent of the motion (as expressed by the mover of the original motion). It is up to the discretion of the Speaker whether or not a current amendment changes the intent of the original motion.

C.5 Ratifications will take the form of substantive motions.

- a. A ratification motion will include the names and positions of all parties to be ratified.
- b. The party to be ratified must be present at Council for their ratification.
 - i. This requirement may be waived at the discretion of the Director of Governance.

D. Rules of Debate

D.1 Quorum is defined as the minimum number of members of a deliberative assembly required to conduct the business of that group. Quorum for EngSoc Council refers to the minimum number of members required to pass any decisions requiring a vote.

- a. The quorum for EngSoc Council shall consist of one-half plus one of all voting members, rounded down. With 34 voting members, quorum requires 18 members present.
- b. If quorum is not maintained, the Speaker shall recess the meeting while an effort is made to secure sufficient members to retain quorum. If this effort fails then the meeting shall be adjourned with the time and the names of the members still present being recorded in the minutes. The remaining business on the Agenda may be proceeded with during the following meeting under Business Arising from the Minutes.



D.2 Every member of EngSoc Council shall rise and address the Speaker when speaking in debate.

- a. All members shall be referred to by their position (*Ref. By-Law 1.B*) followed by their surname.
- b. If no position is held by the individual, they shall be referred to as "Member" followed by their surname.

D.3 Either the mover or the seconder of a motion shall be the first to speak in the opening section of debate.

- a. The person who introduced the motion shall also have the right of summation in the closing section of debate.

D.4 No person shall speak for more than three minutes at a time without the permission of the Speaker.

- a. Members may speak to a motion more than once, but only after every other member choosing to speak for the first time has spoken. The Speaker may allow the mover(s) of a motion to speak out of turn if a direct response to a question is required.
- b. Prior to the cessation of debate, the Speaker shall announce that debate is being closed.

D.5 During debate, any member may request that the motion under consideration be read again, as long as this right is not abused as a delaying tactic. The Speaker has final discretion on the matter.

D.6 When a motion is under debate, no other motion, except for procedural motions or amendments, may be raised.

D.7 Guest speakers (defined as anyone present at a meeting who is not a member of the Engineering Society) may not participate in debate, but may answer points of information (see below).

D.8 No person shall interrupt another person except on a point of information, order, or privilege.

- a. Point of Information:



- i. Any person may raise their pinkie and rise on a point of information to request or give factual information concerning the motion under debate.
 - ii. All requests for information shall be addressed to the Speaker.
 - iii. All replies shall be addressed to the Speaker.
 - iv. Neither the question nor the reply shall be considered a speech to the motion under debate.
- b. Point of Order:
- i. Any person may rise on a point of order and bring to the attention of the Speaker any deviation or departure from the rules or ordinary procedures of EngSoc Council.
 - ii. A point of order cannot be raised when another point of order is being considered.
 - iii. A point of order must be raised when the irregularity occurs.
 - iv. If the Speaker finds that a member is abusing a point of order, and using it as a way to express other ideas, the Speaker shall direct that member to sit down.
 - v. A point of order does not constitute speaking to the motion under debate.
- c. Point of Personal Privilege:
- i. Any person may raise their pinkie and rise on a point of privilege to:
 - 1. Correct a substantial misinterpretation or misrepresentation of his or her previous speech; or
 - 2. Bring to the attention of the Council any personal insults or abuse directed at them; or
 - 3. Introduce new members of EngSoc Council or guest speakers.
 - ii. Any voting member wishing to be excused from the remainder of the meeting must rise on a point of privilege and request the permission of the Speaker to do so. The Speaker's decision in this matter shall be guided by the reasons given for making the request and by the extent to which the meeting is liable to lose quorum.



iii. In general terms, points of privilege refer to all matters affecting the rights and immunities of EngSoc Council collectively, or to the position and conduct of persons participating in the meetings.

iv. A point of privilege does not constitute speaking to the motion under debate.

D.9 When the Speaker is putting the question (voting on a matter), no member shall walk out of the meeting, or make any noise or disturbance.

D.10 No member shall reintroduce debate of any previous vote of EngSoc Council, except for the purpose of moving that such a vote be reconsidered (*see E.2*).

D.11 At the conclusion of debate the Speaker may call for an electronic vote using clickers. A show of hands may also be used.

a. If the decision is to be challenged, four voting members must stand to request a formal recount.

b. At the request of four voting members, the vote shall be taken by roll call instead of show of hands. If the Speaker has already taken a show of hands, then this request must be made before the Speaker announces the results.

c. For every vote taken at EngSoc Council, the numbers of votes for, against, and in abstention shall be noted. In addition, the number of absent members shall be noted so that the total number of votes cast/absent members shall be the same as the total number of voting members of Council, less the Speaker in all situations excepting a tie. The report of the electronic polls are to be attached to the end of the minutes.

d. Any member has the right to request that the minutes record them as having supported/opposed/abstained on the motion.

e. Should electronic voting using clicker not be possible, votes may be recorded by a show of hands at the discretion of the Speaker.

D.12 Smoking and the consumption of alcohol are prohibited in EngSoc Council chambers.



D.13 The Executive may, if it so desires, for certain items of business for which publicity is not in the interests of EngSoc, put forward a motion to assemble in closed session.

- a. Such a motion shall take the form that EngSoc Council enter closed session for the purpose of discussing (a particular item of business).
- b. If the motion is concurred in by two-thirds of the members present and voting, then EngSoc Council shall enter closed session.
- c. When in closed session the Speaker shall ensure that all persons who are not members of EngSoc Council, except those (if any) whom EngSoc Council has invited, leave the Council chambers.
- d. When in closed session, EngSoc Council may call before it any person or persons whose experience or knowledge of the item of business to be discussed will aid EngSoc Council in reaching a decision.
- e. All matters discussed in a closed session of Council shall remain confidential.

E. Procedural Motions

E.1 All procedural motions shall:

- a. Be seconded;
- b. Commence with the word THAT;
- c. Not be preceded by a preamble;
- d. Take precedence over debate on the main motion; and
- e. Not be debatable or amendable.

E.2 After any question has been decided, any member may, at the same meeting or at the next meeting thereafter, move reconsideration of the question.

- a. Such a motion shall take the form: That the decision taken on a motion (number of motion) of (date of meeting at which the decision was taken) be reconsidered.



- b. If the Council requests an explanation, the Speaker shall permit the mover to give a brief (one or two minutes) outline of the reasons for proposing reconsideration.
- c. Reconsideration of a decision taken on a motion at a previous meeting shall require a two-thirds vote of the total voting membership of EngSoc Council.
- d. Reconsideration of a decision taken on a motion at the same meeting shall require a two-thirds vote of those members present and voting.
- e. No question shall be reconsidered more than once, nor shall a motion to reconsider be reconsidered.
- f. Should EngSoc Council resolve that the specified motion is to be reconsidered, the original vote shall be of null effect and EngSoc Council shall begin a new debate on the motion. Persons who spoke to the motion in the previous debate shall have the right of speaking in the new debate. Should EngSoc Council not wish to continue the discussion at this time, the matter should be laid on the table.
- g. Should a member of EngSoc Council give notice at the current meeting of Council that they plan to motion to reconsider a recent decision, then the decision taken shall be held in abeyance until such time (usually the following meeting) as the motion of reconsideration is voted on. If such notice is not given, then there is no obligation to delay implementation of the decision.

E.3 Any member wishing to curtail debate on a motion may move to “put the question”.

- a. Moving to “put the question” shall constitute speaking to the main motion.
- b. Such a motion shall take the form, that this question be now put.
- c. If the motion of “putting the question” is resolved in the affirmative by a two-thirds vote of members present and voting, then debate on the main motion is superseded; a brief summation shall be given by the mover of the main motion, after which the main motion shall be put directly to the vote.



- d. It is not in order to move to “put the question” when an amendment is under debate. A motion to “put the question” may not be applied to an amendment or to a procedural motion.
- e. If the motion is resolved in the negative, then debate shall proceed as if no motion had been made, and it shall not be in order to motion to “put the question” on the same main motion until some intermediate proceeding, such as a motion to amend, has been proposed and decided.
- f. A motion of reconsideration may not be applied to a motion of “putting the question”.

E.4 Any person wishing to delay consideration of a question may move that the motion be laid on the table.

- a. Such a motion shall take the form that this question be laid on the table.
- b. When the motion is resolved in the affirmative, the main motion and all amendments related thereto are carried to the table and removed from consideration by EngSoc Council at that time.
- c. When the motion is resolved in the negative, the business proceeds as if no motion had been made.
- d. The consideration of any motion laid on the table may be resumed at any time, without previous notice, upon a motion to be decided by a simple majority. If this motion is decided in the affirmative, then EngSoc Council shall resume consideration of the question and all amendments relating thereto. Persons who spoke to the motion(s) before it was (they were) laid on the table shall have the right to speak during the resumed discussion.
- e. Such a motion shall take the form that the following question be raised from the table.
- f. A motion of reconsideration may be applied to a decision taken to either lay on the table or raise from the table.

E.5 Any member may at any time move a motion of adjournment of the meeting. The moving of this motion shall constitute speaking to the motion under debate at that time, and such a motion may not be proposed by a member who has already spoken to the motion under debate.



- a. Such a motion shall take the form that this meeting now be adjourned.
 - b. When the motion is resolved in the affirmative, all remaining business shall be superseded and the meeting shall end, the time being recorded in the minutes.
 - c. When the motion is resolved in the negative, business shall proceed as if no motion had been made, except that it shall not be in order to move adjournment again until some intermediate proceeding (such as an amendment or another main motion) has taken place.
 - d. A motion of reconsideration may apply to a decision taken on a motion of adjournment.
 - e. Meetings of EngSoc Council shall automatically adjourn after three hours unless a motion to extend the deadline is passed. Such a motion shall require a two-thirds vote of the members present and voting in order to be resolved in the affirmative.
 - f. Motions to extend the deadline shall extend EngSoc Council for a maximum of thirty minutes. Following the thirty minutes, additional motions to extend Council must be passed in order to continue.
- E.6 Any person wishing to take up an item of business out of its appointed order on the Agenda may move, that motion (number on motion sheet) be considered as the next order of business. Such a motion may not be proposed when another motion is being debated, and shall be decided by a simple majority vote.
- E.7 Any person wishing to prevent EngSoc Council from taking a vote on the main motion under discussion may move, that EngSoc Council proceed to the next order of business. Such a motion may not be proposed when an amendment or procedural motion is being debated, and shall be decided by a simple majority vote. The moving of such a motion shall constitute speaking to the main motion, and may not be proposed by a person who has already spoken to the main motion.



F. Committee of the Whole

Preamble: "Committee of the Whole" is a parliamentary measure which is used to relax some of the rigid rules of EngSoc Council and allow for healthy discussion without the need to raise on points or address the Speaker. When Council is a Committee of the Whole, the Speaker becomes the chair of the committee and leads open discussion.

F.1 A Committee of the Whole is ordinarily appointed by a motion that EngSoc Council go into Committee of the Whole to consider a particular question or motion pertaining thereto.

a. Such a motion is neither amendable nor debatable.

F.2 Such a motion may be proposed by a person who has already spoken to the question under debate. If the motion to enter Committee of the Whole is defeated, then the moving of this motion shall not constitute a speech to the motion under debate.

F.3 When EngSoc Council enters Committee of the Whole, a motion may be put forward, that the Speaker leave the chair. The purpose of such a motion is to allow the committee proceedings to be chaired by someone more qualified or to give the Speaker a rest.

a. If the motion is resolved in the negative, the Speaker shall retain the chair.

b. If the motion is resolved in the affirmative the deputy Speaker (*Ref By-Law 1.D.1.a*) or, failing that, a person immediately appointed by the Committee, shall take the chair, and preserve order and decorum.

c. If a sudden disorder occurs, the Speaker shall immediately resume the chair.

F.4 Members may speak to a motion more than once, but only after every other member choosing to speak for the first time has spoken.

F.5 Motions presented during Committee of the Whole are not required to be seconded and therefore shall not be seconded.

F.6 Having completed debate and having voted on the question under consideration, a motion shall be made, that EngSoc Council move out of Committee of the Whole.



- a. EngSoc Council having left Committee of the Whole, the chair of the Committee shall report to EngSoc Council the decision taken by the Committee.
- b. Whenever a resolution is reported from any Committee of the Whole, a motion to concur with the decision taken by the Committee shall forthwith be put and decided by EngSoc Council without further debate or amendment.
- c. Should such a motion be decided in the affirmative, the main motion shall be considered to have carried.
- d. Should such a motion be decided in the negative, the main motion shall be considered to have failed.

F.7 Any member desiring to end the Committee's discussion without it reaching a conclusion may move that the Committee of the Whole do rise.

- a. If such a motion is resolved in the affirmative, then the Committee shall be dissolved and EngSoc Council shall resume consideration without any decision being reported from the Committee.
- b. If such a motion is resolved in the negative, the Committee's business shall proceed as if no such motion had been made.

G. Duration of Decisions of EngSoc Council

- G.1 All decisions of EngSoc Council shall remain in effect for at least the remainder of the current term, unless sooner amended or rescinded by EngSoc Council or by general meeting.
- G.2 Decisions authorizing the expenditure of monies shall lapse at the end of the term during which they are taken.
- G.3 Decisions directing officers of EngSoc to take specific actions shall lapse at the end of the term during which they are taken.
- G.4 Decisions respecting the fee structure or wage structure of the commercial operations of EngSoc, such as the Clark Hall Pub, shall remain in effect until amended or rescinded.



G.5 Decisions respecting general policy not relating to specific events shall remain in effect until amended or rescinded, or until EngSoc Council takes any other action with which such policies are in conflict.

H. Calling of General Meetings

H.1 A general meeting may be called at any time during the academic year by the EngSoc Council or by the President.

- a. A general meeting must be called within five days upon presentation of a petition to do so signed by one hundred members of the Engineering Society. The meeting itself must be held at the earliest reasonable date after the presentation of the petition.

I. Conduct of Annual and General Meetings

I.1 The outgoing Speaker shall preside over the annual meeting.

I.2 The annual meeting shall be held in place of either the second or third last Council meeting in the winter term each year. Before said Council meeting occurs, time and venue to be decided by the Vice-President (Student Affairs). At least two weeks' notice to this meeting shall be given to all members.

I.3 The order of business shall follow the Order of Business outlined in *By-Law 2.A.1*.

- a. The following shall be conducted during the annual meeting:
 - i. The oath of the incoming Executive (*Ref. By-Law 4.B.1*).
 - ii. Ratify the incoming Engineering Society Directors (as outlined in *By-Law 8*).
 - iii. The election for the incoming Speaker and Chief Electoral Officer.
 - iv. Elections for student representatives on Advisory Board (as outlined in *By-Law 18.B.1.f*).
 - v. Elections for alumni and Faculty representatives on Advisory Board (as outlined in *By-Law 18.B.1*).
 - vi. Ratify the Board of Directors of the Engineering Society and Research Centre (Kingston) (as outlined in *By-Law 13*).



- vii. Any other matters affecting the interests of the Society.
- l.4 All motions to be placed on the agenda for the annual meeting must be submitted a week prior to the annual meeting to the Director of Governance.
- l.5 The quorum for any annual or general meetings of EngSoc shall be fifty (50) members of the Engineering Society.
 - a. Should there be no quorum, business may proceed as though a quorum were present; all decisions made shall be binding except as follows:
 - i. Should any members of EngSoc wish to challenge the decisions made at the meeting they may present a petition containing the signatures of fifty (50) members of EngSoc, asking for a special general meeting.
 - ii. This petition shall only be received within one week of the adjournment of the meeting.
 - iii. The special general meeting shall be held within ten days of the receipt of the petition.
 - iv. The quorum at such a special general meeting shall be fifty (50) members of EngSoc, and if present the meeting may review any decision of the previous meeting and confirm or reject it.
 - v. If no quorum is present, the special general meeting cannot convene, and the decisions of the previous meeting shall become binding.



By-Law 3 - Engineering Society Elections

A. Elections Committee

A.1 There shall exist an Engineering Society Elections Committee which shall organize and conduct the elections of the Executive, of all Year representatives of the Society, and of other Society officers where the need should arise.

