



# **ESS-AÉG**

Engineering Students' Society  
Association des Étudiant(e)s en Génie

# **Policy and Procedure Manual**

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## 1.0 Specific Roles of Elected and Appointed Members Policy

### 1.1 Purpose

The specific roles of Elected and Appointed Members Policy shall outline specific tasks that each elected and appointed Member of the Society shall have.

### 1.2 Scope

The specific roles of Elected and Appointed Members Policy shall apply to all Members of the Society who have been duly elected to their position.

### 1.3 Policy

#### 1.3.1 Chair of the Board

The Chair of the Board shall:

- a. be responsible for maintaining order during meetings of the Board of Directors and Members;
- b. be knowledgeable of Robert's Rules of Order, the ESS policy and procedures and the by laws;
  - i. conduct meetings in accordance with Robert's Rules of Order Revised.
- c. be unbiased, objective and impartial for the duration of the meeting;
- d. maintain all documents of the Society, during their tenure as Chair, including but not limited to:
  - i. meeting minutes;
  - ii. a record of Board of Directors in accordance with the Act;
  - iii. a record of Officers in accordance with the Act;
  - iv. a record of Members in accordance with the Act; and
  - v. all Instruments of the Society.
- e. appoint at least one (1) Secretary as per 1.3.2 Secretary of the Board at the first meeting of the academic year;
  - i. in the event that the secretary is unable to fulfil their duties at a meeting, the Chair shall appoint a replacement secretary for the duration of their absence.
- f. have other duties and responsibilities as voted upon by the Board for the duration of said meeting; and
- g. ensure the agenda is formed and distributed to the Board by a deadline established by the Board of Directors at the first meeting of each academic year.

## 1.3.2 Secretary of the Board

The Secretary of the Board shall:

- a. not be Director on the Board;
- b. take minutes at all meetings of the Board and of the Members; and
  - i. responsible for sending the minutes to the Manager of IT.
- c. not have voting rights;

## 1.3.3 Roles of the President

The President of the Society shall:

- a. oversee all the Vice-President positions;
- b. be an ex-officio Member of all committees of the ESS;
- c. work with Officers to report recommendations to the Board of Directors;
- d. work to ensure positive relations with Member, professional and public organizations, administrative bodies and with the media as the official spokesperson of the Society;
- e. organize a weekend long transition meeting before the end of July for all outgoing and incoming Officers of the Society;
- f. organize one (1) team building event per semester for the Officers of the Society;
- g. run mandatory meetings with the other Officers;
  - i. during the summer semester, meetings shall be held on a monthly basis;
  - ii. during the fall and winter semesters, meetings shall be held on a bi-weekly basis; and
  - iii. additional meetings shall be held as deemed necessary.
- h. ensure the Society By-Laws, policies and values are upheld, updated and modernized;
- i. write an update on the Society's affairs each semester to be published on the website;
- j. maintain the history, lore and culture of the Society;
- k. shall advertise the election of the Engineering Endowment Fund (EEF) Chair;
- l. select camp leaders for the Iron Ring Ceremony;
- m. in case of emergency, they, after a successful special resolution vote of the Executive, assume responsibilities that do not officially fall within their functions, as provided for in the by-laws of the Society;
- n. sit in on or send proxy the University of Ottawa Student Union Presidents' Round Table;
- o. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- p. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.



## 1.3.4 Roles of the Vice President of External Affairs

The Vice President of External Affairs of the Society shall:

- a. oversee the positions of Manager of Sports;
- b. form and lead the Selection Committee whose purpose is to select all delegates to all applicable conferences;
- c. be responsible for interviewing all applicants and selecting delegates for all conferences alongside the Conference Delegation Selection Committee;
  - i. be responsible for the registration and travel of all delegates;
  - ii. host and organize a Pre-delegate meeting for each ESS delegation prior to attendance of the conference;
- d. report recommendations based on the functioning of other Engineering Students' Societies to the Board of Directors;
- e. increase the visibility of the Society and protect its reputation within the University and the public;
- f. write a report about each conference attended during the semester to be posted on the website and provide a summary to the Board of Directors;
- g. write a report each semester on how different Engineering Societies operate and how the Society could bring about these changes;
- h. facilitate communication with other Engineering Societies as well as provide inter-university contacts to the Officers of the Society;
- i. ensure that Members are informed of opportunities available through Engineering Students Societies' Council of Ontario (ESSCO) and Canadian Federation of Engineering Students (CFES);
- j. ensure that the Society remains in good standing with ESSCO and CFES;
  - i. to leave or change status of the Society in reference to the aforementioned organizations will be determined by a special resolution at a Board of Directors meeting followed by a special resolution at a Meeting of Members;
    1. an email shall be sent out to all Members to maintain an informed Membership;
- k. promote the opportunity of hosting a conference and aid the host committee;
- l. act as the Head-Delegate for all conferences and represent the University of Ottawa on the ESSCO and CFES councils;
  - i. should the Vice President of External Affairs be unable to attend any external meeting, they shall be responsible for appointing a proxy and/or head delegate as required as per ESSCO and CFES rules.
- m. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- n. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## 1.3.5 Roles of the Vice President of Financial Affairs

