

YORK ENGINEERING COMPETITIONS CONSTITUTION
LASSONDE ENGINEERING SOCIETY



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SECTION 1 - PREAMBLE

The purpose of the Lassonde Engineering Society Competitions Constitution is to formalize the necessary procedures to fulfil all competitions-related activities most effectively and efficiently and to remain accountable to the Members of the Society. Particular emphasis is given to the York Engineering Competition (YEC) given its large scale and status as a local feeder for the Ontario Engineering Competition. The Lassonde Engineering Society commits to running all competitions with integrity and quality.

SECTION 2 - GENERAL

2.0. Definitions

2.0.1. In this document:

- a. Lassonde Engineering Society shall be referred to as “LES”;
- b. The York Engineering Competition shall be referred to as “YEC”;
- c. The Lassonde Engineering Society Board of Directors shall be referred to as “BOD”;
and
- d. The Ontario Engineering Competitions shall be referred to as “OEC”.

2.1. Oversight

2.1.1. The YEC Chair is responsible for YEC as per LES Bylaw 3, Section 2.2.

- a. Given the substantial amount of discretionary authority the YEC Chair possesses and the large number of volunteers involved with YEC, it is necessary for LES to be actively involved throughout the process.

SECTION 3 - DISPOSITIONS

3.1. Mission

The YEC seeks to provide a high-quality experiential learning opportunity in the realm of Engineering to students of all degree paths within York University.

3.2. Values

The YEC adheres to the following core values and will ensure that all operations will be conducted in a manner that abides by these principles.

1. Experiential Education
2. Equality
3. Integrity
4. Inclusivity
5. Accessibility
6. Spirit

SECTION 4 - ORGANIZING COMMITTEE

4.1. General

- 4.1.1. For all competition-related matters not mentioned in this document, the Organizing Committee shall consult with the OEC organizers or the OEC Rulebook.

4.2. Purpose

- 4.2.1. The Organizing Committee shall be the decision-making body for all matters within the jurisdiction of YEC.

4.3. Composition

- 4.3.1. The Organizing Committee shall be comprised of:
 - a. The YEC Chair;
 - b. The Vice-Chair Logistics;
 - c. The Vice-Chair Finance; and
 - d. The Vice-Chair Communications.
- 4.3.2. The YEC Chair shall serve as Chair of the Organizing Committee
- 4.3.3. YEC Directors as defined in LES Bylaw 3, Subsection 2.1.1 shall be non-voting members of the Organizing Committee:
 - a. Sponsorship Commissioner;
 - b. 1-2 Graphic Designer(s);
 - c. Webmaster; and
 - d. Competition Lead(s).
- 4.3.4. The YEC Chair shall consult the President of the LES before appointing members of the Organizing Committee.

4.4. Meetings

- 4.4.1. The Organizing Committee shall meet as required.
- 4.4.2. Meetings shall be called by the YEC Chair or by a written request by the majority of committee members.

4.5. Recall

- 4.5.1. A member of the Committee shall be recalled following a two-thirds (2/3) vote of the serving members of the Organizing Committee.

4.6. BOD Reporting

- 4.6.1. The Organizing Committee must provide a tentative competition schedule for YEC to the Board of Directors by the June meeting.
- 4.6.2. The Organizing Committee must provide a written monthly update to BOD at the beginning of every month between May and December.
 - a. The following items and details must be included in the update:
 - i. A list of current material inventory;
 - ii. Budget actuals;
 - iii. An up-to-date schedule of all competitions; and
 - iv. Ticket sales and attendance.

4.7. Conflict of Interest

- a. YEC members shall adhere to the LES Conflict of Interest Policy.

SECTION 5 - VICE-CHAIRS

5.1. Vice-Chair Finance

- 5.1.1. The Vice-Chair Finance shall be responsible for the maintenance of the YEC's finances.
- 5.1.2. The Vice-Chair Finance shall prepare and present a proposed budget to the LES Finance Committee before July BoD.
 - a. The budget must include the following details:
 - i. Costed budget lines for each requested item;
 - ii. A description providing the reason for each budget line; and
 - iii. The total requested amount.
- 5.1.3. The Vice-Chair Finance shall be tasked with maintaining an up-to-date budget of actualized expenditures.

5.2. Vice-Chair Logistics

- 5.2.1. The Vice-Chair Logistics shall be responsible for ensuring that YEC has the necessary resources for the execution of each competition.
- 5.2.2. The Vice-Chair Logistics shall be responsible for registering prospective YEC competitors.
- 5.2.3. The Vice-Chair Logistics shall present the LES Signing Officers with a list of requested university spaces before the Canadian Labour Day.
- 5.2.4. The Vice-Chair Logistics shall be responsible for procuring judges for each competition.
- 5.2.5. The Vice-Chair Logistics shall work with the Finance Committee to maintain an active inventory of YEC materials,
- 5.2.6. The Vice-Chair Logistics shall work with the External Committee to ensure competition winners are successfully sent to the Ontario Engineering Competition and Canadian Engineering Competition.

5.3. Vice-Chair Communications

- 5.3.1. The Vice-Chair Communications shall be responsible for the promotion of the YEC.
- 5.3.2. The Vice-Chair Communications shall work in conjunction with the Public Relations Committee to:
 - a. Ensure all marketing materials are consistent with the LES Branding Policy.
 - b. Ensure YEC details are posted on the LES website.
- 5.3.3. The Vice-Chair Communications shall be responsible for replying to emails from the YEC email account.

SECTION 6 - COMMUNICATIONS

6.1. Oversight

- 6.1.1. The Vice-Chair Communications shall oversee all communications-related activities within YEC.