A.2 The EngSoc Elections Committee shall be composed of

a. A Chief Electoral Officer (CEO):

i. The CEO shall be responsible for resolving disputes and making rulings during the election, interpreting the Engineering Society constitution for this purpose in a manner consistent with its intentions.

ii. The CEO shall act as the chair of the Elections Committee.

iii. The Speaker of EngSoc Council shall serve as the CEO.

1. In the event of the absence of the Speaker, the Director of Governance shall serve as the CEO.

2. In the event of the absence of both the Speaker and the Director of Governance, the Vice-President (Student Affairs) shall serve as the CEO.

3. In the event of the absence of the Speaker, the Director of Governance and the Vice-President (Student Affairs), the Engineering Society Council shall appoint a Society member to serve as CEO.

b. A Chief Returning Officer (CRO):

i. The CRO shall be responsible for the logistics, coordination and delegation of tasks for all elections and enforce *By-Law 3* to that end.

ii. The CRO shall defer to the CEO for a ruling where a dispute is registered.

iii. The CRO shall be responsible for the responsibilities of the CEO or DRO should one of these members be unable to fulfill their duties during the election period.



iv. The CRO will be appointed by the Director of Governance based on *Policy Manual γ.A.*

c. Deputy Returning Officer(s) (DRO):

i. The DRO(s) shall be responsible for aiding the CRO in coordination of all elections.

ii. The DRO(s) will not be consulted in election rulings or disputes.

iii. The DRO(s) will be appointed by the Director of Governance based on *Policy Manual γ .A.*

d. Ex-Officio Members

i. The Director of Governance will serve in an advisory capacity on the Committee, unless they are acting as CEO, under *A.2.a.ii.1.*

ii. The Vice-President (Student Affairs) will serve in an advisory capacity on the Committee, unless they are acting as CEO, under *A.2.a.ii.2.*

iii. The Director of Communications will serve in an advisory capacity on the Committee regarding the marketing of the elections.

A.3 No student running in the Winter General Elections (*as shown in B*) may participate as a member of the Elections Committee during the election. A replacement (if deemed necessary by the CEO and Director of Governance) must be found as outlined in *A.2.ii.1* through *A.2.ii.3* above. If a member of the Elections committee wishes to run for a position in any other election, they may not be a part of the administrative team organizing that specific election.

B. EngSoc General Elections

(*Ref. By-Law 4, By-Law 7*)

B.1 The officers listed below shall be nominated and elected by all ordinary members of the Engineering Society:

a. President

b. Vice-President (Operations)

c. Vice-President (Student Affairs)

d. Jr. Senator



B.2 Any member who has previously held any of the positions listed in B.1 will not be eligible to stand for election for the respective position.

- a. If no nomination for a position is received during the extended nomination period, then the member will be eligible to be appointed to the position by the Engineering Society Council at the electoral EngSoc Council meeting described in B.5.b.
- b. Should a vacancy occur within the Engineering Society Senator Team as described in F.2, a member that has previously served one two-year term as Senator will be eligible to stand for election for the vacant Senator position.
- c. A member that has previously served one one-year term to fill a vacancy as described in F.2 will be eligible to stand for election for a two-year term as Senator.

B.3 Nominations for these positions must be submitted before 5:30 pm on the Wednesday two weeks prior to last day of polling. Such nominations shall be submitted in writing to the Chief Returning Officer of the Engineering Society and must be signed by at least fifty (50) members of the Engineering Society. There shall be no limit to the number of nominees for the candidacy of each office.

B.4 A meeting with all candidates for the election must be held as soon as possible after the nominations have been handed in to brief all candidates and give them a chance to ask any questions.

B.5 In the event of no nominees for the candidacy of any one position, the nomination period will be extended until the following Sunday at 5:30 pm. If 1 or more nomination is received the election for this position will be held with the regular election. There will be no further extensions.

- a. If only one nomination is received for any one position at the end of the nomination period, the nomination period will be extended until the following Sunday at 5:30 pm. The election for this position will be held with the regular election. If there is still only one nominee at the end of the period, a vote of confidence will be held with the regular election to determine if the nominee will be acclaimed to the position. The nominee will be subject to all rules concerning candidacy.



i. The question to appear on the ballot be of the form: "Do you have confidence in the ability of (candidate) to perform the duties of (position)?".

ii. If the outcome of the vote is negative, then the EngSoc Council shall appoint a qualified person to that position at the first EngSoc Council meeting thereafter. Notice shall be given to all members of the Engineering Society, and all interested members will be invited to appear before Council. A candidate may not be appointed to the same Executive position in a session of Council in which they have been defeated in a confidence vote.

iii. If the outcome of the vote is positive, the nominee will be acclaimed to the nominated position.

b. If no nomination for the position is received within the extended nomination period, then the EngSoc Council shall appoint a qualified person to that position at the first EngSoc Council meeting thereafter.

i. Notification of the availability of this position shall be published in the Golden Words "This Is For Real" section, along with the other candidates' platforms, as well as in an email to all Society members at least forty-eight (48) hours in advance of the electoral EngSoc Council meeting.

B.6 The Elections Committee will be required to present to each candidate a list of campaign regulations, subject to approval by the EngSoc Council. The candidates will be required to obey these regulations. All efforts shall be made to enable all Society members to see, hear and know the names of the candidates. It shall be the duty of the Elections Committee to have printed and distributed around the campus prior to the elections, posters displaying the date and time of the elections, times and locations of all polling booths, and names and offices of all candidates.

B.7 The Chief Electoral Officer shall hold all candidates accountable to the relevant campaign regulations.

a. EngSoc agrees to subsidize each candidate to an amount approved by Council annually upon submission of receipts of expenses incurred from the



campaign. This subsidy will be granted only if the candidate receives a portion of the first-round voting total equal to at least fifty per cent (50%) divided by the total number of candidates running for their nominated position.

b. The Chief Electoral Officer may impose sanctions relating to the campaign as they see fit, including but not limited to:

- i. Campaign suspension
- ii. Reduction of subsidies provided for campaign materials
- iii. Disqualification

c. A candidate may appeal a sanction set by the Chief Electoral Officer to the Engineering Review Board. Any decision by the Engineering Review Board is final.

B.8 The annual election of the Executive of the Engineering Society shall be held simultaneously with the A.M.S. election unless permission is given to do otherwise by EngSoc Council.

B.9 The campaign period for all candidates will commence at the beginning of the business week preceding the week of the vote and will end at midnight the day before voting begins.

B.10 Voting will take place by secret preferential ballot. Balloting shall be carried out in the following manner: students will be e-mailed a username and password to the AMS online voting system. They will log into the online voting system and choose candidates.

B.11 Should the EngSoc elections not run with the Alma Mater Society, balloting shall be carried out in the following manner: ballots shall be distributed upon presentation of a student card to be marked in a manner consistent with Preferential Balloting as defined in *By-Law 3.G*. Distribution, collection and counting of the ballots shall be the responsibility of the Elections Committee.

C. Discipline Club Elections

(Ref. *By-Law 6*)



C.1 The outgoing Discipline Club Executive shall be responsible for the election of the incoming Discipline Club Executive.

C.2 Notice of all roles to be filled shall be publicized at least one week prior to the election meeting, superceding the Discipline Clubs' Constitutions.

C.3 Clubs shall hold elections not later than two weeks prior to the beginning of the Winter exam period but not earlier than the day after the EngSoc Elections. It is recommended that the clubs proceed as follows: elections for all positions should be held at a Club meeting scheduled for a time convenient to as many members of the Club as possible.

C.4 In the event that a Club has not held its election by the specified date, the Elections Committee of EngSoc shall see that the election is held during the following week.

a. If for any reason, elections have not been held by May 1st, the Director of Governance shall conduct the elections in conjunction with the Director of Academics and any members already elected.

C.5 An exception to C.1, C.3 and C.4 shall be made for the election of Second Year Representatives, which shall be facilitated by the President in Week 2 or 3 of the Fall Semester.

D. Election of Year Executives

(Ref. By-Law 5)

D.1 The Elections Committee shall be responsible for the election of all Year Executives including First Year Section Representatives.

D.2 Notice of all offices to be filled shall be publicized at least one week prior to the election meeting. In particular, the election of the First Year Executive shall be publicized during Orientation Week.

D.3 The elections for the First Year Executive shall be held before the second Council of the fall semester.

D.4 Section Representatives shall be elected for each Super Section as early as possible following the election of the First Year Executive. The representative from Section J (Extended Program) shall be elected as soon as the enrolment in



Section J (Extended Program) reaches twenty-five (25) persons. These positions shall remain in effect until the end of the first academic year.

a. A Super Section is defined as a grouping of multiple first year class sections that take most lecture classes together. For example if sections A, B, C, D all take chemistry together that would be a super section.

D.5 The elections for second, third and fourth Year Executives shall be held no later than two weeks prior to the beginning of Winter exam period but not earlier than the day after the EngSoc General Elections.

D.6 The elections for each Year shall be scheduled for such a time that is convenient to as many members as possible. The elections for all positions of a given Year Executive shall be held at the same meeting.

D.7 Officers shall be elected in the order in which the offices are listed in *By-Law 5.C.1*. Nominations for each office shall be accepted immediately prior to the voting for that office.

D.8 All candidates for each office shall be permitted to speak for a reasonable amount of time prior to the voting for that office. The presiding election officer shall fix a time limit which shall apply to all candidates for the specific office. Positions which hold a vote on EngSoc Council are permitted to have a longer speaking time than non-voting positions.

D.9 The voting shall be conducted by a show of hands or by a rising vote in accordance with Preferential Balloting as defined in *G.1*.

a. In the situation where two candidates yield the same result, the member conducting the Election will be mandated to break the tie, and eliminate the losing candidate.

D.10 Immediately following the election of each Executive, the presiding officer shall instruct the officers in their duties.

E. Referenda

E.1 The Engineering Society may conduct referenda on any matters within the jurisdiction of the Society or affecting the interests of the Society.



- a. The decisions so made shall be binding upon the Society, provided that it is within the purview of the Engineering Society to act upon the decision.
- E.2 There shall be an annual referendum to be conducted concurrently with the election of the EngSoc Executive.
 - a. Notwithstanding the above, if there are no questions to be asked in a given year, then no referendum need be conducted.
- E.3 A question may be added to the questions for the annual referendum by the Engineering Society Council, through a resolution to be decided by a simple majority of members present and voting.
 - a. A question may be added to the questions for the annual referendum through the presentation of a petition bearing the signatures of at least five percent (5%) of the ordinary members of the Engineering Society. Such petitions shall be received by the Speaker of the EngSoc Council, or the interim Chair of the Elections Committee.
- E.4 The results of a question put to referendum shall be invalid if the question receives less than one week's advance notice before the opening of the polls.
- E.5 Notwithstanding E.3, the EngSoc Council may call an emergency referendum at any time by means of a resolution which receives the affirmative votes of at least two-thirds of the members present and voting.
 - a. The provisions of E.5 shall apply to such emergency referenda.
- E.6 The Chief Returning Officer shall publicize the questions to be presented on the referendum, the dates of the referendum, and the locations and times of operation of the polling stations to the members of the Engineering Society. Not limiting the generality of the former, the Chief Returning Officer shall:
 - a. Keep available for public viewing in the Engineering Society Lounge the questions that are to appear on the referendum ballot.
 - b. Send an email to all subscribed engineering e-mail accounts.
 - c. If the questions are received by the Chief Returning Officer prior to the submission deadlines to the two issues of Golden Words before the opening of the polls of the referendum, publish the abovementioned information in the "This Is For Real" section of the Golden Words, and in paid



advertisement form if deemed necessary by the Chief Returning Officer. The questions will be published in both issues if received in time, or just one issue if received after the submission date for the first issue but before the submission date of the second issue. This does not limit the Chief Returning Officer from publishing the abovementioned information in other issues of Golden Words or in other publications.

E.7 The following governs the duties of the Elections Committee

a. The Elections Committee will be required to publish a list of campaign regulations, subject to approval by the EngSoc Council, for any group that should run a Yes or No campaign in response to the referendum question. Any group, wishing to run a Yes or No campaign must provide written notification to the Chief Returning Officer. All individuals within these groups will be required to obey these regulations. It shall be the duty of the Elections Committee to have printed and distributed around the campus prior to the referendum, posters displaying the date and time of the referendum, times and locations of all polling booths, and the referendum questions.

i. The Chief Electoral Officer shall hold all individuals accountable to the relevant campaign regulations. The Chief Electoral Officer may impose sanctions relating to the campaign as they see fit, including but not limited to:

1. Campaign suspension

2. Reduction of subsidies provided for campaign materials

ii. A candidate may appeal a sanction set by the Chief Electoral Officer to the Engineering Review Board. Any decision by the Engineering Review Board is final.

b. EngSoc agrees to subsidize one group who wishes to run a Yes campaign and one group who wishes to run a No campaign to an amount not exceeding the spending limit of \$30.00 upon submission of receipts of expenses incurred from the campaign. This subsidy will be granted if the percentage of the vote received by the Campaign Team on the disputed question in the referendum is greater than 20%.



- i. In the event that more than one group wishes to run a Yes or No campaign, the Chief Returning Officer will request that the multiple groups on each side merge to form a single Yes and a single No campaign.
- ii. If a merger is not agreeable to the multiple groups who wish to run either a Yes or No campaign, the Chief Returning Officer shall rule in favour of one group, which shall receive the full campaign allowance.
- c. In the event that the Engineering Society Executive or Council elects to run a Yes or No campaign, the Engineering Society shall fund the campaign and the expenses on that campaign must not exceed the spending limit set above or by the Elections Team.

F. Senators

(Ref. By-Law 7)

F.1 The following governs the selection of the EngSoc Senators

- a. The EngSoc Senators shall be selected through a Society-wide election, normally conducted concurrently with the EngSoc General Elections.
- b. If at all possible, the election shall have been conducted in time for the result to be communicated to Senate at its regular February meeting.
- c. The election shall be governed by the same rules as those governing the election of the EngSoc Executive as regards to the nomination procedure, the campaign regulations, and the polling procedure.
- d. Only those members of EngSoc, whose expected year of graduation (as they perceive it at the time of their election) is such that they would be able to hold office for the specified term, are eligible to stand for election as Senators.

F.2 The following governs a vacancy within the Engineering Society Senator Team

- a. Should a vacancy occur, a new Senator shall be elected as rapidly as is possible. They shall hold office until the expiration of the original two-year term.



b. In the event that a vacancy occurs close to the end of the two-year term, it shall be at the discretion of the EngSoc Council to decide, on the recommendations of its Elections Committee, whether or not the vacancy is to be filled.

c. Should a by-election to fill a vacancy on Senate be necessary, any member of EngSoc who meets the requirements of *F.1.d* shall be eligible to stand for election.

G. Methods of Voting

G.1 Preferential Voting

a. Multiple round voting

- i. All persons entitled to cast a vote shall cast a single vote. If multiple candidates are to be selected in a single running, all persons entitled to cast a vote shall cast as many votes as there are candidates to be selected.
- ii. If one of the candidates has secured greater than 50% of the votes cast, they shall be declared the winner. If no candidate has greater than 50%, the candidate with the least number of votes shall be eliminated from candidacy and all persons entitled to cast a vote shall recast their vote(s) given the reduced slate of candidates. Any remaining candidate who (if receiving all votes originally cast for the eliminated candidate) could have more votes than another candidate will remain for successive rounds of voting.

G.2 Balloted voting

- i. All persons entitled to cast a vote shall rank the candidates in order of preference (first preference, second preference, third preference, etc.) on the ballot.
- ii. All candidates need not be ranked on a ballot.
- iii. A ballot marked with a single 'X' or other lone demarcation clearly indicating the selection of a single candidate over all others (as in the first-past-the-post system) shall be interpreted as a first preference



ranking for the selected candidate and no preference for the remaining candidates.