The Vice President of Financial Affairs of the Society shall:

- a. oversee the positions of Manager of Sponsorship;
- b. report recommendations of fiscal policies to the Board of Directors;
- c. present the annual budget to the Board of Directors in September;
- d. prepare for each meeting of the Board of Directors a financial report, consisting of:
  - i. all cheques written;
  - ii. all funds received;
  - iii. all monies owed to the Society;
  - iv. all monies owed by the Society; and
  - v. a realized up to date copy of the budget.
- e. present a summary of the financial report at each meeting of the Board of Directors and have it published to the website within seven (7) days of the meeting;
- f. make the approved annual budget available on the website and to all Members upon request;
- g. ensure that only Members are eligible to attend conferences and/or competitions;
- h. be responsible for completing all UOSU audits and submitting on time;
- i. assist the Officers with all funding applications;
- j. ensure that any cash collected by the Society is counted bi-weekly ;
  - i. a Member that is not in possession of a key to the register must be present during the counting of the money.
- k. get monthly report from Manager of Sponsorship on what progress has been made;
- l. sit in on or send proxy the University of Ottawa Student Union Money Round Table;
- m. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- n. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## 1.3.6 Roles of the Vice President of Academic Affairs

The Vice President of Academic Affairs of the Society shall:

- a. act as the official ombudsperson for any and all academic concerns brought forward by undergraduate engineering students, and to do so in confidence as requested by the student(s) or the Council;
- b. compile at least one (1) report per semester on academic issues facing students, to be presented to the Dean of Engineering;
- c. work to ensure that Engineering Students at the Faculty learn to effectively utilize all existing school services available to them, to introduce useful concepts and skills to ensure both academic and professional success;
- d. sit on the Curriculum Committee of the faculty;
- e. hold monthly meetings with the Vice Dean Academic of the Faculty;
- f. sit or send a proxy to the Electrical Engineering and Computer Science (EECS) meetings;
- g. sit on or send a proxy to the Library Committee;
- h. sit in on or send proxy the University of Ottawa Student Union University Affairs Round Table;
- i. obtain statistics on academic issues facing students by communicating with students of the University on a regular basis;
- j. meet with the year representatives on the Board at least once per semester to discuss academic issues;
- k. hold one (1) Wine and Cheese during both the fall and winter semesters;
- l. hold two (2) morale nights during both the fall and winter semesters;
- m. hold one (1) speaker night during both the fall and winter semesters;
- n. hold one (1) Resume Workshop per academic year;
- o. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- p. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## 1.3.7 Roles of the Vice President of Communications

The Vice President of Communications of the Society shall:

- a. oversee the position of Manager of Translations;
- b. oversee the position of Manager of Information Technology (IT);
- c. oversee the position of Manager of Social Media;
- d. be responsible for all publicity pertaining to the Society;
- e. ensure all publicity is posted in english and french, preferably on the same notice;
- f. coordinate the production of the engineering handbook to be available before 101 Week;
- g. ensure that the reputation of the Society is upheld on social media;
- h. ensure all Society events and services are advertised on the Society social media accounts and through bi-weekly mail outs;
- i. maintain an updated email list of all full Members of the Society;
- j. report recommendations on all matters, informational and technological, to the Board of Directors;
- k. ensure the availability and accessibility of meeting minutes;
  - i. from meeting of Board; and
  - ii. from meetings of Members.
- l. create other engaging content for the social media accounts;
- m. evaluate and seek out new forms of communications to engage with more members of the Society;
- n. sit in on or send proxy the University of Ottawa Student Union Communications round table;
- o. unless otherwise voted upon by the Officers, conduct at least one French-language class presentation in fall and winter semesters; and
- p. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## 1.3.8 Roles of the Vice President of Internal Affairs

The Vice President of Internal Affairs of the Society shall:

- a. form and lead the University of Ottawa Engineering Competition Committee whose purpose is to plan and run this competition in the fall semester;
  - i. this will act as a qualifying round to the Ontario Engineering Competition;
  - ii. ensure the travel and accommodations for all eligible teams competing in the Ontario Engineering Competition (OEC) and the Canadian Engineering Competition (CEC);
- b. work with the faculty to plan activities as part of National Engineering Month;
- c. organize 4 events during the school year, events for NEM may be counted towards this objective;
- d. oversee the workings of the different Sub-Associations of the Society, and coordinate the activities of those Sub-Associations with the VP Social;
  - i. negotiate with Sub-Associations regarding the ESS services, such as room bookings;
- e. provide guidance and access to applicable ESS services to sub-associations should they require it;
- f. meet with Sub-Association representatives at least once per semester to ensure the Society's Policies and Procedure Manual are upheld, as defined in *4.0 Sub-Association Policy*;
- g. take minutes at all meetings of the executive and make them publicly available;
- h. maintain all documents of the Society, during the interim between Chairs, including but not limited to:
  - i. meeting minutes;
  - ii. a record of Board of Directors in accordance with the Act;
  - iii. a record of Officers in accordance with the Act;
  - iv. a record of Members in accordance with the Act; and
  - v. all Instruments of the Society.
- i. manage the volunteer database and record volunteer hours;
- j. maintain the office and order office supplies as needed;
- k. organize a volunteer appreciation event;
- l. provide assistance to the President as requested;
- m. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- n. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## 1.3.9 Roles of the Vice President of Services

The Vice President of Services of the Society shall:

- a. form and lead the Graphic Design Committee whose purpose is to provide designs and artwork for use by the Society;
- b. obtain and maintain engineering merchandise to be sold by the Society;
- c. organize at least one (1) fitting session per academic year for leather jackets;
- d. maintain the lockers and the list of registered lockers;
- e. establish all prices for products sold by the Society in conjunction with the Vice President of Financial Affairs;
- f. maintain an active catalogue of available merchandise on the Society's website;
- g. maintain all equipment that can be rented by the Society;
- h. hold one (1) event per semester for patch sewing;
  - i. maintain and promote the patch culture;
- i. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- j. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## 1.3.10 Roles of the Vice President of Social Affairs

The Vice President of Social Affairs of the Society shall:

- a. oversee the position of Manager of 101 Week;
- b. organize 101 Week and pass on updates to the Executive during the summer meetings;
- c. hold one (1) STAGED per academic year;
- d. hold three (3) DUSTEDs, one (1) per semester;
- e. hold 2 Iron Ring Stags, one (1) to be hosted in the evening following each Iron Ring Wine and Cheeses;
- f. hold two (2) social events which are accessible to all students per academic year; and
  - i. hold one (1) of these social events with another Recognized Student Governments of the University of Ottawa;
- g. sit in on or send proxy the University of Ottawa Student Union Social Round Table;
- h. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- i. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## 1.3.11 Roles of the Vice President of Philanthropic Affairs

The Vice President of Philanthropic Affairs of the Society shall:

- a. hold one (1) philanthropic campaign during the fall and winter semester;
- b. form and lead the Engineering Charity Ball Committee whose purpose is to organize and run the annual engineering charity ball;
- c. participate in philanthropic events organized by the Engineering Students Society Council of Ontario (ESSCO) and the Canadian Federation of Engineering Students (CFES);
- d. organize at least one (1) philanthropic event during 101 Week;
- e. assist the Vice President of Social Affairs with the organization of 101 Week philanthropic events as required;
- f. coordinate all social events with a philanthropic nature throughout the academic year;
- g. sit in on or send proxy the University of Ottawa Student Union Philanthropic Round Table;
- h. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- i. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## 1.3.12 Roles of the Vice President of Equity

The Vice President of Equity shall:

- a. write an equity report each semester to be posted on the website and provide a summary to the Board of Directors;
- b. organize anti-oppression training for Officers, Directors, and representatives of Sub-Associations;
- c. sit in on or send proxy the University of Ottawa Student Union Equity Round Table;
- d. host at least one (1) mental health event per academic year;
- e. host at least one (1) diversity event per academic year;
- f. advocating for equitable rights in the Society and its activities as specified in 11.0 Inclusivity Policy;
- g. form and lead the Equity Committee whose purpose is to maintain good relations with marginalized groups in the engineering community at the University of Ottawa;
- h. attend the Conference on Diversity in Engineering or equivalent;
- i. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters; and
- j. unless otherwise voted upon by the executive, hold at least three (3) hours of availability in the office per week in fall and winter semesters.

## **1.3.13 Roles of the Manager of Social Media**

The Manager of Social Media of the Society shall:

- a. report to the Vice President of Communications;
- b. work with the Design Committee to generate promotional material for events and posts;
- c. assist with the design of the handbook;
- d. maintain the brand of the Society;
- e. help design Society merchandise; and
- f. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters

## **1.3.14 Roles of the Manager of Information Technology**

The Manager of Information Technology of the Society shall:

- a. report to the Vice President of Communications;
- b. maintain and make recommendations on improving all servers, websites, and other technologies of the Society and proper documentation thereof; and
- c. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters.

## **1.3.15 Roles of the Manager of Sponsorship**

The Manager of Sponsorship of the Society shall:

- a. report to the Vice President of Financial Affairs;
- b. seek business ties with retailers to expand the ERTW sticker;
- c. maintain an up to date sponsorship package;
- d. reach out to companies in hope of acquiring monetary or other gain;
- e. create and send the annual holiday thank you cards; and
- f. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters.