6.2. Graphic Design

- 6.2.1. The Graphic Designers shall be responsible for the creation of all visual communications related to YEC.

6.3. Public Communications

- 6.3.1. All public communications shall adhere to the LES Digital Standards and Accessibility Policies.
- 6.3.2. A hiring notice shall be posted on all relevant LES and YEC before June 15th.
 - a. All hiring applications shall be publicly accessible online.
- 6.3.3. A competition notice shall be posted on all relevant LES and YEC media at least one week before an individual competition's date.
- 6.3.4. All participants must be informed of and shown to understand all relevant Ontario Engineering Competition policies on eligibility.

6.4. Website

- 6.4.1. The Webmaster shall be responsible for the maintenance of YEC webpage.

SECTION 7 - FUNDING

7.1. Oversight

- 7.1.1. The Vice-Chair Finance shall oversee all funding-related activities within YEC.
- 7.1.2. All financial transactions, agreements and contracts must be signed by the LES signing officers.

7.2. Sponsorship

- 7.2.1. The Sponsorship Commissioner shall be responsible for the procurement of sponsors for YEC.

7.3. Revenue

- 7.3.1. In the interest of maintaining fiscal responsibility, all YEC revenue shall be deposited into the LES bank account.
- 7.3.2. The Vice-Chair Finance shall recommend a competition entry fee in accordance with the LES Accessibility Policy, Section 4 to the Finance Committee no later than the August BOD meeting.

SECTION 8 - LOGISTICS

8.1. Oversight

- 8.1.1. The Vice-Chair Logistics shall oversee all logistical activities within YEC.

8.2. Judges

- 8.2.1. Competition judges shall be contacted no later than one month before the start of the competition.
- 8.2.2. A set of competition judges must comprise of relevant qualified undergraduate or graduate students, faculty or industry professionals.
- 8.2.3. Results from the judges shall be made publicly available online for all York University students.

8.3. Competitor Sign-Ups

- 8.3.1. All competition category sign-up applications shall be publicly available in online form.
- 8.3.2. The Vice-Chair Logistics shall be responsible for maintaining a list of all category participants.
- 8.3.3. Competitor sign-up forms shall be submitted to the Organizing Committee for review no later than one month prior to the competition category date.

SECTION 9 - COMPETITIONS

9.1. General

- 9.1.1. All competitions shall be led by a Competition Lead(s).

9.2. Leads

- 9.2.1. Competition Lead(s) shall be responsible for:
- a. The development of problem statements for their respective competition category.
 - b. Publishing a competition rule book for their competition.
 - c. Facilitating their respective competition category.
 - d. Working with the Vice-Chair Logistics to develop a list of required resources.

9.3. Reporting

- 9.3.1. Competition Lead(s) shall report to the Organizing Committee.
- 9.3.2. All competition rule books shall be made publicly available at least four weeks before the competition date.

9.4. Timeline

- 9.4.1. All competition problem statements and rule books shall be submitted to the Organizing Committee no later than five weeks before the competition date for approval.

9.5. Recall

- 9.5.1. Competition Lead(s) may be recalled by a two-thirds (2/3) vote of the serving members of the Organizing Committee
- a. A recall motion shall be submitted if Section 9.3 is not fulfilled

SECTION 10 - ELIGIBILITY

10.1. General

- 10.1.1. The YEC Chair shall keep a list of individuals who are not permitted to participate in or engage with YEC or YEC-related events if the following conduct or acts are shown:
 - a. Cheating;
 - b. Slander or disrespectful behaviour; and
 - c. Other conduct or acts deemed detrimental to the competition or YEC as a community institution.
- 10.1.2. Unless otherwise defined in this policy, the removal of individuals from the list will be done at the discretion of the YEC Chair, who will consult the BOD before removing any individual.
- 10.1.3. Any position-related removal shall be reversed upon the individual's termination of their role.
 - a. Unless removed by the YEC Chair, individuals will remain on the list indefinitely

10.2. Participation

- 10.2.1. The following positions shall be barred from competing in YEC for the duration of their tenure:
 - a. YEC Organizing Committee
 - b. YEC Directors; and
 - c. LES Board Members.
- 10.2.2. The External Committee shall sentence a candidate to the grey list by a two-thirds (2/3) majority vote.

10.3. Degree-Base Participation

- 10.3.1. York University students of all degree types can participate in YEC.
 - a. All YEC participants must be informed of relevant OEC and CEC regulations related to degree types which may bar them from competition progression.

10.4. Appeals

- 10.4.1. All individuals barred through Section 10.1.1 & 10.2.1.(c) are eligible to submit a participation appeal
 - a. All participation-based appeals shall be sent to the YEC Chair (yec@lasengsoc.com)
- 10.4.2. Upon receipt, the YEC Chair shall submit a motion of participation, outlining the details of the appeal, during the next regular BOD meeting.
 - a. All appeals must be sent before the BOD meeting immediately before the competition date in question.
 - b. A motion of participation shall be considered approved with a two-thirds (2/3) vote of BOD.

SECTION 11 - OEC

11.1. General

- 11.1.1. The Organizing Committee shall be responsible for the recommendation of a set of teams to send to OEC.

11.2. Team Progression

- 11.2.1. Teams shall be selected by competition category in descending scoring order.
- 11.2.2. The Vice-Chair Logistics shall review each team to ensure they comply with the OEC eligibility criteria.
 - a. If a team is found to be incompatible with the OEC eligibility criteria, they shall be disqualified from progression, at which point, the next highest-scoring team for the given category shall be selected.

11.3. Handoff

- 11.3.1. Within one week following the conclusion of the final YEC category, the LES External Committee shall be supplied with the contact information of all recommended YEC participants.