- iv. If there is any ambiguity in a ballot as to the explicitly stated preference between any two candidates, that ballot is to be considered spoiled and set aside.
- v. A ballot is defined to be a vote for a particular candidate if:
 - 1. The candidate is the highest ranked preference on the ballot.
 - 2. The candidate has not been eliminated from candidacy.
- vi. If one candidate receives more than 50% of the votes cast, they shall be declared the winner. If no candidate has greater than 50%, the candidate with the least number of votes shall be eliminated from candidacy. All votes for that candidate are then redistributed to the candidate who is the next preference listed on that ballot and is still in candidacy. If there are no remaining votes for candidates still in candidacy on a particular ballot, the ballot shall be set aside. This redistribution shall continue until one candidate has collected greater than 50% of the votes cast, or only two candidates remain. If only two candidates remain and neither has collected greater than 50% of the votes cast, the candidate with the greatest number of votes shall be declared the winner.

H. Neutral Parties

Preamble: In the interest of ensuring a fair and democratic process this policy prohibits the possibility of interference by those with privileged authority or influence.

H.1 The following individuals and groups are prohibited from actively campaigning or endorsing candidates in any manner during Executive & Senator elections:

- a. Members of the Executive
- b. Senators
- c. Members of the Elections Committee
- d. Members of the Engineering Society Review Board



- e. Chair of the Advisory Board
- f. Service Head Managers and Assistant Managers
- g. Science Formal Convener and Chairs
- h. Orientation Chair and Chief FREC

H.2 All individuals who hold an appointed or hired position within the Engineering Society not listed in H.1 are prohibited from using their position to actively aid in campaigning or endorsing candidates during Executive & Senator elections. This includes, but is not limited to, an individual's use of the position's title, image, or their position within the group or service to endorse a candidate.

H.3 All Engineering Society-affiliated groups and portfolios are prohibited from actively campaigning or endorsing candidates during Executive and Senator elections. This includes, but is not limited to, an individual's use of the group or portfolio's name, image, or their position within the group to endorse a candidate.

H.4 Active campaigning and endorsing is defined as overtly supporting or denouncing a candidate in public forum.

H.5 Active campaigning and endorsing does not include membership in social media groups of candidates for informative purposes.

H.6 Candidates running for election are forbidden from using the "This is For Real" section of Golden Words for campaigning purposes. This does not preclude them from purchasing ad space should their budget allow for it.

H.7 All grievances regarding violations of neutrality may be forwarded to the Chief Electoral Officer.

- a. If the alleged violation was committed by, or otherwise involves a member of the Elections Committee, the grievance may be forwarded to the Engineering Society Review Board and processed as outlined in *Policy Manual ε*.



I. Removal of Elected Officers

I.1 Any elected officer of the Engineering Society seen in this by-law (*By-Law 3*), who is elected by Engineering Society-wide vote can be removed from their position.

a. There are two ways in which such a member can be removed:

- i. A petition with the signatures of at least one-third of the Engineering Society members (those who have paid student fees) can demand that the elections committee conduct a referendum to determine if the specified individual should remain in office.
- ii. A vote of two-thirds majority of **all** voting EngSoc Council members passes demanding that the Elections Committee conduct a referendum to determine if the individual should remain in office.

b. If it is determined that a referendum is to be conducted, the following two conditions must be met in order to remove the member in question.

- i. The referendum must pass with at least two-thirds majority (66.67% or higher) voting in favor of removing the member in question.
- ii. In the case that the member being removed was an elected member, the total number of votes cast in the referendum must match or exceed the total number of votes cast during the election of that member. In the case where voter turnout to the election of the member in question is not recorded, it is up to the discretion of the Elections Committee to determine (prior to voting) what the voter turnout of the referendum must be.

c. If the referendum is passed, and the member in question is removed from their position a new election is to be conducted by the Elections Committee. Until that time, Council may choose to elect a temporary member to fill the duties of the removed member.

- i. In the case where the member being replaced is a member of the Executive, it is up to the discretion of the remaining Executive whether or not a temporary member is elected.



l.2 Any elected officer of the Engineering Society as described in *By-Law 1.C.1* and *By-Law 3.B.1*, who is not elected by Engineering Society-wide vote can be removed from their position via a vote of two-thirds majority of **all** voting EngSoc Council members.

- a. The petitioner will bring the situation to the attention of the Executive before such a motion is brought to Council.
- b. The Executive will be tasked with gathering more information on the situation and will decide whether to move forward with the motion.
 - i. All evidence to be brought to Council must be presented to the member in question and the petitioner before it is brought to Council.
 - ii. The petitioner may appeal this decision to the Engineering Review Board whose decision shall be final.
- c. Before such a motion is brought to Council, the elected officer will meet with the Executive to explain their actions, and will be given a chance to resign
- d. The motion to remove a member must be moved by a member of the Executive and seconded either by the petitioner or another member of the Executive.
- e. When the motion is brought to Council, the member in question must be invited to council in order to explain their actions.
 - i. The petitioner must also be invited to Council.
- f. The Council proceedings to remove the member in question will occur during a closed session (*Ref By-Law 2.D.13*), and will only appear on the agenda as a motion to enter a closed session, moved by a member of the Executive
- g. If any voting member of Council or the Council Speaker has a conflict of interest, they will recuse themselves, and will not be allowed to proxy their vote for the duration of the motion.

l.3 Members of the Advisory Board can be removed from their position via a vote of two-thirds majority of **all** voting EngSoc Council members.



- a. The petitioner will bring the situation to the attention of the Chair of the Advisory Board.
- b. The Chair of the Advisory Board will be tasked with gathering more information into the situation and will decide whether to move forward with an impeachment motion.
 - i. All evidence to be brought to council must be presented to the member in question and the petitioner before it is brought to council.
 - ii. The petitioner may appeal this decision to the Engineering Review Board whose decision shall be final.
- c. Before such a motion is brought to Council, the elected officer will meet with the Chair of the Advisory Board to explain their actions and will be given a chance to resign.
- d. The motion to remove a member must be moved by the Chair of the Advisory Board, and seconded either by the petitioner or a member of the Executive.
- e. Sections *I.2.e* through *I.2.g* shall still apply for removal of Advisory Board members.
- f. Should the Chair declare a conflict of interest, the Deputy Chair shall perform the duties of the Chair in this process.

J. Replacement of Elected Officers

- J.1 In the event that an elected position becomes vacant during the term through resignation or removal of the previous officer, the position shall be filled for the remainder of the term by way of a By-Election.
- J.2 Such a By-Election shall be publicized and executed in a manner as similar as possible to the original election for the officer.
- J.3 In the event that such a By-Election would be impractical or impossible to undertake effectively, or a held By-Election does not produce an elected candidate, Council may decide that the position is to be elected by Council.



By-Law 4 - The Executive

A. Purpose

A.1 The Executive of EngSoc shall, as a whole, have the direction and management of EngSoc subject to such directions as the EngSoc Council may give.

A.2 The Executive shall administer the finances of the Society, manage its physical plant, and implement the policies of the Society.

a. The Executive shall function with ultimate authority for any Executive member's portfolio vested in that Executive member.

b. Any Executive member is not bound to support decisions made by another Executive member, nor is any Executive member bound to support the majority opinion of the Executive.

c. Decisions of any Executive member shall be subject to the will and direction of the Engineering Society Council and shall not be overruled by other members of the Executive.

d. No decision shall be made by internal vote of the Executive; however, in all significant matters and decisions of Executive members shall the Executive be consulted and to the Executive shall the matter in its entirety be disclosed, accepting instances of legal confidentiality.

e. All decisions shall be referred to the relevant Executive portfolio for ultimate authority and, if there exists within the Executive significant disagreement to what portfolio an issue is relevant, the matter shall be brought before the Engineering Society Council.

A.3 The Executive shall be responsible to the EngSoc Council and shall act in accordance with any decisions of that body.

B. Membership

B.1 The following persons shall constitute the Executive of EngSoc:

a. the President;



- b. the Vice-President (Operations);
- c. the Vice-President (Student Affairs);

B.2 The Executive shall be elected as described in *By-Law 3.B*.

B.3 Additional persons may be added to the Executive for temporary duties, by means of a resolution of the EngSoc Council, but such persons shall report to a regular member of the Executive, namely one of the officers defined above.

C. Meetings of the Executive

C.1 The Executive shall meet at the call of the President, or of the Vice-President (Student Affairs) when the latter is acting in the place of the President.

C.2 The President shall call a meeting of the Executive when presented with a written request for the same by two members of the Executive.

C.3 Rules governing Executive Meetings

- a. A majority of the Executive present shall constitute a meeting.
- b. The Executive shall meet not less than four times per calendar month from September to April, inclusive.
- c. Each Executive member shall attend no less than three of the four meetings per calendar month, except in the event of extenuating circumstances.
- d. In the event of the failure to attend the requisite number of meetings, the Executive member's attendance record shall be communicated to EngSoc Council.

C.4 Each Executive member shall inform and consult the entire Executive on matters related to their portfolio. The individual Executive member shall be guided, but not be bound, by the collective Executive opinion.

C.5 Line of Succession

- a. The President may delegate authority to a member of the Executive in the following order of preference:



i. Vice-President (Student Affairs);

ii. Vice-President (Operations);

b. The duration of such delegation of authority shall not exceed one month unless it occurs during a period when regular classes are not in session at the University.

C.6 The President, Vice-President (Operations), and the Vice-President (Student Affairs) shall have signing authority over all EngSoc bank accounts, with two signatures required for authorization.

D. Duties of the Executive

D.1 The Executive shall be responsible for those duties listed under *Policy Manual β.A.*

E. Qualifications and Tenure of Office

E.1 Prospective candidates for the Executive must be members of the appropriate year which are defined in *By-Law 5.B.1*, as specified in the schedule below, during the bulk of their term:

a. President - 4th year

b. Vice President (Operations) - 3rd or 4th year

c. Vice President (Student Affairs) - 3rd or 4th year

E.2 The tenure of office for the Executive shall be from the 1st of May of the year in which they are elected until the 30th of April of the following year.

E.3 As soon as elected or acclaimed, the in-coming Executive shall sit at the meetings of the Executive and until the 30th of April these meetings shall be combined meetings of the two Executives.

E.4 Each member of the outgoing Executive shall provide a written Operations & Transition Manual to the respective member of the incoming Executive which includes a list of their duties.



F. Induction & Oath

F.1 The Executive shall be inducted at the Annual General Meeting as noted in *By-Law 2.I.3.a.*

F.2 The following oath shall be performed orally by each incoming Executive member and noted fully in the minutes of the meeting: "Standing before the membership at this Annual General Meeting occurring on (date of induction), I, (name of inductee), the incoming (position of inductee) pledge to uphold the values, duties and vision of the Engineering Society of Queen's University, along with any other responsibilities as a member of the Executive as outlined in the Constitution, By-laws and Policy Manuals of the Engineering Society of Queen's University."

G. Policy References

G.1 This by-law may be referenced in section *β.A* of the Policy Manual



By-Law 5 - The Years

A. Purpose

A.1 The Year Executive is to administrate the affairs of the Year and to provide a line of communication between the Year and the EngSoc Council. The Year Executive should have representation at all general meetings of EngSoc. The events organized by the Year Executive should reflect the spirit and pride of each engineering year.

B. Membership

B.1 EngSoc Years

- a. All students who are ordinary members of EngSoc will belong to a Year Society as defined below.
 - i. The First Year shall include all the students that are members of EngSoc who will graduate within three years or more of the April of the current academic year.
 - ii. The second year shall include all students that are members of EngSoc who will graduate within two years of the April of the current academic year or have been a member of EngSoc for one year.
 - iii. The third year shall include all students that are members of EngSoc who will graduate within one year of the April of the current academic year or have been a member of EngSoc for two years.
 - iv. The fourth year shall include all students that are members of EngSoc who will graduate in April or sooner of the current academic year or have been a member of EngSoc for three years.
- b. Members of the Engineering Society that are members of two or more Year Societies as defined above shall be considered only a member of the Year that is closest to graduation.
- c. The officers of a particular Year must be in that year as outlined above.

B.2 Permanent Year Executive



- a. The Permanent Year Executive is to administrate the affairs of the Year and to provide a line of communication between the Year, EngSoc Council, and the Alumni Affairs for the Year, immediately upon election and after graduation.

C. Election of Officers

C.1 Year Executive Officers

- a. The Executive Officers of each Year shall be elected at an open meeting conducted by the Elections Committee in the following order:
 - i. From Fourth Year:
 - 1. President
 - 2. Vice-President
 - 3. A.M.S. Representative
 - 4. Faculty Board Representative
 - 5. Events Coordinator(s)
 - 6. Treasurer
 - 7. Year Merchant(s)
 - 8. Publicity Manager
 - 9. Webmaster(s)
 - 10. ThankQ Representative
 - 11. Yearbook Coordinator
 - ii. From Third Year and Second Year:
 - 1. President
 - 2. Vice-President
 - 3. A.M.S. Representative
 - 4. Faculty Board Representative
 - 5. Events Coordinator(s)
 - 6. Treasurer
 - 7. Year Merchant(s)



8. Publicity Manager
9. Super-Semi Representative(s)
10. Webmaster(s)

iii. From First Year:

1. President
2. Vice-President
3. A.M.S. Representative
4. Faculty Board & BED Fund Representative
5. Events Coordinator(s)
6. Treasurer
7. Year Merchant(s)
8. BEWIC Representative(s)
9. Publicity Manager
10. Super-Semi Representative(s)
11. Webmaster(s)

b. The Executive Officers of each Permanent Year Executive shall be elected at the final Council meeting of the year in the following order:

- i. President
- ii. Vice President
- iii. Treasurer
- iv. Social Convenor
- v. On-Campus Personality (one-year term)
- vi. Any members at large that the year so sees fit

C.2 All the First Year EngSoc Section Representatives shall be ex-officio members of the First Year Executive.

C.3 Any vacancies shall be filled with an interim election of the Year concerned conducted by the Elections Committee as soon as possible.



D. Duties of Year Officers

D.1 The President of each Year shall lead the Year Executive and act as chair during its meetings. The President shall be a voting member of EngSoc Council and shall represent the interests of the year at meetings of the Engineering Society and at large.

D.2 The Vice-President of each Year shall assist the President and shall act as President in the event that the President is absent. The Vice-President shall also serve as a liaison to all groups external to the year Executive. The Vice-President shall be a voting member of EngSoc Council. The Second Year Vice-President shall also act as an additional Faculty Board Representative for their year.

D.3 The Alma Mater Society Representative of each Year shall attend A.M.S. meetings regularly and represent the interests of the Year and EngSoc at said meetings. Also, the A.M.S. Representative shall report to their respective Year Executive on matters of concern that arise from said meetings. A.M.S. Representatives shall be voting members of EngSoc Council. The A.M.S. Representatives shall give the Alma Mater Society Report at every EngSoc Council.

D.4 The Faculty Board Representative of each Year shall attend the Faculty Board meetings regularly and represent the interests of the Year and EngSoc at said meetings. Also, the Faculty Board Representative shall report to the respective Year Executive on matters of concern that arise from said meetings. Faculty Board Representatives shall be voting members of EngSoc Council. The Faculty Board Representatives shall give the Faculty Board Report at every EngSoc Council.

D.5 The Treasurer of each Year shall administer the finances of the Year through EngSoc by liaison with the Vice-President (Operations) or the Director of Finance.

D.6 The Events Coordinator(s) of each Year shall provide ample opportunity for social interaction and stress relief for the members of the Year through the organization of events throughout the year. The Events Coordinator(s) shall



also assist the Super-Semi Representative(s) and BEWIC Representative(s) where applicable.

D.7 The BED Fund Representative shall generate a proposal for the expenditure of the Better Education Donation fund for first years (*Ref. By-Law 16*).

D.8 The Super-Semi Representative(s) shall plan an annual semi-formal dance for engineering students. The Super-Semi Representative(s) shall also assist the Events Coordinator(s) with their duties. See *Policy Manual v.A* for details on Super-Semi.

D.9 The Publicity Manager of each Year shall bring to the attention of the Year any information or items of interest by any means required. The Publicity Manager shall also manage the social media accounts of the Year.

D.10 The Year Merchant(s) shall be responsible for Year paraphernalia. This shall consist of efforts to obtain new paraphernalia and keeping inventory of current stock.

D.11 The Year Merchant(s) shall be responsible for obtaining new Year paraphernalia and keeping inventory of current stock. All paraphernalia must be produced in consultation with CEO, specifically regarding trademark rules.

D.12 The ThankQ Representative shall be responsible for coordinating with the Alumni Affairs ThankQ Coordinator to raise funds for the fourth year ThankQ gift.