## **1.3.15 Roles of the Manager of Sports**

The Manager of Sports of the Society shall:

- a. report to the Vice President of External Affairs;
- b. coordinate inter university sporting activities, including but not limited to Eng Hockey and Eng Rugby;
- c. coordinate co-ed intramural sports, including esports, for Engineers; and
- d. unless otherwise voted upon by the Officers, conduct at least one class presentation in fall and winter semesters.



## 1.3.16 Roles of the Manager of Translations

The Manager of Translations of the Society shall:

- a. report to the Vice President of Communication;
- b. be bilingual in French and English;
- c. be responsible for translating all Society documents and announcements within a reasonable time frame, including:
  - i. minutes from Board of Directors meetings to be posted on the website before the next Board of Directors meeting; and
  - ii. minutes from the Annual General Meeting to be posted on the website before the first Board of Directors meeting in September.; and
- d. unless otherwise voted upon by the Officers, conduct at least one French-language class presentation in fall and winter semesters.

## 1.3.17 Roles of the Manager of 101 Week

The Manager of 101 Week of the Society shall:

- a. hold office until the conclusion of 101 Week;
- b. report to the Vice President of Social Affairs with 101 Week related events throughout the summer;
  - i. assist the Vice President of Philanthropic Affairs with the organization of the philanthropic event during 101 Week;
- c. assist in the coordination of 101 Week events throughout the week; and
- d. reside in Ottawa during the summer.

## 1.4 Effective Date

This Policy shall be effective when enacted by the Board.

CERTIFIED to be the By-Law No. 1 of the Society, as enacted by the Directors of the Society by special resolution on the 6 day of March, 2016 and confirmed by the Members of the Society by special resolution on the 3 day of April, 2016.

Dated as of the 6 day of March, 2016.

Nicholas Burgel

Amended by the Board and Members on the 2nd of April 2017

Chloe Hayes

Amended and confirmed by the Directors of the Society by special resolution on the 31st day of March, 2019.

Dated as of the 10th day of March, 2019.

Barber, Devon

Davies, Travis

Maloney, Liam

Roche, Liam

Amended by the Board and Members on the 28th of April 2021

Scott Fulton Alexis McCreath-Frangakis Liam Roche Julian Ward Reese Wunsche

Antonia Zupu

## 2.0 Committee Policy

### 2.1 Purpose

The specific role of the Committee Policy shall outline specific tasks that each Committee of the Society shall be given.

### 2.2 Scope

The specific roles of Committee and their purpose shall be outlined and apply to members of each specific committee.

### 2.3 Policy

#### 2.3.1 Selection Committee

The Selection Committee (SC) shall:

- a. operate under the purview of the Vice President External.
- b. be chaired by the Vice President External who shall;
  - i. only have voting rights in the event of a tie;
- c. consist of a minimum of three (3) active Members; none of which have applied for said delegation;
- d. vote on candidates via anonymous ranked ballot;
- e. provide feedback about a candidate's performance on the application process if requested by the candidate within fourteen (14) days of receiving the final decision from the SC; and
- f. consider all applicants equally regardless of experience.

#### 2.3.2 Graphic Design Committee

The Graphic Design Committee shall:

- a. report directly to the Vice President of Services; and
- b. provide designs and artwork as requested by Officers;
  - i. given an adequate time frame.

#### 2.3.3 University of Ottawa Engineering Competition (UOEC) Committee

The UOEC Committee shall:

- a. report directly to the Vice President of Internal Affairs;
- b. plan and run UOEC;
- c. help coordinate travel and accommodations to the Ontario Engineering Competition (OEC) for the winners of UOEC; and
- d. help coordinate travel and accommodations to the Canadian Engineering Competition if University of Ottawa students win OEC.

## 2.3.4 Equity Committee

The Equity Committee shall:

- a. operate under the purview of the Vice President Equity
- b. be chaired by the VP Equity;
- c. consist of members from equity oriented engineering clubs, including but not limited to National Society of Black Engineers (NSBE), EngiQueers, Women in Science and Engineering (WISE);
- d. plan joint equity focused events; and
- e. receive equity complaints from the student body and aid in resolving them.

## 2.4 Effective Date

This Policy shall be effective when enacted by the Board.

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Antonia Zupu

## 3.0 Financial Controls Policy

### 3.1 Purpose

The Financial Controls Policy shall outline specific procedures when handling money of the Society.

### 3.2 Scope

The Financial Controls Policy shall apply to all Members, Directors and Officers of the Society.

### 3.3 Policy

#### 3.3.1 Signing Authority

All cheques or any other transfer of funds of the Society shall be approved by any two of the:

- a. President;
- b. Vice President of Financial Affairs; and
- c. Vice President of Social Affairs.