D.13 The Yearbook Coordinator shall create a yearbook for the graduating class to commemorate their entire undergraduate career at Queen's.

D.14 The BEWIC Representative(s) shall be responsible for organizing teams of first-year engineering students for the annual BEWIC sports tournament. They shall also assist the Events Coordinator(s) with their duties.

D.15 The First Year Section Representatives shall be responsible for representing their respective super sections at EngSoc Council and voicing academic concerns. The First Year Section Representatives shall be voting members at EngSoc Council.



D.16 The Webmaster(s) shall be responsible for creating, maintaining, and improving the Year's website.

E. Policy References

E.1 This by-law may be referenced in section *θ.B* of the Policy Manual.



By-Law 6 - Discipline Clubs

A. Purpose

A.1 A Discipline Club is to administer the affairs of the Discipline and to provide a line of communication between the Engineering Society and the members of the discipline.

A.2 A Discipline Club shall facilitate the relations between the discipline members and their respective Department.

A.3 A Discipline Club shall represent their discipline to any external bodies, promoting the interests of its members.

B. General

B.1 There shall exist eight (8) Discipline Clubs, one for each of the following groups:

- a. Chemical Engineering and Engineering Chemistry
- b. Civil Engineering
- c. Computer Engineering and Electrical Engineering
- d. Engineering Physics
- e. Geological Engineering
- f. Mathematics Engineering
- g. Mechanical Engineering
- h. Mining Engineering

B.2 The members of each club shall be the members of EngSoc enrolled in each respective department, except as may be provided in the Club's constitution.

B.3 Each Discipline Club shall have control over its own affairs subject only to the Constitution, By-Laws, and Policy of the Engineering Society.



C. Rights and Privileges

C.1 Club Executives have the right to use the Engineering Society mail, printing, advertising, technology, and banking services for the operations of their Discipline Club.

a. The Discipline Club may bank with their respective Department if they so desire.

C.2 Clubs Executives may attend Engineering Society training, including but not limited to website, hiring, finance and officer training.

C.3 Every Club may apply to participate in events including but not limited to EngDay during Orientation weeks and workshops.

D. Obligations

D.1 Engineering Society ratified Discipline Clubs and their Executive officers shall be responsible for familiarizing themselves with relevant Queen's University, Alma Mater Society and Engineering Society governing documents and shall act in accordance.

D.2 Every Discipline Club shall be represented at Engineering Society Council as seen in *By-Law 1.B.1.k*.

D.3 When hosting events, the Discipline Club shall be responsible for going through the Events Approvals Process in consultation with the Director of Events.

E. Club Constitution

E.1 Each Discipline Club shall submit a constitution to be reviewed and approved by a majority vote at Engineering Society Council.

E.2 The Constitution shall be a document covering the following sections:

- a. Objectives and Mission Statement
- b. Conditions of Membership
- c. Rights, Privileges, and Obligations
- d. Meetings of the Executive



- e. The composition of the Executive including its officers, their mode of selection and their duties/privileges (*Ref. By-Law 6.F*).
- f. Provisions for impeachment and votes of non-confidence regarding any officer
- g. Provision of adequate banking and account information as based on *Policy Manual 0.D*.
- h. Provisions for constitutional changes.

E.3 The constitution must not contradict the Engineering Society Constitution.

- a. Any changes to an existing Discipline Club constitution must be approved by the Director of Governance in consultation with the Director of Academics.
 - i. Constitutional changes must be ratified by a two thirds majority of the Discipline Club Executive before review by the Director of Governance.
 - ii. All approved changes must be reported at the next Engineering Society Council.
 - iii. If the changes are not approved, they must be brought before the Engineering Society Council for a majority vote.

F. Club Executives

F.1 There shall be an Executive for each Discipline Club, to be elected as provided in each club's constitution but subject to the provisions of *By-Law 3.C*.

F.2 The Discipline Clubs must have the following positions comprising the club executive:

- a. President
- b. Vice-President Academics
- c. Vice-President External
- d. Treasurer
- e. Fourth Year Representative(s)
- f. Third Year Representative(s)



- g. Second Year Representative(s)
- h. BED Fund Representative

F.3 The Discipline Clubs dually ratified with ASUS must have a Vice-President from both Faculties. In the case that this is not met the Discipline Club must elect either a:

- a. Vice-President of ArtSci
- b. Vice-President of Engineering

F.1 If, for any reason, a Discipline Club must deviate from the structure outlined in F.2, they must bring an updated structure outline to Council to be approved by a majority vote.

F.2 The Discipline Clubs may also have the following positions:

- a. Events Representative
- b. Merchandise Coordinator
- c. Webmaster
- d. Engineering Society Representative
- e. Any other roles that the Discipline Club sees fit

F.3 The responsibilities of the Executives are as follows:

- a. The President shall:
 - i. Oversee the Executive of their respective Discipline Club
 - ii. Facilitate and chair meetings of the Executive
 - iii. Attend the Engineering Society Council in the case where there is no other designatee limited to the following:
 - 1. Vice-President Engineering
 - 2. Engineering Society Representative
 - iv. Facilitate the relationship between the Department and the Discipline Club
 - v. Prepare a Discipline Club Transitional Manual at the end of their respective term



- vi. Facilitate the elections for the Second Year Representative(s) and the incoming executive as outlined in *By-Law 3.C*.
- b. The Vice-President Academics shall:
 - i. Attend Engineering Society Academic caucuses.
 - ii. Represent their Discipline's academic needs, concerns, and feedback to the Faculty as well as at large
 - iii. Attend Academic Roundtables
 - iv. Act as the BED Fund Representative in the case of a vacancy of that aforementioned position
 - v. Assume the responsibilities of the President in their absence
 - vi. Assist in the preparation of a Discipline Club Transitional Manual at the end of their respective term.
- c. The Vice-President External shall:
 - i. Liaison the relationship between the Discipline Club and Industry and any external bodies
 - ii. Assist any events representatives with the events approvals process
 - iii. Ensure that the website is well maintained
 - iv. Assist in the preparation of a Discipline Club Transitional Manual at the end of their respective term.
- d. The Treasurer shall:
 - i. Prepare and submit the Operational Budget for the academic year.
 - ii. Attend Finance Training led by the Director of Finance
 - iii. Maintain the finances of the Discipline Club.
- e. The Year Representative shall represent the interests of their respective year as well as at large to their department and their Discipline Club.
- f. The BED Fund Representative shall:
 - i. Generate a proposal for the expenditure of the Better Education Donation fund for their discipline (*Ref. By-Law 16*)
 - ii. Attend monthly meetings with the BED Fund Discipline Club Coordinator.



- g. The Vice-President Engineering shall assume the Engineering Society specific duties of the President and shall act as a Vice President in all other affairs.
- h. The Events Representative shall organize events to enhance the experience of the members of their respective discipline.
- i. The Merchandise Coordinator shall be responsible for obtaining new Discipline paraphernalia and keeping inventory of current stock.
- j. The Webmaster be responsible for creating, maintaining, and improving their website.
- k. The Engineering Society Representative shall attend Engineering Society Council and represent the views of their constituents.

G. Policy Reference

G.1 This by-law may be referenced in *Appendix A* of the Policy Manual.



By-Law 7 - Academic Representatives

A. Senators

A.1 In accordance with the Rules of Procedure of Senate, and with the membership as defined by the Board of Trustees, the Engineering Society shall be represented on Senate as provided in this by-law.

B. Student Representatives to Senate

B.1 The Engineering Society shall be represented to the Senate in accordance with the Rules of Procedure of Senate, and with the membership as defined by the Board of Trustees.

B.2 There shall be two Student Senators who shall be members of the Engineering Society, serving two-year terms and retiring alternate years.

B.3 The student representatives to Senate shall represent the Engineering Society on the Student Senate Caucus.

C. Faculty Board Members

C.1 Student membership on the Faculty Board of the Faculty of Engineering and Applied Science exists under the Rules of Procedure of that body, and such rules shall be the definitive authority on matters respecting student representation on the Board.

D. Student Representatives to Faculty Board

D.1 There shall be a total of ten (10) student members of the Faculty Board, of which five (5) shall be ex-officio and five (5) shall be elected.

D.2 The student members of the Faculty Board shall represent the interests of the students in Engineering and Applied Science and shall be expected to take an active interest in the business of the Board and in related matters.

D.3 The ex-officio student membership shall include the two EngSoc student representatives to Senate, the President of EngSoc, the Vice-President (Student Affairs) of EngSoc, and the Vice-President (Operations) of EngSoc. This



membership is controlled by the Rules of Procedure of the Faculty Board and are the definitive authority on matters respecting student representation on the Board.

D.4 The five (5) elected representatives shall be students in the Faculty of Engineering and Applied Science. These representatives shall be elected annually and serve for a one year term.

- a. The five (5) positions shall be distributed among the Years as follows:
 - i. One faculty board representative from each of the four years
 - ii. The Vice-President of the Second-Year Executive

D.5 There shall exist a Student Caucus of the Faculty Board, which shall consist of all student members of the Board and shall be chaired by the President.

D.6 The Caucus shall meet from time to time at the call of its Chair.

E. Policy References

E.1 This by-law may be referenced in section D of the Policy Manual.



By-Law 8 - Engineering Society Directors

A. Selection and Qualifications of Directors

A.1 EngSoc Directors

a. This section pertains to the following positions:

- i. Director of Academics
- ii. Director of External Relations
- iii. Director of Professional Development
- iv. Director of Social Issues
- v. Director of Clubs & Conferences
- vi. Director of Communications
- vii. Director of Design
- viii. Director of Events
- ix. Director of First Year
- x. Director of Governance
- xi. Director of Human Resources
- xii. Director of Finance
- xiii. Director of Information Technology
- xiv. Director of Internal Processes
- xv. Director of Services

b. These positions shall be filled according to *Policy Manual β.C*

B. Duties of Directors

B.1 Director of Academics

- a. The Director of Academics shall be responsible for academic endeavours by the Society specifically through:
- i. Oversight of the Better Education Donation Fund and sitting on the Board



- ii. Providing academic resources to students
- iii. Reporting students' academic concerns to the Engineering Society Executive and adjusting resources accordingly
- iv. Providing academic advocacy for the students to the Faculty of Engineering and Applied Science.

b. The Director of Academics will act as a resource for both service staff and service management for the following corporate initiatives:

- i. EngLinks
- ii. Integrated Learning Constables

c. The Director of Academics will mediate problems that exist between service staff and service management (in accordance with part b) through:

- i. Ensuring all staff and management are properly trained
- ii. Assisting head managers in hiring of assistant management
- iii. Informing the staff of policies surrounding the staff's position, for example: grievances and dismissal procedures.

d. The Director of Academics shall oversee the affairs of the Discipline Clubs alongside the Vice-President (Student Affairs).

e. The Director of Academics shall report to the President.

f. The Director of Academics shall be responsible for those duties listed under Section *β.C.12* of the *Policy Manual*.

B.2 Director of External Relations

a. The Director of External Relations shall be responsible for Society outreach and public relations efforts with the Kingston community and any external bodies, excluding those directly overseen by other Executive and Director portfolios.

b. The Director of External Relations shall act as a liaison between the Society and external groups including but not limited to:

- i. Engineering Student Societies' Council of Ontario (ESSCO)
- ii. Canadian Federation of Engineering Students (CFES)
- iii. Ontario Society of Professional Engineers (OSPE)



- iv. Professional Engineers of Ontario (PEO)
- v. Engineers Canada
- vi. Other Queen's Faculty Societies
- c. The Director of External Relations shall be responsible for maintaining and improving community relationships through:
 - i. Supervision of internally funded community events of the Society including but not limited to:
 - 1. Fix n' Clean
 - 2. Outreach Team Events
 - 3. A Swab Drive
 - ii. Actively seeking opportunities for positive involvement of Engineering Society members in community events and overseeing the efforts of the Outreach Team.
- d. The Director of External Relations shall act as the ex-officio chair of the External Communications Committee.
- e. The Director of External Relations shall be responsible for hiring delegates for ESSCO and CFES conferences, deliver delegate training, gather post-conference report forms and presenting conference findings to Council as outlined in *Policy Manual* $\mu.C.$
- f. The Director of External Relations shall report to the President.
- g. The Director of External Relations shall be responsible for those duties listed under Section $\beta.C.13$ of the *Policy Manual*.
- B.3 Director of Professional Development
 - a. The Director of Professional Development shall coordinate EngSoc activities associated with career advancement and preparation of Society members for post graduate work. These activities shall include but not be limited to:
 - i. Organizing resume and cover letter workshops
 - ii. Acting as a liaison with career services
 - iii. Organizing industrial relations programs and workshops



- b. The Director of Professional Development shall coordinate EngSoc activities associated with creating connections between undergraduate Society members and Society alumni members.
- c. The Director of Professional Development shall oversee the PD Team, which may consist of the following members:
 - i. Chair of Industry Relations
 - ii. Chair of Alumni Relations
 - iii. Chair of Alumni Networking Summit
 - iv. Chair of PD Marketing
 - v. Chair of PD Workshops
- d. The Director of Professional Development shall report to the President.
- e. The Director of Professional Development shall be responsible for those duties listed under Section *β.C.3* in the *Policy Manual*.

B.4 Director of Social Issues

- a. 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).
- b. The Director of Social Issues shall be responsible for:
 - i. Representing Engineering Society social issues to the EngSoc Executive and Council
 - ii. Working with the Director of Human Resources to administer equity training to Engineering Society volunteers at least two times per year.
 - iii. Running events encouraging discussion and education on social issues.
 - iv. Evaluating practices and managing projects that aim to improve the equity, diversity, accessibility, and sustainability of the Engineering Society.
 - v. Working to improve mental health awareness and support within the Engineering Society.



c. The Director of Social Issues shall oversee the following committees:

- i. Equity Committee
- ii. Bursary Committee
- iii. Environmental Sustainability Committee

d. The Director of Social Issues shall report to the President.

e. The Director of Social Issues shall be responsible for those duties listed under Section *β.C.14* of the *Policy Manual*.

B.5 Director of Clubs and Conferences

a. The Director of Clubs and Conferences shall oversee and manage the on campus conferences and competitions outlined in *By-Law 10.B*.

b. The Director of Clubs and Conferences shall act as a liaison between the Society and affiliated clubs outlined in *By-Law 10.C*.

c. The Director of Clubs and Conferences shall oversee the Clubs and Conferences Officers.

d. The Director of Clubs and Conferences shall fulfill the responsibilities regarding hosted conferences outlined in *Policy Manual μ.C*.

e. The Director of Clubs and Conferences shall report to the Vice-President (Student Affairs).

f. The Director of Clubs and Conferences shall be responsible for those duties listed under Section *β.C.4* in the *Policy Manual*.

B.6 Director of Communications

a. The Director of Communications shall be responsible for all major communications in the Society through:

i. Overseeing the Communications Team that will include:

- 1. Photography Manager and Photography Team
- 2. Videography Manager and Videography Team
- 3. Graphic Design Manager
- 4. Social Media Manager



5. Marketing team overseen by the Graphic Design and Social Media Managers.

- ii. Publicizing Society information to the student body
- iii. Maintaining Society archives.

b. The Director of Communications shall report to the Vice-President (Student Affairs).

c. The Director of Communications shall be responsible for those duties listed under Section *β.C.9* of the *Policy Manual*.

B.7 Director of Design

a. The Director of Design shall be responsible for the oversight of Design Teams and design related clubs within the Society listed in *By-Law 10.D*, specifically through:

- i. Facilitating roundtables for the Design Teams
- ii. Actively communicating with the team and club coordinators
- iii. Providing Health and Safety training to Design Teams and other necessary groups in the Society
- iv. Actively communicating with the Faculty of Engineering and Applied Science regarding Design Team interests
- v. Supporting affiliated design clubs
- vi. Facilitating design bay space allocation every two years.

b. The Director of Design shall be report to the Vice-President (Student Affairs).

c. The Director of Design shall be responsible for those duties listed under Section *β.C.11* of the *Policy Manual*.

B.8 Director of Events

a. The Director of Events shall supervise all internally funded events of the Society including but not limited to:

- i. Movember
- ii. December 6th Memorial



iii. Terry Fox Run

iv. The Engineering Society's and Dean's Reception

v. Engineering Society Blood Drives

b. The Director of Events shall act as a resource for all EngSoc affiliated events by providing support and guidance in areas including but not limited to Event Approvals.

c. The Director of Events shall report to the Vice-President (Student Affairs).

d. The Director of Events shall be responsible for all duties listed under Section *β.C.I* in the *Policy Manual*.

B.9 Director of First Year

a. The Director of First Year shall act as a liaison between the first year class and the Engineering Society Executive Director Team and the Faculty of Engineering and Applied Science through:

i. Advising the first year class and reporting first year concerns to the Engineering Society Executive.

ii. Providing advice and information to the First Year Executive.

iii. Publicizing the Society to the first year class.

iv. Overseeing the First Year Team that will include:

1. First Year Project Coordinator (FYPCO) Manager

2. First Year International Representative

3. First Year Communications Manager

4. First Year Events Manager.

b. The Director of First Year shall oversee the First Year Project Coordinator (FYPCO) program alongside the FYPCO Manager.

c. The Director of First Year shall report to the Vice-President (Student Affairs).

d. The Director of First Year shall be responsible for those duties listed under Section *β.C.5* in the *Policy Manual*.

B.10 Director of Governance



- a. The Director of Governance shall:
 - i. Oversee the procedure and protocol of the Society
 - ii. Form and chair the Awards committee
 - iii. Oversee the Elections Committee (*Ref Bylaw 3.A*)
 - iv. Oversee the Policy Officers
 - v. Oversee the Council Secretary
- b. The Director of Governance shall report to the Vice-President (Student Affairs).
- c. The Director of Governance shall be responsible for those duties listed under Section *β.C.2* in the *Policy Manual*.

B.11 Director of Human Resources

- a. The Director of Human Resources shall be responsible for hiring, and position evaluation in the Society, specifically through:
 - i. Conducting staff chats with paid and volunteer positions in the Society
 - ii. Providing officer training twice a year to volunteer positions
 - iii. Overseeing hiring procedures, including but not limited to job applications, hiring training, and hiring questions
 - iv. Administering and managing feedback within the society.
- b. The Director of Human Resources shall be responsible for overseeing the Human Resources Officers.
- c. The Director of Human Resources shall be an ex-officio member of the Engineering Review Board (*Ref. By-Law 15.B.1.a*).
- d. The Director of Human Resources shall be an ex-officio member of the Equity Committee (*Ref. By-Law 9.A.2.d*).
- e. The Director of Human Resources shall report to the Vice President of Student Affairs.
- f. The Director of Human Resources shall be responsible for those duties listed under Section *β.C.10* of the *Policy Manual*.

B.12 Director of Finance



a. The Director of Finance shall be responsible for the short term financial operations of the Society, specifically through:

- i. Maintaining the Society finances
- ii. Overseeing the Financial Officers
- iii. Managing cheque requisitions
- iv. Creating the operating budget and reporting budgetary actuals to EngSoc Council.

b. The Director of Finance shall report to the Vice-President (Operations).

c. The Director of Finance shall be responsible for those duties listed under Section *β.C.7* of the *Policy Manual*.

B.13 Director of Information Technology

a. The Director of Information Technology shall be responsible for the information technology operations of the Society including:

- i. Maintaining the Society's IT infrastructure
- ii. Maintaining the Society's IT security
- iii. Overseeing the IT Operations Team and the Engineering Society Software Development Team (ESSDev).

b. The Director of Information Technology shall report to the Vice-President (Operations).

c. The Director of Information Technology shall be responsible for those duties listed under Section *β.C.8* in the *Policy Manual*.

B.14 Director of Internal Processes

a. The Director of Internal Processes will oversee the administration of spaces, contracts, documentation, and process development within the Engineering Society.

b. The Director of Internal Processes shall be responsible for:

- i. Organizing the IMAGINUS poster sale
- ii. Organizing the Engineering Society Banquet
- iii. Overseeing the Automation Team



- c. The Director of Internal Processes shall be responsible for those duties listed under Section *β.C.14* of the *Policy Manual*.

B.15 Director of Services

- a. The Director of Services will act as a resource for both service staff and service management for the following corporate initiatives outlined in *By-Law 11*:

- i. Clark Hall Pub
- ii. Science Quest
- iii. Golden Words
- iv. The Tea Room
- v. Campus Equipment Outfitters

- b. The Director of Services will mediate problems that exist between service staff and service management (in accordance with part a) through:

- i. Ensuring all staff and management are properly trained
- ii. Assisting head managers in hiring of assistant management.
- iii. Informing the staff of policies surrounding the staff's position, for example: grievances and dismissal procedures.

- c. The Director of Services shall report to the Vice-President (Operations).

- d. The Director of Services shall be responsible for those duties listed under Section *β.C.6* of the *Policy Manual*.

C. Policy References

- C.1 This by-law may be referenced in Section *β.C* of the *Policy Manual*.



By-Law 9 – Standing Committees

A. Equity Committee

A.1 The committee shall examine issues of inclusivity and equity associated with the policies, procedures, and events of the Engineering Society. These include, but are not limited to gender issues, harassment, discrimination, exclusive practices, and practices that are not in the best interests of the spirit of the Engineering Society.

A.2 The Equity Committee, sometimes referred to as the Equity Team, shall consist of:

- a. The Director of Social Issues (ex-officio, Co-Chair)
- b. Equity Chair (ex-officio, Co-Chair)
- c. President (ex-officio)
- d. The Director of Human Resources (ex-officio)
- e. A minimum of three non-Executive members of the Engineering Society elected at the second Council of the fall semester
- f. Six hired non-Council members of the Engineering Society.

A.3 The Director of Social Issues and the Equity Chair will be responsible for hiring the following positions to sit on the committee:

- a. Accessibility Representative
- b. Mental Health Representative
- c. Gender and Sexuality Representative
- d. Sustainability Representative
- e. Diversity Representative
- f. International Student Representative

A.4 The Equity Chair and the Director of Social Issues shall co-chair and hire the committee. The Co-Chairs shall be responsible for organizing the committee, running meetings, and moderating the open forums.



A.5 The committee will hold at least one open forum per semester where all members of the Engineering Society will be invited to share their views on the social issues within the Engineering Society. Anonymous minutes of these open forums shall be taken.

A.6 The Director of Social Issues will be responsible for updating council on any committee progress. These reports shall be made available on the Engineering Society website.

B. External Communications Committee

B.1 The committee shall examine various mechanisms that the Engineering Society should employ to develop relationships with external bodies, Universities, or organizations. They shall be a recommendation board to EngSoc Council. The committee shall investigate and develop methods to communicate however the execution of these recommendations will be left to the Executive and Director Team.

B.2 The External Communications Committee shall consist of

- a. Director of External Relations (ex-officio, chair, non-voting)
- b. President (ex-officio, non-voting)
- c. Director of Social Issues (ex-officio, non-voting)
- d. A minimum of 3 voting members of Council, to be elected by Council as soon as possible after a new session of Council has begun
- e. A minimum of 2 first year students, to be elected by Council as early as possible in the Fall term

B.3 The Chair shall be responsible for organizing the elections of the committee and running its meetings.

B.4 The committee shall compile a verbal report presenting any external communications recommendations found throughout their term. This report shall be presented at the Annual General Meeting of the Engineering Society Council for the incoming Council to adopt, pending a vote of approval.



C. Environmental Sustainability Committee

C.1 The committee shall exist to advocate for environmental sustainability within the Engineering Society, including in Engineering Society spaces, Clubs, Conferences, Design Teams, and Services. The goals of the committee are:

- a. Creating a long-term sustainability plan for the Engineering Society.
- b. Raising awareness about environmental issues among society members.
- c. Instituting change to improve environmental sustainability.

C.2 The members of the committee shall include:

- a. The Director of Social Issues (ex-officio, Co-Chair).
- b. The Sustainability Representative (ex-officio, Co-Chair).
- c. Five general members.

C.3 The general members of the Sustainability Committee shall be hired by the Environmental Equity Representative and the Director of Social Issues according to *Policy Manual β.C.*

C.4 The Chairs shall be responsible for organizing and running meetings.

C.5 The Committee shall create and update a 'Long-Term Environmental Sustainability Action Plan' with changes to be approved by Council.

C.6 The Committee shall work with stakeholders within the Engineering Society to suggest improvements to reduce the Society's environmental impact.

D. Engagement Committee

D.1 The Engagement Committee shall be responsible for working to improve the overall relationship of the Engineering Society with its members by focusing on:

- a. Engagement with Engineering Society involvement opportunities;
- b. Awareness of the Engineering Society's services and the benefits it provides to students;



c. Connection and association between students and the Society, including both students who do and do not work in Engineering Society volunteer or paid roles; and

d. Fostering a sense of community among undergraduate engineering students through the Engineering Society.

D.2 The Engagement Committee will work to achieve its goals through methods potentially including:

a. Reviewing current practices to identify areas of weakness regarding engagement, and devising and implementing initiatives to improve these areas;

b. Consulting with a wide variety of Engineering Society members to gather valuable feedback and insight; and

c. Standardizing marketing practices to make clearer the association to the Engineering Society of clubs, conferences, and other initiatives.

D.3 The Engagement Committee will consist of the following voting members elected at Council:

a. Engagement Chair;

b. Engagement Committee members.

D.4 In the case of a tie in voting, the three members of the Executive will have a vote.

D.5 The Engagement Committee will work on their initiatives in association with the Director of Communications and the Director of External Relations.

D.6 The Engagement Chair will report to the Executive once per month and will provide a bimonthly update to Council on their doings.

E. Elections Committee

E.1 The Elections Committee shall carry out the duties listed in *By-Law 3.A*.

F. Bursary Committee

F.1 The Bursary Committee shall carry out the duties listed in *Policy Manual p*.



By-Law 10 - Society Supported Initiatives

A. General

- A.1 The Engineering Society shall support various student initiatives, clubs, organizations, and events.
- A.2 Each such initiative shall be responsible to a given Executive or Director, as seen in the Policies of the Engineering Society.
- A.3 Primary leadership of each initiative shall be selected according to EngSoc Hiring Policy, as seen in *Policy Manual γ.A.3*.
- A.4 From time to time at the discretion of the Executive under the authority of Council, the Engineering Society may sponsor initiatives outside of those outlined in this by-law.
- A.5 All affiliated groups must follow the rules for financial accountability as listed in section *θ.E.* of the Policy Manual.

B. Conferences and Competitions

- B.1 Any engineering students being sent as delegates by the Engineering Society to conferences external to Queen's must complete the following:
 - a. Training prior to the conference as specified in *Policy Manual μ.C.*
 - b. A post conference delegate report form, containing information obtained from the conference to contribute to Society improvement. This must be completed within two weeks of the end of the conference.
- B.2 The Engineering Society shall host annual conferences and competitions with the general aim of promoting the awareness, educational development, and interest of its membership in engineering concepts and issues.
- B.3 Annually hosted conferences and competitions shall include:
 - a. The Conference on Industry and Resources, Queen's University Engineering (CIRQUE)
 - b. The Commerce and Engineering Environmental Conference (CEEC)
 - c. Queen's Engineering Competition (QEC)



- d. Queen's Space Conference (QSC)
- e. Queen's Global Energy Conference (QGEC)
- f. Queen's Water Environment Conference (QWEC)
- g. Queen's Women in Applied Science and Engineering (Q-WASE)
- h. Queen's Capture the Flag (QCTF)
- i. Queen's Conference on Business and Technology (QCBT)

B.4 Conference Objectives

B.4.1 The Conference on Industry and Resources, Queen's University Engineering (CIRQUE)

- a. The Engineering Society may hold an annual conference entitled "The Conference on Industry and Resources, Queen's University Engineering" (CIRQUE) open to all engineering students.
- b. The aims of CIRQUE shall be:
 - i. To educate delegates on the diverse career opportunities available to an engineering graduate; and
 - ii. To educate delegates on the professional roles and responsibilities of engineers.
- c. CIRQUE shall normally be held in the first half of the second term of the school year.

B.4.2 The Commerce and Engineering for Environment Conference (CEEC)

- a. The Engineering Society, in cooperation with the Commerce Society, may hold an annual conference entitled "The Commerce and Engineering for Environment Conference" (CEEC).
- b. The aims of CEEC shall be:
 - i. To educate commerce and engineering students on current environmental issues;
 - ii. To provide a cooperative environment in which professionals can interact to arrive at workable solutions; and
 - iii. To encourage the use of sustainable development and management practices in the careers of graduating professionals.



- c. CEEC shall normally be held in the second term of the school year.

B.4.3 Queen's Engineering Competition (QEC)

- a. The Engineering Society may hold an annual competition entitled "Queen's Engineering Competition" (QEC).
- b. The aims of QEC shall be:
 - i. To educate members of the Engineering Society and the Queen's community about the nature of the ten engineering disciplines offered at Queen's; and
 - ii. To provide a forum for independent projects.
 - iii. To have winning teams advance to the Ontario Engineering Competition (OEC) and potentially the Canadian Engineering Competition (CEC).
- c. QEC shall normally be held in the second half of the first term of the school year.

B.4.4 Queen's Space Conferences (QSC)

- a. The Engineering Society may hold an annual conference entitled "Queen's Space Conference" (QSC).
- b. The aims of QSC shall be:
 - i. To educate delegates on the future of space exploration
 - ii. To inform delegates of the career opportunities available in the space industry.
- c. QSC shall normally be held in the second term of the school year

B.4.5 Queen's Global Energy Conference (QGEC)

- a. The Engineering Society will hold an annual conference entitled "Queen's Global Energy Conference" (QGEC).
- b. The aims of QGEC shall be:
 - i. To educate students on globally emerging energy trends and markets in diverse energy sectors through personal engagement with industry leaders.
- c. QGEC shall normally be held in the second term of the school year.



B.4.6 Queen's Water Environment Conference (QWEC)

- a. The Engineering Society will hold an annual conference entitled "Queen's Water Environment Conference" (QWEC).
- b. The aims of QWEC shall be:
 - i. To educate students on the water environment in a local and global context and career options in water-related industries.
- c. QWEC shall normally be held in the second term of the school year.

B.4.7 Queen's Women in Applied Science and Engineering (Q-WASE)

- a. The Engineering Society will hold an annual conference entitled "Queen's Women in Applied Science and Engineering (Q-Wase).
- b. The aims of Q-WASE shall be:
 - i. To promote the presence and development of Women in Applied Science and Engineering.
 - ii. To educate engineering students on the importance of industry diversity.
 - iii. To provide opportunities for engineering students to meet and network with successful women in engineering.
- c. Q-WASE shall normally be held in the first half of the second term of the school year.

B.4.8 Queen's Capture the Flag (QCTF)

- a. The Engineering Society may hold an annual competition entitled "Queen's Capture the Flag" (QCTF).
- b. The aims of QCTF shall be:
 - i. To host a cybersecurity "Jeopardy Style" capture the flag competition, open to all students of Queen's University.
 - ii. To showcase the problem solving, innovation, and creativity of Queen's students.
 - iii. To provide a space for participants to learn and practice skills seldom taught in academia or other extracurricular events.
 - iv. To provide networking opportunities within the software industry for Queen's students.



c. QCTF shall normally be held in the second half of the first term of the school year.

B.4.9 Queen's Conference on Business and Technology (QCBT)

a. The Engineering Society, in cooperation with the Commerce Society, may hold an annual conference entitled "Queen's Conference on Business and Technology" (QCBT).

b. The aims of QCBT shall be:

- i. To connect students with industry leaders to progress both their academic and social knowledge.
- ii. To explore the relationship between business and technology.

c. QCBT shall normally be held in the first half of the second term of the school year.

C. Clubs

C.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. Queen's Students for Systems Change (QSSC)
- c. Queen's Energy and Commodities Association (QECA)*
- d. Queen's FIRST Robotics Team (K-Bot)
- e. RoboGals
- f. Queens Project on International Development (QPID)
- g. EngiQueers
- 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

D. Design Teams

D.1 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. Queen's Mostly Autonomous Sailboat Team (QMAST)
- 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 Biomedical Innovation Team (QBIT)
- m. Queen's Super Mileage
- n. Queen's Rocket Engineering Team (QRET)
- o. Queen's Soft Robotics Team (QSORT)
- p. Queen's Hyperloop Design Team
- q. Queen's VEX U Robotics Team (QVEX)
- r. Queen's Robomaster Team
- s. Queen's BioMechatronics Team (QBMeT)
- t. Queen's Relectric Car Team (QRCT)



D.2 The Engineering Society may also have design clubs, to be listed below if existing.