#### 3.3.2 Budget

Any Officer may request funds for an event, service or any other project by completing Form F2 (Budget Line Request) and submitting it to the senior Vice President of Financial Affairs. A complete budget detailing the fiscal plans for the year must be assembled and presented for approval by the Board of Directors in September. All budget lines must be approved to the extent that:

- a. the net gain or loss shall be considered the approved amount;
- b. any net loss less than \$250 shall be approved by the Officers of the Society;
- c. any net loss equal to or greater than \$250 shall be approved by the Board of Directors of the Society;
- d. spring and summer expenses shall be approved by the Officers and ratified by the Board of Directors at the next meeting of the Board; and
- e. if a budget line requiring approval from the Board of Directors can not be approved in a reasonable amount of time, the Officers can approve the expense and it shall be ratified at the next meeting of the Board.

## 3.3.3 Expense Reimbursement

Any Member seeking reimbursement of approved expenses shall complete form F1 (Expense Report) and submit it along with original receipt of the expense to the Vice President of Financial Affairs for approval. If an approved budget line for the expense exists, a reimbursement shall be issued for no more than approved. Any expense approved by Officers and fails to be ratified by the Board of Directors shall be owed back to the Society from the Member who made the expense.

## 3.4 Effective Date

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## 4.0 Sub-Association Policy

### 4.1 Purpose

The Sub-Association Policy shall detail the specific rules and procedures of associations with Sub-Association status with the Society.

### 4.2 Scope

The Sub-Association Policy shall apply to all associations with Sub-Association status with the Society.

### 4.3 Policy

#### 4.3.1 Recognized Sub-Associations

The recognized Sub-Associations of the Society and represented programs of study shall be:

- a. IEEE: Institute of Electrical and Electronic Engineers;
  - i. Software Engineering,
  - ii. Electrical Engineering,
  - iii. Computer Engineering;
- b. ChESS: - Chemical Engineering Students' Society;
  - i. Chemical Engineering,
- c. MESS: Mechanical Engineering Students' Society;
  - i. Mechanical Engineering,
  - ii. Biomedical Mechanical Engineering;
- d. CSCE: Canadian Society of Civil Engineers;
  - i. Civil Engineering

## 4.3.2 Requirements

Each Sub-Association of the Society shall:

- a. hold a minimum of one (1) social event per semester;
- b. hold a minimum of one (1) academic event per semester;
- c. organize a delegation to a departmental conference;
- d. hold elections in the winter semester;
- e. attempt to fill all vacant executive positions with By-Elections;
- f. hold at least one (1) executive meeting in each Fall and Winter semesters accessible to all Sub-Association members;
- g. hold at least one (1) open meeting per year in which the Sub-Association may get the input of the members outside of the executive team;
  - i. the meeting must be publicized at least one week in advance,
  - ii. all executive members and year representatives must be in attendance, or else be represented by a proxy;
- h. abide by their own constitution;
- i. make their approved annual budget available on their website and to all students by November 1 of each year; and
- j. take meeting minutes at all meetings and make them publicly available on their website.

If any of these requirements should not be met a 30% penalty of the Sub-Associations next levy shall be applied. A Sub-Association may appeal this penalty through application to the Board.

## 4.3.3 Funding

Each Sub-Association of the Society shall receive a minimum of 15% of the fee that the Society received from UOSU, per student in each program of study which the Sub-Association holds Sub-Association status for. To be eligible for this funding each Sub-Association shall complete a detailed audit by November 1 of each year including:

- a. an audit submission letter;
- b. the current approved constitution of their Sub-Association;
- c. the previous and current year's budget;
- d. a complete general ledger of the past year;
- e. all monthly bank statements of the past year; and
- f. a receipt for every cheque written.

A penalty of 15% off the original amount for every week late will be imposed if the audit is not submitted by the deadline above. If a submitted audit fails, the Sub-Association will be able to re-submit without penalty.

## 4.3.4 Director Position

Each Sub-Association shall elect, by resolution of Members of the Sub-Association, a Director of the Society.

## 4.4 Effective Date

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## 5.0 Executive Election Policy

### 5.1 Purpose

The Executive Election Policy shall detail the specific procedures and requirements for electing Officers of the Society.

### 5.2 Scope

The Election Procedure Policy shall apply to all Members of the Society.

### 5.3 Policy

#### 5.3.1 General Eligibility

Any active Member of the Society may run for an Executive position, of the Society provided that the Member:

- a. is in good standing with the Society;
- b. has a CGPA at least 0.5 above academic probation according to faculty regulation
- c. is in their second year at the University of Ottawa, or greater, while in office;
- d. is not on a co-op term during both the fall and winter semesters.

#### 5.3.2 Eligibility for President

To run for President an Active Member must:

- a. have completed at least eight months as an Executive Member of the Society;
- b. reside in the Ottawa region while holding office;
- c. meet all criterias aforementioned or the candidacy will be open in a sequential order;
  - i. if no other candidate who meets all requirements in 5.3.2.a and 5.3.2.b, the running will be open to all candidates that have previously served as an Officer of the Society;
  - ii. if no other Candidate who meets all requirements in 5.3.2.c.i, the running will be open to all candidates that have previously served as a Director of the Society; and
  - iii. if no other Candidate who meets all requirements in 5.3.2.c.ii, the running will be open to all Candidates that be an active Member of the Society.
- d. be able to complete the Presidential duties during the entire term of office.

#### 5.3.3 Eligibility for Vice President of Social Affairs

To run for Vice President of Social Affairs an active Member must:

- a. reside in Ottawa over the summer

## 5.3.4 Eligibility for Vice President of Communications

To run for Vice President of Communications an active Member must:

- a. provide proof of bilingualism;
  - i. this can be done by obtaining a certificate from the University's Official Languages and Bilingualism Institute (OLBI) or a comparable certificate at the discretion of the Chief Electoral Officer and the OLBI.

## 5.3.5 Chief Electoral Officer

Any person that is not a candidate, official representative, candidate's volunteer in the election can be selected as Chief Electoral Officer. Preferably, the Chief Electoral Officer shall not be an engineering student. In the event that such person could not be found, the Officers shall nominate a person who is not an Officer.

## 5.3.6 Official Representatives and Volunteers

An official representative or volunteer cannot serve on more than one candidate's campaign in the same election.

## 5.3.7 Candidate Nomination

Any Member who wishes to run must submit form E1 (Officer Nomination) by the date set by the Chief Electoral Officer. The nomination shall include 15 signatures of Members of the Society and a platform of less than 200 words per language written in English and French. A translator may be chosen at the candidate's discretion and is not considered an official representative or volunteer.

## 5.3.8 Candidates Meeting

A candidates meeting shall be held before the campaign period. All candidates must be present unless otherwise arranged with the chief electoral Officer. At this meeting, the Chief Electoral Officer shall outline the rules of the election and disclose all penalties associated with infractions to these rules.

## **5.3.9 Campaign Period**

The campaign period shall last for at minimum seven (7) business days, including polling days. During this period candidates are required to make at least four (4) class presentations in English and two (2) class presentations in French in engineering courses, or courses with “engineering” in their title at the discretion of the Chief Electoral Officer. Form E2 (Class Presentation Confirmation) shall be submitted to the Chief Electoral Officer before the end of the campaign period as proof of completed class presentations. Campaigning shall be permitted on polling days, but candidates may not campaign within sight or sound of a polling station. Campaigning on virtual communities such as Facebook is allowed as long as candidates notify the Chief Electoral Officer of each such activity.

## **5.3.10 Campaign Expenses**

Candidates are allowed to spend a maximum of \$50 for posters, banners or any other campaign related expenditure. The Society shall cover the cost of posters printed using the Society's printer, but this expense shall count toward the allowed expenditures described above. All campaign receipts must be submitted.

## **5.3.11 Ballot Counting**

Ballots shall be counted by the Chief Electoral Officer along with any Poll Clerk at the discretion of the Chief Electoral Officer in a private, locked room. Each candidate may have one (1) official representative in the room to observe the counting. Ballots shall be counted twice consecutively with identical results before ballot counting can be determined as finished.

## **5.3.12 Tiebreaker**

Prior to the beginning of the voting period, the Chief Electoral Officer will decide on a tie breaker candidate in any contested election as per their discretion and seal the results in an envelope to be signed and dated by the President and placed in a locker for which only the Chief Electoral Officer will have the combination.

## 5.3.13 Penalties

A candidate will be penalized if found guilty at the discretion of the Chief Electoral Officer, of:

- a. posters not being fully bilingual; or
- b. posters, posted in non approved areas; or
- c. failing to complete class presentation requirements; or
- d. any other offence as specified by the Chief Electoral Officer

A candidate shall not receive penalties amounting to more than 15% of their votes for poster violations and more than 30% for class presentation violations.

## 5.3.14 Disqualification

A candidate will be disqualified if found guilty at the discretion of the Chief Electoral Officer, of:

- a. defamation; or
- b. use of the Society, UOSU or other Recognized Student Governments resource not available to every student; or
- c. not submitting a completed nomination by the deadline set; or
- d. not attending the candidates meeting without arrangement with the Chief Electoral Officer; or
- e. illegal activity; or
- f. slating; or
- g. any other offence as specified by the Chief Electoral Officer.