E. Queen's Project on International Development (QPID)

E.1 There shall exist a non-profit, charitable organization, under the auspices of Queen's University, called Queen's Project on International Development, hereinafter referred to as QPID.

E.2 The objectives of QPID are as follows:

- a. To assist developing countries on a community based scale, with fundamental engineering oriented projects, to meet local needs.
- b. To inform the Queen's community about third world development (including the political and social aspects, and the uses and requirements of appropriate technology) through on-campus education and active experience in a developing nation.
- c. To provide groups and individuals a forum in which to present their views during Speaker nights and other QPID on-campus events. These are designed to assist with on-campus education, and views expressed do not necessarily reflect those views held by QPID as a whole.
- d. To seek corporate, governmental, and on-campus support so as to lessen the individual financial burden for QPID members. This will ensure that all students, regardless of financial status, will have an opportunity, if selected, to assist at a project site in a developing nation.
- e. The QPID Constitution may be found in Appendix D of the policy manual.

F. Hosted Conferences

F.1 Periodically EngSoc hosts a conference which rotates from school to school. It is recognized that these conferences 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 the conference.



F.2 It shall be the responsibility of the Director of External Relations to oversee the bidding, creation of the Organizing Committee and execution of ESSCO and CFES conferences and competitions.

G. Other Initiatives

G.1 The Engineering Society shall also support the following:

- a. Youth Action Kingston
- b. Students for Engineering Education Development (SEED)

H. Policy References

H.1 This by-law may be referenced in sections *γ.A; η; μ; ν; and Appendix D* of the Policy Manual.



By-Law 11 - Corporate Initiatives

A. General

- A.1 The Engineering Society shall own and operate seven student-run services and two major events under its corporate umbrella.
- A.2 The services of the Society shall be responsible to the Vice-President (Operations).
- A.3 The major events shall be responsible to the President.
- A.4 All Corporate Initiatives shall be overseen by the Engineering Society Advisory Board.
- A.5 Primary leadership of each service and event shall be selected according to EngSoc Hiring Policy (*Ref. Policy Manual γ.A.3*).
- A.6 The goals of each service and event are defined within this by-law.
- A.7 All services and events must follow the rules for financial accountability as listed in *Policy Manual θ.E.1*.

B. Clark Hall Pub

- B.1 The Engineering Society shall operate a pub under the name "Clark Hall Pub" in the Jackson Lounge of Clark Hall, acting in accordance with University policy and with the requirements of law.
- B.2 In operating the pub, EngSoc shall seek to provide a service to the students at the University by:
 - a. Providing a facility in which social events and entertainment may take place.
 - b. Providing an opportunity to gain business experience.
 - c. Providing employment to students, as members of the pub staff.



C. Science Quest

C.1 The Engineering Society shall hold an annual non-profit summer program for children to be entitled "Science Quest, Queen's Engineering Society Science Camp".

C.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. The Science Quest program shall not be restricted to the academically or financially elite.
- c. To provide role models in science and particularly engineering for both girls and boys.
- d. To introduce university to children as a non-threatening institution, by exposing them to the engineering laboratories and facilities at Queen's.

D. Golden Words

D.1 The Engineering Society shall publish a weekly newspaper, entitled Golden Words.

D.2 The aim of Golden Words shall be to provide an organ of communication for the Engineering Society, and to provide news and features, coverage of events and topics relevant to the student body of the University.

D.3 Golden Words shall be published in such a way as to be a credit to the Engineering Society.

D.4 Golden Words shall comply with all reasonable requests by EngSoc for the publication of material on its behalf.

D.5 Golden Words shall be operated and managed in accordance with the Golden Words Constitution.

D.6 Golden Words content shall follow the statements below:



- a. Except as provided in this by-law, Golden Words shall be free from control by EngSoc in matters of content or editorial policy.
- b. Nothing in this or any other by-law shall be construed as preventing or discouraging Golden Words from publishing responsible criticism of the affairs of EngSoc.

D.7 The Editors shall be responsible to EngSoc that Golden Words does not contain any material which is of a seditious, libelous, or scandalous nature, or which constitutes invasion of privacy or violation of copyright or proprietary right.

D.8 Golden Words opinion shall follow the statements below:

- a. Opinions published in Golden Words shall not necessarily be those of EngSoc or of any other University body, unless such opinion appears over the signature of an authorized representative of the said body.
- b. Golden Words shall regularly bear notice to this effect.

E. The Tea Room

E.1 The Engineering Society shall operate a café in the Integrated Learning Centre in Beamish-Munro Hall under the name "The Tea Room".

E.2 The primary mission of The Tea Room shall be to operate in accordance with the "three pillars":

- a. Environmental responsibility
- b. Education
- c. Fiscal Sustainability

E.3 The Tea Room shall make available foodstuffs for student dining including (but not limited to) coffee, tea and baked goods.

F. Integrated Learning Constables

F.1 The Engineering Society shall manage and staff an after-hours facilitation service for the Integrated Learning Centre, under the name "Integrated Learning Constables" (iCons).



F.2 The iCons shall budget with the Faculty of Engineering and Applied Science.

F.3 The primary mission of the iCons service shall be to allow the Integrated Learning Centre to be open for independent student use after business hours and on weekends.

G. Campus Equipment Outfitters

G.1 The Engineering Society shall operate a clothing and merchandise store based out of Clark Hall under the name "Campus Equipment Outfitters" (CEO).

G.2 Campus Equipment Outfitters shall have the following mandates:

- a. To be the sole official retailer of the Science Jacket, and to make the Jackets available for purchase by eligible Engineering Society members.
- b. To make available for purchase such merchandise and clothing which promotes the spirit of Engineering at Queen's University.
- c. To be a source for custom clothing orders for groups within the Engineering Society and outside it.

H. EngLinks

H.1 The Engineering Society shall operate a academic support service under the name "EngLinks".

H.2 EngLinks shall have the following mandates:

- a. To provide academic support to students in the Faculty of Engineering and Applied Science.
- b. To provide helpful academic resources for Engineering Students.

I. Engineering Society Orientation Program

I.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.
- d. To provide entertainment and enjoyable social events for the first year students during their first week at Queen's University.

J. Science Formal

- J.1 The graduating class of Engineering and Applied Science shall each year present a Formal Ball, to be entitled the Science Formal.
- J.2 Except as regards the matters specified in this by-law, the planning and execution of the Science Formal shall lie solely in the hands of the graduating class.
- J.3 The planning and execution of the Science Formal shall be coordinated by a Science Formal Committee, to be hired from the 3rd year class as outlined in the Science Formal Policy seen in *Policy Manual* η .C.1.
- J.4 The Science Formal shall have a theme as voted upon by the respective year as outlined in *Policy Manual* η .C.3.

K. Policy References

- K.1 This by-law may be referenced in sections γ .A; η ; μ ; ν ; and *Appendix D* of the Policy Manual.



By-Law 12 - Science Jackets

A. General

A.1 The GPA

- a. There shall exist an official Queen's University Applied Science Jacket, as defined in this by-law.
- b. To the extent allowed under law, the Engineering Society shall be the owner of the design of the jackets and shall have proprietary right to the production and sale of such jackets.

The authority to change the design of the Science Jacket shall be reserved to the members of EngSoc, to be effected by referendum or by a general meeting of the members.

A.2 Accordingly, B of this by-law shall be amended solely by referendum or at an annual or general meeting of the members.

A.3 Members of EngSoc shall enjoy the right to wear the official Science Jacket, provided that the jacket conforms to the standards in effect during their first year or subsequent years.

B. Regulations Respecting the Wearing of Science Jackets

B.1 Only those persons who are members of EngSoc shall have the privilege of purchasing the official Science Jacket.

B.2 Members of the First Year shall not wear the Science Jacket until after the completion of their last exam in December.

B.3 Members of the First Year shall not display the official coat of arms of the University, or any other custom patch, bar, badge or any on their Science Jackets until they have completed their final exam of First Year.

B.4 No person shall display on a Science Jacket a crest, badge, or other marking which insults the University or the Engineering Society.

B.5 The regulations enumerated in this by-law shall be enforced through whatever legitimate means are available to EngSoc.



C. The Year Crest

C.1 Each Year shall in its first year of study, through election using the preferential balloting system (as outlined in *By-Law 3.G.1*), choose an official Year Crest.

C.2 The choice of the crest must be made within a deadline to be set by the management of Campus Equipment Outfitters. The choice of the deadline is to be based on the production schedule for the jackets.

C.3 Year Crest Restrictions

a. The Year Crest shall conform to the following restrictions:

- i. The crest shall contain the last two digits of the expected year of graduation.
- ii. The crest shall contain the following colours: gold, red, and blue.
- iii. It shall be suggested that the crest include the following:

1. A "Q"
2. A crown
3. A maple leaf
4. The words "Engineering" and/or "Applied Science"
5. The geological hammers

iv. The crest shall not be a plagiarism of a previous Science Year's crest.

b. Nothing in subsection a) shall be construed as prohibiting colours or symbols not listed therein, provided that paragraph iii) is complied with.

c. In the event that there be a disagreement over the interpretation of subsection a), the final authority to decide the matter shall rest with EngSoc Council.

d. The Management of Campus Equipment Outfitters shall have the right to remove from the election any crest which they consider to be a plagiarism of a previous year's crest and any crest which cannot be feasibly reproduced in patch form.



C.4 Only the Year Executive of the respective Year and Campus Equipment Outfitters shall have the right to grant reproduction of the Year's crest. The Year and Campus Equipment Outfitters have equal title to each Crest and may independently grant reproduction without the other party's consent.

D. Production and Distribution of the EngSoc Motto

D.1 EngSoc Crests

- a. The Engineering Society shall have the sole right to produce crests bearing the EngSoc motto, and to sell such crests as the primary vendor.
- b. The right to produce such crests shall not be granted to any individual, Year society, department club, or other organization, so long as this section of this by-law remains in force.

E. Policy References

- E.1 This by-law may be referenced in section 7.A of the Policy Manual.



By-Law 13 - Land Board of Directors

Preamble: The Charter and by-laws of the Engineering Society and Research Centre (Kingston) 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.

A. General

A.1 This by-law outlines the procedures governing the selection of the Engineering Society's student representatives on the Board of Directors of Engineering Society and Research Centre (Kingston) (ESARCK).

B. Selection of Representatives

B.1 The Engineering Society seats on the ESARCK Board shall be filled in accordance with the by-law of the corporation, and shall be distributed as follows:

- a. President
- b. Vice President (Student Affairs)
- c. Vice President (Operations)



By-Law 14 – QUESSI Directors

Preamble: The letters patent 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.

A. General

A.1 This by-law outlines the procedures governing the selection of the Engineering Society's student representatives on the Board of Directors of Queen's University Engineering Society Services Incorporation (QUESSI).

B. Selection of Representatives

B.1 The EngSoc seats on the QUESSI Board shall be filled in accordance with any agreements between the Engineering Society and the University, and shall be distributed as follows:

- a. At most two ex-officio members; and
- b. Elected members to fill the remaining seats.

C. Policy References

C.1 This by-law may be referenced in section *ζ.A of the Policy Manual*.



By-Law 15 - Engineering Society Review Board

A. Purpose

- A.1 There shall exist a board of the Engineering Society known as the Engineering Society Review Board.
- A.2 This board shall review the policies and procedures of the Engineering Society to ensure the representation of all members and act as a dispute resolution body for issues within the purview of the Engineering Society.

B. Membership

- B.1 The membership of the Board shall include nine (9) students as follows:
- a. The Director of Human Resources, ex-officio, non-voting; and
 - b. The two (2) Policy Officers, ex-officio, non-voting; and
 - c. Six appointed members. Four appointed positions shall be two-year positions in staggered terms with two appointed each year and two shall be one year positions.
- B.2 The appointed committee members will be selected by a hiring committee consisting of the Board's incoming Senior Chair, the Engineering Society President, the Queen's University Rector and the Dean of the Faculty of Engineering and Applied Science or a designate according to the EngSoc Hiring Policy (*Ref. Policy Manual γ.B*).
- a. If the Rector or the Dean of Applied Science / Designate is unavailable for the hiring committee, one member of the hiring committee may be selected by a vote from Council.
- B.3 The Board shall be chaired by a Senior and Junior Chair who are both current student members of the Board holding two year terms. The Senior Chair will be in the second year of their term and the Junior Chair shall be in their first year.



B.4 The Junior Chair will be elected at a time the Board sees fit, prior to the end of the first semester to allow for transitioning. They shall be nominated and voted in by the members of the Board. The Junior Chair shall become the Senior Chair upon the completion of the first year of their term.

a. If a Senior and Junior Chair have not been appointed, the Chair will be selected from the two year members at the end of their first year. The Chair will be elected with an internal board vote.

C. Procedures

C.1 The Board will only make decisions in meetings where quorum is held, in this case defined as a majority of the voting members involved with the decision.

C.2 Decisions shall be made based on a majority vote.

D. Policy References

D.1 This by-law may be referenced in section *ε.B of the Policy Manual*.



By-Law 16 - Better Education Donation

A. The Donation

A.1 Each year, donation shall be collected by the Engineering Society from each undergraduate Engineering and Applied Science student for the purchase of equipment or investment in educational initiatives in undergraduate Engineering and Applied Science programs. This donation will be collected with the Faculty Society fee and shall be opt-outable and is tax-deductible under current tax laws.

A.2 Decisions regarding the expenditures will be based on:

- a. Proposals generated by Discipline, General Fund and First Year BED Representatives,
- b. Approval by the BED Head Board (*Ref. B.1*),
- c. Approval by the Dean of Engineering, and
- d. Approval by the Engineering Society Council.

A.3 The amount of the donation may be updated as deemed necessary by the Director of Academics after meeting approval through referendum.

B. Better Education Representatives

B.1 BED Head Board

- a. The membership of the BED Head Board shall consist of:
 - i. The President of the Engineering Society
 - ii. The Director of Academics of the Engineering Society
 - iii. The BED Fund Head Manager

B.2 General Fund, First Year and Discipline BED Representatives shall be democratically elected.

- i. The General Fund representative shall be elected at AGM or the last EngSoc council of the year. The General Fund rep does not need to be a voting member of council.



- ii. The First-Year representative shall be elected by their First Year Class at First Year Executive Elections.
- iii. The Discipline representatives shall be elected as outlined in the Discipline Constitutions and *By-Law 3.C*.

C. The Distribution of Funds

C.1 The total available funds raised will be allocated to each discipline and the First Year Class based on the total amount donated by the undergraduate Engineering and Applied Science students enrolled in that discipline or Year.

C.2 The General Fund chart field will receive funding from the First-Year chart field carry-forward.

- i. The General Fund chart field should have a maximum of \$50,000 at any given time and a minimum of \$10,000.
- ii. The General Fund chart field should be replenished using First-Year chart field carry-forward, at the discretion of BED Head Board.

D. Policy References

D.1 This by-law may be referenced in section *4.B* of the Policy Manual.



By-Law 17 - EngSoc Awards

A. Awards Committee

A.1 The Awards Committee shall maintain the composition defined under *Policy Manual §.A*.

A.2 The committee shall consist of the following members:

- a. The Director of Governance, who shall act as Chair;
- b. The Engineering Society Executive
- c. One member of each year who shall be the Year President or a member of the Year (as defined in *By-Law 5.B.1*) chosen by the Year Executive.
- d. One member of each discipline (as defined in *By-Law 6.B.1*) who shall be the Discipline Club President or a member of said discipline chosen by the Discipline Executive.
- e. An invitation of the Dean of Engineering and Applied Science or a faculty representative; and any other member required as stipulated under the award criteria or as deemed necessary by the chair. The faculty designate may only sit on the decisions of Special Committee Awards.

A.3 The committee for the year shall be chosen by March 8th of that same year.

A.4 The Awards Committee shall accept nominations for all awards and self-nominations shall be accepted.

A.5 A nomination is not required for award consideration.