In the event that a candidate is disqualified, the candidate must present themselves to the Board of Directors and by resolution be approved to run in any subsequent election of the Society. If a candidate in a contested election is disqualified after voting has begun:

- a. if, the winning candidate is disqualified, the Board of Directors shall appoint a Member of the Society to the vacant office until a By-Election is held;
- b. if, a three way or more election, any other candidate is disqualified whose number of votes could have affected the outcome of the election, the Board of Directors will appoint a Member of the Society to the vacant office until a By-Election is held; and
- c. in all other cases, the election results are upheld.

## 5.3.15 By-Elections

All By-Elections shall be held between September 15 and March 30 at the within a period of 20 business days after an executive position becomes vacant. The By-Election shall be conducted with the same procedures as a regular Executive election. The executives, at their discretion, may appoint a Member to the executive position until a By-Election can be conducted in accordance with this policy.

## 5.4 Effective Date

This Policy shall be effective when enacted by the Board.

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## 6.0 Class Representative Policy

### 6.1 Purpose

The Class Representative Policy shall detail the specific positions available on the Board of Directors, their responsibilities and the procedures of election.

### 6.2 Scope

The Class Representative Policy shall apply to all Members of the Society.

### 6.3 Policy

#### 6.3.1 Eligibility

All class representatives of the Society shall:

- a. be active Members.

#### 6.3.2 Election

A meeting of Members shall be held each September to elect the following Members by ordinary resolution of the Members:

- One first year representative from each GNG 1105 class of the fall semester;
- One first year representative from each GNG 1505 class of the fall semester;
- One first year representative who is enrolled in the SEG 2900 class of the fall semester;
- One class representative from a Co-Op program who has completed at least one Co-op term;
- One class representative from each of the following:
  - 2nd year Chemical, 3rd year Chemical, 4th year Chemical;
  - 2nd year Civil, 3rd year Civil, 4th year Civil;
  - 2nd year Electrical, 3rd year Electrical, 4th year Electrical;
  - 2nd year Mechanical, 3rd year Mechanical, 4th year Mechanical;
  - 2nd year Biomedical Mechanical, 3rd year Biomedical Mechanical, 4th year Biomedical Mechanical;
  - 2nd year Software, 3rd year Software, 4th year Software;
  - 2nd year Computer, 3rd year Computer, 4th year Computer;
- One class representative studying in French from 2nd, 3rd and 4th year.

## 6.3.3 Responsibility

The responsibility of the class representatives listed in section 6.3.2 shall be:

- be a Director of the Society and represent their class at the meetings of the Board in terms of voting and opinions stated;
- report to the Society from the individual classes about issues to be addressed;
- report back to the class and make class presentations for the Society;
- participate and help with the initiative put forth by the Officers; and
- submit an academic report to the VP Academic each Semester.

## 6.3.4 Incompatibility

No Member may hold more than one (1) vote at a meeting of the Board.

## 6.4 Effective Date

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## **7.0 Manager Policy**

### **7.1 Purpose**

The Manager Policy shall detail the rules and procedures for the election of Managers.

### **7.2 Scope**

The Manager Policy shall apply to all Members of the Society.

### **7.3 Policy**

#### **7.3.1 Definition and Creation of Managers**

A Manager of the Society shall be a Member appointed to assist an executive. To create a Manager position, the position must be amended to Policy 1.0. A list of responsibilities of the Manager shall be indicated, including the executive to whom the Manager shall report.

#### **7.3.2 Eligibility**

Any active Member of the Society may apply for a Manager position, of the Society provided that the Member has a CGPA in line with section 5.3.1.

#### **7.3.3 Appointment**

All Managers shall be appointed by resolution of the Members at the annual general meeting for a term of May 1st to April 30 with the exception of the Manager of 101 week who's duration of their mandate be defined in section 1.3.17. If any Manager position should be or become vacant during this term the Officers may appoint a Member to the Manager position after the vacant position has been advertised for a minimum of one (1) week.



## 7.4 Effective Date

This Policy shall be effective when enacted by the Board.

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## **8.0 Transition policy**

### **8.1 Purpose**

The Transition Policy shall detail the specific actions required by duly elected Members of the Society when transitioning their replacement.

### **8.2 Scope**

The Transition Policy shall apply to all duly elected Members of the Society.

### **8.3 Policy**

#### **8.3.1. Creation on a position handbook**

To ensure the best chance of success for the Society we must denote our best practices . Thus in the month leading to the end of a Members term they will update the handbook relating to their position with information regarding;

- Persons of interest and contact information
- Events and their outcome
- General practices
- Other information relevant to their position

#### **8.3.2 Access to handbook**

The handbook will be kept as a digital document and only accessible by the Member elected or appointed to that position.

## 8.4 Effective Date

This Policy shall be effective when enacted by the Board.

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## 9.0 Locker Policy

### 9.1 Purpose

The Locker Rental Policy shall detail all rules and procedures associated with the rental of any locker of the Society.

### 9.2 Scope

The Locker Rental Policy shall apply to all Members and any non Member who uses the locker services of the Society. Locker use shall be restricted to students of the University.

### 9.3 Policy

#### 9.3.1 Rental Duration and Fees

The rental period for the locker is semesterly or yearly and will end the last day before the next semester begins. The cost of rental is \$15 per semester or \$25 for the year. Summer semester rental is free. Fees will be waived for current and past ESS Executive for the duration of their undergraduate degree. Identify students by student card upon purchase of locker.

#### 9.3.2 Liability

The Society will not provide a security lock. It is the sole responsibility of the renter to provide a security lock. The Society will not be responsible for the loss or damage of the renters goods under any condition.

#### 9.3.3 Renewal

The renewal period is within the first month of the new semester. The Society will post an official deadline at a minimum of two (2) weeks in advance. Failure to renew will result in the loss of the renters personal lock and locker. Lockers not renewed must be vacated by the last day of the renewal period. Items left in the locker will be recoverable for a fee of \$5 for a period of one (1) month after the last day of the renewal period. Claims for items must be made in person at the Society's office. Items left for longer than a month will be disposed of at the discretion of the Vice President of Services.

#### 9.3.4 Transfer

The Society reserves the right to transfer lockers at any time, upon one (1) weeks notice.

## 9.4 Effective Date

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## **10.0 Equipment Rental Policy**

### **10.1 Purpose**

The Equipment Rental Policy shall detail the specific procedures and rules associated with the rental of equipment owned by the Society.

### **10.2 Scope**

The Equipment Rental Policy shall apply to all Members and non Members renting equipment from the Society.

### **10.3 Policy**

#### **10.3.1 Use**

The rental of equipment shall be restricted to Sub-Associations, engineering clubs, other Recognized Student Governments and any other association or individuals may be approved at the discretion of the Vice President of Services . A rental contract, in accordance with this policy, shall be signed by the rentee before equipment can be rented. The contract should specify a date by which damage fees should be paid.

#### **10.3.2 Fees**

All fees associated with equipment rental shall be determined by the Vice President of Services. A complete list of all available items and their daily rental fee shall be maintained and made available on the website of the Society. Sub-Associations and clubs shall be able to rent the equipment at no cost. Other Recognized Student Governments shall receive a 25% discount on all rental fees. All fees will be proposed by the VP of Services and approved by the Board.

#### **10.3.3 Damage**

The rentee assumes all risk of loss or damage to the equipment from any cause and shall agree to return it to the Society in the condition received from the Society, with the exception of normal wear and tear. The Vice President of Services will determine normal wear and tear. All determinations made by the Vice President of Services are final.

## 10.4 Effective Date

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## 11.0 Inclusivity Policy

### 11.1 Purpose

The ESS wishes to be an inclusive and safe environment for all and as such will take an action to ensure this.

### 11.2 Scope

The Inclusivity Policy will apply to all ESS events and locations under the authority of the ESS

### 11.3 Policy

#### 11.3.1 ESS Accountability

The ESS will promote a safe and inclusive environment for all Members of the Society. Thus, words or actions that are sexist, racist, homophobic, or otherwise discriminatory will not be tolerated. In line with this sentiment word or actions that are violent, threatening or promote rape culture will also not be tolerated.

#### 11.3.2 Discipline

If an individual is found not to adhere to section 11.3.1 the steps as listed will be taken:

- a. On a first offence, the individual should be educated on this policy and why their actions are not acceptable by an elected Member.
- b. On a second offence, the individual will be removed from the event or location.
- c. On a third offence have their Membership revoked and be barred from all subsequent ESS events;
  - i. Should a Member wish to challenge this, they will be required to attend an anti-oppression workshop and make a presentation to the Board about what they've learned. The Board will then revisit the previous decision;
- d. Should the individual continue to not adhere to 11.3.1 a special meeting of Board of Directors will be called to discuss the situation and decide what further actions should be taken.



## 11.4 Effective Date

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# Appendix A - Forms

### List of Forms

Form E1 - Officer Nomination Form  
E2 - Class Presentation Confirmation Form  
F1 - Expense Form Form  
F2 - Budget Line Request

## Form E1 - Officer Nomination

Desired Position: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

### Nomination Signatures

Name	Student Number	Signature

I, the undersigned full-time registered student in the Faculty of Engineering, do hereby accept to be nominated as a candidate for the ESS elections.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form E2 - Class Presentation

Candidate: \_\_\_\_\_

Course Code	Date	Prof Signature



# Form F1 - Expense Report

Date: \_\_\_\_\_

**For office use only**	
Amount Approved:	
Cheque Number:	

## Form F2 - Budget Line Request (updated one)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Description of budget line:

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Budget breakdown:

Item	Amount
	<b>Total:</b>

Signature: \_\_\_\_\_

<b>**For office use only**</b>	
Amount Approved:	
Budget Line Name:	