A.6 These awards will be presented at the annual Engineering Society Awards Banquet.

A.7 There will be no Engineering Review Board appeals for decisions made by the Awards Committee.

A.8 Awards that don't require additional criteria set by the Faculty of Engineering and Applied Science and/or the University Registrar, will be classified as Committee Chosen Awards. No faculty designate shall sit on the awards committee for the decisions of these awards.



a. If awards require any academic standards, the Faculty of Engineering and Applied Science will determine if those standards are met during the Summer Term. If an award recipient does not meet the academic standards, the award will be left empty.

b. If any additional prize is associated with an award, it will be the responsibility of the Faculty of Engineering and Applied Science to ensure award recipients receive their prize.

A.9 Awards that require additional criteria set by the Faculty of Engineering and Applied Science and/or the University Registrar, will be classified as Special Nomination Awards.

a. These awards outline additional criteria such that the Awards Committee does not have the capacity to make ultimate decisions for these awards. Each Special Nomination Award criteria will be made available in the nomination packages distributed to the student body.

b. Notwithstanding A.5, Special Nomination Awards require a nomination for an award candidate to be considered.

c. If awards require any academic standards, the Faculty of Engineering and Applied Science will determine if those standards are met during the Summer. If an award recipient does not meet the academic standards, the Engineering Society will withdraw the nomination for that award.

A.10 Awards that are received by faculty of Engineering and Applied Science will be classified as Professor Awards.

A.11 The selection of candidates for the awards will be completed by the committee before the Engineering Society Award Banquet.

B. The Awards

B.1 The following awards are classified as Special Nomination Awards and the recipient will be determined by the Awards Committee after reviewing nominations.

a. The D.S. Ellis Memorial Award:



- i. It is the purpose of this award to honour the memory of D. S. Ellis, late Dean of the Faculty of Engineering and Applied Science. It is intended to be awarded to a graduating student in engineering who, in the opinion of fellow classmates had distinguished themselves by participating and taking a keen interest in athletic and extra-curricular activities, as well as possessing a satisfactory academic standing.
 - ii. The committee shall prepare a list in order of preference from the applications received. The final choice shall be subject to the graduating marks of the candidates; and shall be made by the Registrar's Office.
- b. Engineering Society Prize:
 - i. The Engineering Society Prize is to be awarded annually to the student in second year engineering who has contributed most to the University and exhibited the most ability in extra-curricular leadership and activity.
 - ii. To be eligible for the award a student must obtain an average of at least 65% in the April examinations of second year, and in addition must have less than two failures in these April examinations. Students repeating the year are not eligible.
 - iii. The committee shall draw up a list in order of preference from the nominations received and submit the list to the office of the Faculty of Engineering and Applied Science.
- c. The Norman Fritz Award – Science '71:
 - i. To be awarded to a fourth year student of the Faculty of Engineering and Applied Science who displays conspicuous leadership and management skills in a student-organized faculty activity which has educational value. The Awards Committee forwards a list of nominations in order or preference to the Dean of Engineering and Applied Science. The Dean makes a selection and a cheque is presented to the winner at the Convocation Reception.
- d. The Peter R. White Memorial Award:
 - i. Given as a memorial to Peter R. White by his friends and awarded to a graduating student in Engineering and Applied Science who has made



the most outstanding contribution to the creative arts and the development of inter-personal relations both on and off campus.

ii. The Awards Committee sends a list of nominations in order of preference to the Faculty Office and the Dean selects a winner.

iii. A cheque is presented to the winner at Convocation Reception.

iv. The terms of the award state that the prize is a book and work of art, however a cheque is issued to let the student choose the work of art and a credit note is supplied for the bookstore.

e. The Mark Latham Memorial Award:

i. Given as a memorial to Mark Latham by his friends and awarded to a third year student who has made significant contributions to Queen's and community. In addition to good academic standing, the recipient will be a well-rounded student combining enthusiasm and leadership with integrity and a sense of humour.

ii. Selections will be by the Awards Committee in consultation with the Dean and friends and family of Mark Latham. The family has asked that resumes of the nominees be available to facilitate the selection. The winner's name will be announced at the June awards meeting following release of final marks, and presented at the June Faculty Board meeting for approval. The Awards Office will then forward a cheque to the winner.

iii. EngSoc is to advise the Faculty Office of the date for the Awards meeting. The Faculty Office will contact either friend/family to advise them of the meeting date. The winner's name is to be forwarded to the Faculty Office for information.

B.2 The following awards are classified as Committee Chosen Awards and the recipient(s) will be determined by the Awards Committee regardless of nomination considerations.

a. The Science '44 Memorial Prize:



- i. This award is to be awarded to a third year student on the basis of extra-curricular student activities. Candidates must have passed all the work of the year.
 - ii. The committee shall draw up a list in order of preference from the nominations received and submit this list to the Faculty of Engineering and Applied Science office.
- b. Engineering Society Award:
 - i. It is the purpose of this award to honour a person in fourth year who is not a member of the Engineering Society Executive and who has contributed considerably to the welfare of the Engineering Society. The decision of the committee shall be final and not subject to the academic standing of the candidate.
- c. The Science '66 Memorial Prize:
 - i. To be awarded to to a third year engineering student who has contributed most to extra-curricular activities of their year during their three years at Queen's. Candidates must have an acceptable academic standing.
- d. H.G. Conn Award:
 - i. To be awarded to those students in fourth year who in the opinion of the Engineering Society have rendered valuable and exemplary service to the Engineering Society and the University through their participation in non-academic, non-athletic, extra-curricular activities
- e. Engineering Society Spirit Award:
 - i. It is the purpose of this award to recognize those undergraduate Engineering students who have displayed outstanding non-athletic, non-academic, non-appointed position spirit. These awards will be made from the University of Toronto goal post, which was borrowed shortly after the College Bowl Game in '83, for as long as it lasts. The shape of which is a small hard hat to be mounted on a wood base with the person's name engraved on a plate. This award will be given out during



the year when it has been deemed appropriate. This decision will lie with the awards committee.

f. The Robert Hall Memorial Award:

i. Founded by the class of Science '86 and the Queen's Mining Club in memory of Robert Hall, a member of Science '86, and awarded annually in March. It is intended to be awarded to a second year student who has demonstrated an active interest in the Engineering Society through participation in intramural or intercollegiate sports and has demonstrated those qualities exemplified by Rob Hall: spirit, fellowship, and enthusiasm.

ii. To be eligible for this award the candidate must have passed all the courses of their first year and must be a full time student.

g. The Peter Carty Memorial Award:

i. Founded by the members of Science '85 to commemorate Peter Carty, this award will take the form of a medal, awarded in March. It is to be awarded to the engineering student who has contributed most to the spirit and good reputation of the Queen's Engineering Society.

h. The Science Jacket Award:

i. It is the purpose of this award to recognize the first year student who has contributed the most to extra-curricular activities and to the good name of Queen's.

i. The J.S. Donnelly Award:

i. Established by the EngSoc Council of 1980-81, this award has been named after J.S. Donnelly. It is the purpose of this award to acknowledge the continuing interest and dedication of the individual(s) in and toward the general welfare, prosperity and reputation of the Engineering Society. This award is open to all members of the Society who currently are not members of the Executive.

ii. The Awards Committee selects a winner and advises the Faculty Office of the winner's name.

j. The Adam Wallgren Memorial Award:



- i. Given as a memorial to Adam Wallgren by his friends and awarded to a first year engineering student who through actions and friendly disposition has eased the rigors of day-to-day life in first year.
- ii. The award is to be a coin box and a book prize that is obtained from the Student Awards Office. The winner's name shall be engraved on a large plaque that shall be kept in Clark Hall Pub. The individual award (coin box) will have the winner's name engraved, as well as the name of the award.
- k. The Science '82 BEWS and WIC Awards:
 - i. These two awards are given to the persons who have shown the greatest enthusiasm and interest in their intra-mural athletics programs. The recipients need not be the best or most involved athletes, but should show the enthusiasm and good-natured sportsmanship that is the object of the BEWS and WIC programs. EngSoc reports to Faculty Office for information only.
- l. The Boyd Lemna Award:
 - i. Established by Science '92 in honour of their classmate Boyd Lemna. Awarded annually to a graduating mature student(s) who has completed their degree in four years. Preference will be given to students who are parents.
- m. The Kimberly Woodhouse Award:
 - i. Awarded to an individual who has been a positive role model for their peers and who has demonstrated hard work and perseverance in an effort to positively impact the community (either at Queen's or in the broader world) in a meaningful way. The individual should have gone above and beyond what was expected of them in their effort. A student from any year of study is eligible for this award.
- n. The Ryan Cattrysse Memorial Award:
 - i. Given as a memorial to Ryan Cattrysse and awarded to a fourth year or graduating student who has gone above and beyond in advocating for and/or representing their peers in engineering. The individual should



have demonstrated dedication and passion while being a representative of Queen's Engineering to other bodies within the university and/or greater community.

o. The Engineering Society Service Award:

i. To be awarded to a Service Manager in recognition of their outstanding contribution to an EngSoc Service. The recipient is one who displays a true passion for the organization, is dedicated to the Service's long-term success and ultimately values the importance of Service opportunities for future students.

B.3 The following awards are classified as Professor Awards and the recipient(s) will be determined by the Awards Committee regardless of nomination considerations.

a. The Golden Apple Awards:

i. The Golden Apple Award is an award given by the Engineering Society to professors who have been nominated by their Engineering students. This nomination is based on the professor's enthusiasm and interest in the students and engineering activities. The award may not be given to a professor who has received a Golden Apple within the last four years. There are approximately three Golden Apples awarded annually.

b. The Golden Pillar Award

i. The Golden Pillar Award is an award given by the Engineering Society to faculty or staff members who made an outstanding contribution to students' education quality. This contribution can take any shape or form other than teaching excellence.

C. Other Awards

C.1 Distinctive beer mugs and/or coffee mugs, bearing the Engineering Society crest, may be awarded at the discretion of the EngSoc Executive to Officers of the Engineering Society in recognition of their contributions over the previous year.



D. Policy References

D.1 This by-law may be referenced in section [ξ.A](#) of the Policy Manual.



By-Law 18 - Advisory Board Of The Engineering Society

A. Purpose

- A.1 There shall exist an Advisory Board of the Engineering Society.
- A.2 The Advisory Board will provide long term strategic planning, along with oversight and guidance for the Engineering Society Services and Corporate Initiatives to ensure their fiscal continuity and proper management. This will be carried out with the support of alumni and faculty members.

B. Membership

- B.1 The Board shall consist of fourteen (14) members, as follows:
 - a. The EngSoc President, ex-officio;
 - b. The Vice-President (Operations), ex-officio;
 - c. The Vice-President (Student Affairs), ex-officio, non-voting;
 - d. Two members of any faculty at Queen's University. non-voting;
 - e. Two EngSoc alumni members;
 - f. Six current Engineering Society student members elected by the general membership at the Annual General Meeting. Four student members shall have alternating two-year terms and two shall have one-year terms;
 - g. Advisory Board Secretary, ex-officio, non-voting, without speaking rights.
- B.2 The Advisory Board shall annually elect a Chair and a Deputy-Chair from among its student members.

C. Policy References

- C.1 This by-law may be referenced in section *ε .B of the Policy Manual*.



By-Law 19 - Policy Manual

A. General

A.1 There shall exist a Policy Manual of the Engineering Society. It shall describe the details of the structure and organization (including duties of the officers), special events, services, groups and clubs, and other operating procedures of the Society.

B. Outline of the Policy Manual

B.1 The following sections are part of the Policy Manual, with the specified contents:

β – Society Leadership

- The Executive
- Summer Executive Positions
- Directors

γ – Hiring and Transition

- Appointments
- Hiring Policy
- Joint Hiring Policy
- Dismissal Policy
- Transition

δ – EngSoc Spaces

- General Practices
- ILC Spaces
- Clark Hall Spaces

ε – Grievances and Conduct

- Ethics Policy
- Engineering Society Review Board



- Grievance Procedure

ζ – Corporate Guidance

- QUESSI Directors
- ESARK Directors
- Advisory Board of the Engineering Society

η – Services

- Management Contracts
- Transitioning
- Service Complaints Policy
- Manager and Staff Evaluations
- Campus Equipment Outfitters
- Science Quest
- Golden Words
- Clark Hall Pub
- iCons
- The Tea Room
- Accountability
- Staff and Manager Discipline
- Advisory Board
- Finances
- Hiring
- Health and Safety
- Workplace Harassment and Violation
- Wages & Salaries
- Staff Eligibility
- Leave
- Human Rights
- Guidelines for Administrative Purposes



- Closure of Business

θ – Financial Policies

- Finances
- The Bank of EngSoc
- The Society's Finances
- Honoraria
- Clubs, Years, and Disciplines
- Events, Conferences, and Competitions
- The Budget Approval Committee
- Service's Finances
- Services Capital Plan
- Administration Fees

ι – Academics

- Students for Engineering Education Development (SEED)
- Better Education Donation Fund (BED Fund)
- EngLinks (Engineering Society Student-Tutor Matching Program)
- Faculty Board Representatives

κ – Student Development

- Athletics
- EngSoc Affiliated Clubs
- Design Teams

λ – Information Technology

- Information Technology
- Engineering Society Computer Policy
- Open Mailing Lists

μ – Conferences and Competitions

- Internal Conferences and Competitions



- Hosted Conference and Competitions

v – Special Events

- First Year Engineering Orientation Program
- Engineering Week
- Science Formal
- Super-Semi
- December 6th Memorial

ξ – Awards and Grants

- Awards

π – Technical Workshops

- New Workshops
- Running of Workshops
- Exceptions to the Above

Ω – Permanent Staff

- General
- Hiring Procedure
- Terms of Employment
- Continuous Improvement
- Vacation and Holidays
- Leaves and Other Absences
- Termination

Appendix A – Discipline Clubs Constitutions

Appendix B – QUESSI Constitution

Appendix C – Design Team Charters

Appendix D – QPID Constitution

Appendix E – Youth Action Program

Appendix F – Classified Information Request System



C. Amendments to the Policy Manual

C.1 The Policy Manual may be amended or repealed with approval of the Engineering Society Review Board and the Engineering Society Council. All changes are required to be made with "Track Changes" turned on.

C.2 Notice about intended policy changes must be provided to the Director of Governance and the Engineering Society Review Board at least 1 week (7 days) prior to Council. Actual policy changes must be submitted to the Director of Governance by 11:59pm, the Sunday before Council.

a. If changes are deemed controversial in merit, the Engineering Society Review board (ERB) will be provided a copy of the policy changes to inform any members who will be affected by the change.

C.3 All amendments must occur on a copy of the official policy manual located on the EngSoc website.

a. All policy changes must be displayed on the projector screen during Council.

b. The policy will be provided to the presenter on the designated "Council Computer" by the Director of Governance.

c. Any changes which occur to the policy brought to Council will be saved on the Council computer, and will be maintained by the Director of Governance.

i. If the proposed changes pass, the Director of Governance or Policy Officer(s) will add the proposed changes to the official Policy Manual and upload the changes to the website no later than 11:59pm the Sunday following Council. The Policy Manual Change Log must be updated following the format of previous updates.

C.4 The proposed changes shall take effect immediately after the Council Reading unless notice of a motion to reconsider is announced at the current meeting of Council as outlined in *By-Law 2.E.2.g*.

C.5 The Policy Manual may also be amended or repealed by referendum or by an annual or general meeting of the members of the Engineering Society (in one reading). Such amendments shall take place immediately.



C.6 The Director of Governance or a delegate may make editorial changes to the Policy Manual without the need for Council approval.

- a. Editorial changes to the Policy Manual include correcting references to other sections of the Policy Manual and By-Laws as well as spelling, formatting, and grammatical changes.
- b. Such editorial changes must not conflict with the intent of the policy.
- c. The Engineering Society Review board must be notified of such changes.



By-Law 20 - Information Security

A. Purpose

A.1 This by-law defines the types of information handled by the Engineering Society and dictates the proper handling methods.

B. Definitions:

B.1 Personal information is defined by the Freedom of Information and Protection of Privacy Act as:

- a. information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- b. information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- c. any identifying number, symbol or other particular assigned to the individual,
- d. the address, telephone number, fingerprints or blood type of the individual,
- e. the personal opinions or views of the individual except where they relate to another individual,
- f. correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- g. the views or opinions of another individual about the individual, and
- h. the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.



The Engineering Society of Queen's University defines personal information in the same way.

B.2 Any document that contains the personal information of one or more students is considered a Classified Document.

B.3 The individual or group that collects personal information or generates classified documents is called the collector.

B.4 Any individual or group other than the collector which requests classified information is called the requestor.

B.5 The Vice President (Student Affairs) shall be the Chief Information Security Officer of the Engineering Society and shall have oversight on the collection and storage of Classified Documents.

B.6 The Director of Information Technology shall be the Deputy Information Security Officer of the Engineering Society and shall be the primary enforcer of the practices outlined in this bylaw.

C. Collecting Information

C.1 No member of the Engineering Society will ask for personal information with the following exceptions:

- a. Full Name
- b. Age
- c. NetID
- d. Student number
- e. Date of birth
- f. Address
- g. Telephone number
- h. Email address
- i. Special needs.
- j. Social Insurance Number
- k. Banking information



C.2 If more information is needed for a particular cause, the Vice President (Student Affairs) may grant special permission for the information to be collected.

C.3 The purpose for the collection of personal information or compilation of a classified document must be explicitly clear on the collection form or at the time of collection.

D. Storing Classified Documents

D.1 Physical Classified Documents shall either:

- a. Be stored in a locked container that is kept in the Engineering Society Office when being stored for less than one month.
- b. Be stored in the records filing cabinet in a sealed envelope with a destruction date clearly printed on the envelope.

D.2 Digital Classified Documents shall:

- a. Be stored on an encrypted medium, including but not limited to office computers, external hard drives and flash storage that is owned by the Engineering Society of Queen's University.
 - i. Media which contains classified documents will be stored inside the Engineering Society Office, unless being used to collect information, in which case the media must be signed out only by the person collecting the information
- b. Be stored on approved cloud storage media, namely Microsoft Office 365 OneDrive for Business Engineering Society accounts or Engineering Society email accounts
- c. Not be stored on personal storage media including but not limited to laptop hard disks, non-approved cloud storage, or un-encrypted personal removable storage

E. Use of Classified Documents and Personal Information

E.1 The Vice President (Student Affairs) must approve use of classified documents or personal information beyond the explicitly stated purpose of



collection unless verbal or written approval from the owner of the information is given.

F. Accessing Classified Documents

F.1 Only the Vice President (Student Affairs) and the collector have unrestricted access to the classified documents.

F.2 A requestor wishing to access classified documents must submit a request to the Vice President (Student Affairs) via the Classified Information Request System, and will be granted access to the classified information at the sole discretion of the Vice President (Student Affairs). The Classified Information Request System is outlined in *Appendix F* of Policy.

G. Destroying Classified Documents

G.1 Personal information and classified documents shall be kept for at least one calendar year and no more than two calendar years from the time of collection unless otherwise stated on the collection form.

G.2 Physical classified documents shall be destroyed by a cross-cut shredder by either a member of the Executive team, the Director of Internal Processes, the collector, or the collector's successor.

G.3 Digital classified documents shall be destroyed by securely formatting the storage medium where they resided.



By-Law 21 - Information Technology Security Policy

A. Purpose

A.1 This by-law defines the Engineering Society of Queen's University's IT security practices and procedures.

B. Security

B.1 Any data which is created, stored, transferred, broadcasted, or hosted on a server or computer which is owned by the Engineering Society or is under the prevue of the Director of Information Technology must adhere to the policies specified in *By-Law 20* regarding the transfer and storage of classified documents if applicable.

B.2 Any team, club, or business that is under the umbrella of the Engineering Society shall conform their IT policies to meet those specified in *By-Law 20* or provide documentation and evidence to the Director of Information Technology that their existing policies meet or exceed the standards set out regarding the transfer and storage of classified documents if applicable.

B.3 Official communication by any member of the Engineering Society Leadership or leadership of groups under the umbrella of the Society shall use the email account issued to them by the Engineering Society or a suitable alternative to be approved by the Director of Information Technology.

B.4 The Director of Information Technology must be able to reset any password associated with any account that is being used for official purposes. If the system is such that this is not possible, for emergency purposes the Director of Information Technology will globally access the EngSoc email in use to access the necessary system account(s).

B.5 Any domain name that is affiliated with the Engineering Society or any Engineering Society groups will be properly registered to the Engineering Society itself.



By-Law 22 - Alma Mater Society Judicial Committee

Preamble: The Judicial Policy and Procedures manual of the Alma Mater Society stipulates that the Alma Mater Society Judicial Committee may exercise jurisdiction regarding breaches of certain rules or regulations. That manual also stipulates that an appropriate rule must be published in the governing documents of any member society of the Alma Mater Society.

A. Purpose

A.1 To comply with stipulations set forth by the Alma Mater Society in regards to the Alma Mater Society Judicial Committee.

B. General

B.1 Without restricting the generality of the foregoing, the Alma Mater Society Judicial Committee may exercise jurisdiction regarding any breach of the Queen's Student Code of Conduct or Alma Mater Society Constitution, any matter referred to the Alma Mater Society by the Non-Academic Misconduct Intake Office, or any violation of any appropriately published non-academic rule or regulation.

B.2 Refer to the Alma Mater Society Judicial Policy and Procedures Manual for the Alma Mater Society Judicial procedures.



By-Law 23 – Protection of Officers

A. General

A.1 An Officer of EngSoc is defined as an elected or appointed member of EngSoc

A.2 Officers of EngSoc shall not be liable for the following:

- a. acts, receipts, neglects or defaults of any other officer or employee;
- b. joining in any receipt or other act of conformity;
- c. for any loss, damage or expense happening to EngSoc through the insufficiency or deficiency of title to any property acquired by order of Council for on behalf of EngSoc;
- d. the insufficiency or deficiency of any security in or upon which any of the moneys of EngSoc shall be invested;
- e. Any loss or damage arising from bankruptcy, insolvency or tortuous act of any person with whom any of the moneys, securities or effects of EngSoc shall be deposited;
- f. Any loss occasioned by any error of judgment or oversight on their part; and
- g. Any other loss, damage or misfortune whatever which shall happen in the execution of the duties of their office or in relation thereto unless the same are occasioned by their own willful neglect or default.

A.3 All officers of the EngSoc and their heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of EngSoc from and against:

- a. all costs, charges, and expenses whatsoever that such officers sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and



b. all other costs, charges and expenses that they sustain or incur in or about or in relation to affairs of EngSoc; except such costs, charges or expenses as are occasioned by their own willful neglect or default.

A.4 No act or proceeding of any officer or Council shall be deemed invalid or ineffective by reason or the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualifications of such officer or Council.

A.5 Officers may rely upon the accuracy of any statement or report prepared by EngSoc auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.



Engineering Society By-Law Change log

October 14 2013 – Douglas McFarlane (Vice-President (Society Affairs))

- Combined all by-laws into one document, changed various individual by-laws

November 10, 13 & November 25, 2013 – Emily Fleck (President)

- Added restructure changes

January 7, 2014 – Bailey Piggott (Constitutional Guru)

- Added changes to By-Law 15 (from Nov. 28, 2013 Council)

September 21, 2014 – Michael McLaren (Constitutional Guru)

- Updated By-Law 2

September 28, 2014 – Michael McLaren (Constitutional Guru)

- Changes outlined in CLICKERS, and comprehensive changes to IT By-Laws

November 1, 2014 – Michael McLaren (Constitutional Guru)

- Ratification changes
- Addition of Automated Poker Team to Clubs

November 9, 2014 – Michael McLaren (Constitutional Guru)

- Change to voting in Council, allowing us to forgo the clickers if they are not working

March 23, 2015 – Michael McLaren (Constitutional Guru)

- Slight changes to Board policy
- Board of Directors now Advisory Board!

May 8, 2015 – Michael McLaren (Outgoing Constitutional Guru)

- Changes to By-Law 6 outlined in REMOVAL SURGERY

May 12, 2015 – Julianna Jeans (Director of Internal Affairs)

- Minor Editorial Changes

October 15, 2015 – Alex Wood (Vice-President (Student Affairs))

- Rules of Order for Council Meetings moved from Policy α.B & α.B to By-Law 2
- Greasepole Event moved from By-Law 9 to Policy Section η.X.5
- Moved Conference Objectives to By-law 10 section B from Policy μ.A.5
- Moved Standing Committees of Council to By-Law 9 from Policy α.C
- Updated Conference list in By-Law
- Updated Design Team List in By-Law

December 30, 2015 – Avery Cole (Constitutional Guru)

- Minor Editorial Changes

January 8, 2016 – Avery Cole (Constitutional Guru)

- Director shuffle



- Director of Community Outreach added
- Club shuffle

April 5, 2016 – Avery Cole (Constitutional Guru)

- Removed 'Chief' and 'Deputy' titles for Internal Records Officers

October 17, 2016 – Sam Johnston (Constitutional Guru)

- Added changes to By-Law 9, section A (passed in October 13, 2016)

November 28, 2016 – Lianne Zelsman (Director of Internal Affairs)

- Added changes to candidate eligibility in By-Law 3 - Elections, section B (passed November 24, 2016)

November 15, 2018-Emily Varga (Director of Internal Affairs)

- Updated By-Law 17- EngSoc Awards to include Ryan Cattrysse Memorial Award

January 13, 2019 – Emily Varga (Director of Internal Affairs)

- Updated By-Law 16- Better Education Donation
- Updated By-Law 8- Engineering Society Directors to include Director of Social Issues

March 11, 2019- Emily Varga (Director of Internal Affairs)

- Updated By-Law 7- Academic Representatives
- Updated By-Law 8- Engineering Society Directors
- Updated By-Law 3- Engineering Society Elections to have the Chief Electoral Officer to hold candidates accountable
- Updated By-Law 1- Engineering Society Council, By-Law 3- Engineering Society Elections and created By-Law 22- Alma Mater Society Judicial Committee to establish the AMS Judicial Committee jurisdiction in relation to the Engineering Society

April 9th, 2019-Emily Varga (Director of Internal Affairs)

- Updated Discipline Club By-Law in By-Law 1-Engineering Society Council, By-Law 3- Engineering Society Elections and By-Law 6-Departmental Clubs
- Updated rules of order for AGM in By-Law-Rules of Order for Council Meetings
- Updated council and executive terms in By-Law 1-Engineering Society Council, By-Law 3-Engineering Society Elections and By-Law 4-The Executive.
- Updated VPSA to oversee Director of Human Resources in By-Law 8-Engineering Society Directors
- Updated Director of Professional Development duties in By-Law 9-Standing Committees
- Updated structure of ExCommComm in By-Law 9-Standing Committees
- Updating of By-Law 3-Engineering Society Elections for removal of elected officers
- Added equity team to By-Law 9-Standing Committees
- Updated By-Law 16-Better Education Donation
- Updated ERB procedures in By-Law 15-Engineering Society Review Board



- Updated Discipline Clubs in By-Law 6-Discipline Clubs

September 16th, 2019-Raed Fayad and Laure Halabi (Policy Officers)

- Updated ExCommComm in By-Law 9-Standing Committees
- Removed the question restriction in By-Law 2-Substantive Motions

March 04th, 2020-Raed Fayad (Policy Officer)

- Updated Director of Internal Affairs to Director of Governance in By-Law 8
- Added Director of Internal Processes in By-Law 8
- Updated Director of Conferences to Director of Clubs and Conferences in By-Law 8
- Added duties to Director of Social Issues and Director of External Relations in By-Law 8 to cover duties of Director of Events
- Updated By-Law 18.B – Advisory Board Membership
- Updated By-Law 10 Conferences and Competitions, and Clubs

March 22nd, 2020-Laure Halabi (Policy Officer)

- Removed WEAO from Director of Clubs and Conferences' jurisdiction
- Updated the list of clubs affiliated with the Engineering Society

May 2nd, 2020 – Thomas Wright (Director of Governance)

- Re-formatted and added item D.1 to Bylaw 10: Section D – Clubs and Conferences
- Added QWASE to Bylaw 8: Section B.4.a and Bylaw 10: Section D

May 23rd, 2020 – Thomas Wright (Director of Governance)

- Removed Asteroid Mining Club from Bylaw 8.B.4.b and Bylaw 10.F.1 upon de-ratification by the VPSA

November 6th, 2020 – Damian Chodyna (Policy Officer)

- Updated By-Law 9 to rename the Committee on Inclusivity to the Committee on Equity. Also, the Equity Event Coordinator is now the Equity Event and Media Coordinator. Also, changed the wording in A.2 iv. Finally, added Section C, the Committee on Environmental Sustainability.
- By-Law 5, section C: clarified and updated some wording, including defining roles more clearly, and adding a Fourth Year Yearbook Coordinator.
- Updated Table of Contents due to adding a section

February 28th, 2021 – Damian Chodyna (Policy Officer)

- Changed outdated Director of Internal Affairs title to Director of Governance in all sections where the former was still written.

March 12th, 2021 – Thomas Wright (Director of Governance)

- Updated awards bylaw changes from 2020 (Bylaw 17)
- Added the right to proxy an existing vote for the deputy speaker in Bylaw 1
- Added EssDev to DoIT portfolio (Bylaw 8)



March 18, 2021 – Damian Chodyna (Policy Officer)

- Modified By-Law 8 Section B.14 to add and update responsibilities for Director of Internal Processes.
- Modified By-Law 10 Section H.2 to add new design teams and clubs so they appear in this document.
- Added neutral parties and clarified rules on endorsement and fairness in By-Law 3 Section H.

October 4, 2021 – Ian Sheng (Policy Officer)

- Updated By-Law 8 Section B.4 and By-Law 10 Section G to reflect the ratification of the EngArts club

October 18, 2021 – Ian Sheng (Policy Officer)

- Updated By-Law 10 Section H.1 to reflect the ratification of the Queen's Relectric Design Club

November 14, 2021 – Ian Sheng (Policy Officer)

- Updated By-Law 10 Section H.1 to reflect the de-ratification of the Queen's University Experimental Sustainability Team

February 14, 2022 – Ian Sheng (Policy Officer)

- Updated By-Law 2 Section A.1; By-Law 8 Sections A.1, B.B1; and By-Law 10 Section C.C3 to reflect recent council changes.
- Re-formatted By-Law 10 to reflect beginning of a new section in the document

March 24, 2022 – Ian Sheng (Policy Officer)

- Updated all appropriate sections to reflect changes ratified in the Annual General Meeting on March 17.

September 21, 2022 – Jack Lipton (Director of Governance)

- Updated By Law 9.D to reflect ratification of Engagement Committee during meeting on September 15 2022

September 27, 2022 – Aidan Shimizu (Policy Editor)

- Went through all of By-Law throughout 5 months making substantial edits. List of all changes can be found in an Excel spreadsheet titled "One Big By-Law Change Log" located in the Director of Governance's OneDrive. Changes approved during meeting on September 27th, 2022. Substantial changes outlined below
- By-Law 2: Reordered director reports & added ERB report. Specified titles for Council
- By-Law 3: Added some rules from election rules, updated DSC election rules, ability to appeal Exec decision to bring officer removal motion to Council
- By-Law 4: Took out "Protection of Officers" and made it its own By-Law (23)



- By-Law 5: Year exec merch must be done in consultation with CEO, added section rep, webmaster and BED Fund rep descriptions
- By-Law 6: Completely rewrote. Added requirement for transition manual, altered DSC constitution change process
- By-Law 9: Took out requirement for all years represented on Equity committee, added some people to committee, changed five elected members to minimum 3. Renamed all committees from "Committee on ____" to "____ Committee".
- By-Law 10: Took out events section (moved to Policy), added QCBT
- By-Law 17: Completely reformatted to shorten
- By-Law 19: Took out reference to "Representation Manual" (doesn't exist). Took out requirement for physical copy of policy kept in lounge, added formatting as "editorial change", notice about policy changes sent to ERB
- By-Law 20: Director of Internal Processes also in charge of shredding classified docs.
- By-Law 21: Said that Director of IT has ability to access any EngSoc account through EngSoc emails (they were already able to, this is for transparency)
- By-Law 23: Creation of this By-Law, "Protection of Officers"