

CFES

CANADIAN FEDERATION OF ENGINEERING STUDENTS



FCÉG

LA FÉDÉRATION CANADIENNE DES ÉTUDIANT.E.S EN GÉNIE

Canadian Federation of Engineering Students

Bylaws

English Edition

Revision Date: 01/01/2025
Revised By: CFES Board

Contents

1) Jurisdiction	6
2) Board	6
2.1) Selection of the Board Chair	6
2.2) The Vice-Chair	6
2.3) Responsibilities of the Board Chair	6
2.4) Meetings	7
2.4.1) Regular Meetings	7
2.4.2) Emergency Meetings	7
2.4.3) Quorum	7
2.5) Electronic Voting	7
2.6) Powers of Appointment	8
2.6.1) Committees	8
2.6.2) Agents and Employees	8
2.7) Powers of Administration	8
2.8) Remuneration	8
2.9) EDBA Training	8
2.10) CEC Eligibility	9
2.11) Accountability	9
2.12) Vacancy	9
2.13) Internal Feedback and Accountability	9
3) National Executive	10
3.1) Overview of National Executive	10
3.2) President	11
3.3) Vice President Academic (VPA)	11
3.4) Vice President Finance and Administration (VPFA)	12
3.4.1) Outgoing Vice-President Finance and Administration	13
3.5) Vice President External (VPE)	13
3.6) Vice President Services (VPS)	14
3.7) Vice President Communications (VPC)	15
3.8) Meetings	15
3.9) Dismissal	16
3.10) Vacancy	16
3.11) Remuneration	16
4) Regional Ambassadors	16
4.1) Purpose	16
4.2) Responsibilities	17
4.3) Regional Agreements	17
4.4) Tasks and Responsibilities to the CFES	17
4.5) Regional Ambassadors	18
4.6) Vacancy	18

4.7) Dismissal	19
5) National Councillors	19
5.1) Purpose	19
5.2) Responsibilities	19
5.3) Dismissal	19
5.4) Vacancy	19
6) Membership	20
6.1) Membership Fees	20
6.1.1) Purpose	20
6.1.2) Collection Timeline	20
6.1.3) Outstanding Membership Fees	20
6.2) Member Types	21
6.2.1) Regular Member in Good Standing	21
6.2.2) Regular Member Not in Good Standing	21
6.2.3) Observer	21
6.3) Member Status	21
6.3.1) Suspension of Members	21
6.3.2) Expulsion of Members	22
6.3.3) Application to be granted Observer Status	22
6.3.4) Application to extend Observer Status	22
6.3.5) Membership Withdrawal Procedure	23
6.3.6) Grace Period	23
6.3.7) Appeal of Suspension or Expulsion	23
6.4) Member Student Opt-In	24
7) General Meetings	24
7.1) Annual General Meeting	24
7.2) Summit on Development of Engineering Societies	24
7.3) Canadian Engineering Spring Summit	25
7.4) Bootcamp (Non-General-Meeting)	25
7.5) Online Seasonal Update Meetings (O-SUMs)	25
7.6) Meeting Guidelines	25
7.6.1) Calling a Meeting	25
7.6.2) Live Translation	25
7.6.3) Meeting Agenda	26
7.6.4) Notice of a meeting	26
7.6.5) Voting and Quorum	26
7.6.6) Speaking Rights	26
7.6.7) Order	26
7.6.8) Proxy	27
7.6.9) Minutes	27
7.7) Mail-In Ballot	27
7.7.1) Ineligible Items	27

7.7.2) Procedure	27
7.8) Pre-General Meeting Videos	28
8) Activities and Services	28
8.1) Activity Agreements	28
8.2) Activity Managers	29
8.3) Participation in Activities and Services	29
8.4) Responsibilities of Member Societies as Services	29
8.4.1) Responsibilities of Attending Societies	29
8.4.2) Responsibilities of the Head Delegate	29
9) Advocacy	30
9.1) Document of Stances	30
10) Incident Response Committee	30
10.1) Purpose	30
10.2) Incident Reporting Form	30
10.2.1) Structure	30
10.2.2) Confidentiality of Reports	31
10.2.3) Incident Response Timeline	31
10.3) Incident Response Committee	31
10.3.1) Structure	31
10.3.2) Committee Membership	32
10.3.3) Committee Authority	33
10.3.4) Committee Response Procedure	33
10.3.5) Conflict of Interest	34
10.3.6) Release of Information	35
10.3.7) Best Practices	36
10.4) Appeal of Decision	36
10.4.1) Purpose	36
10.4.2) Appeal Board	36
10.4.3) Appeal Timeline	36
10.4.4) Conflict of Interest	36
10.5) Recording of Information	37
11) Commissioners	37
11.1) Nomination and Ratification	37
11.2) Term of Office	37
11.3) Dismissal	37
11.4) Vacancy	37
11.5) Remuneration	38
12) Amendments	38
12.1) Substantive Amendments	38
12.2) Grammatical Amendments	38

12.3) Temporary Amendments	38
13) Appendices	38
13.1) Stances	38
13.2) Activity Agreements	39
13.3) Partnership Agreements	39
13.4) Strategic Plan	39

1 Jurisdiction

1. The Bylaws exists to supplement the CFES Constitution, which takes precedent in the case of disagreement between the documents.
2. The Policy Manual is deemed an inferior document to the Bylaws.

2 Board

2.1 Selection of the Board Chair

1. The Board must select an individual who shall serve as its Chair for the whole term of the National Executive, to preside over its meetings.
2. The Board Chair must be a member of a member society at the time of appointment.
3. This individual shall be put forward for confirmation for a term spanning the remainder of the fiscal year at the General Assembly held at Summit on Development of Engineering Societies.

2.2 The Vice-Chair

1. The Board must also designate one of its members as Vice-Chair, who is to fulfill the duties of the Chair in their absence.
2. The President shall not be eligible to fill the position of Vice-Chair.

2.3 Responsibilities of the Board Chair

1. The Board Chair is responsible for calling meetings in accordance with the Constitution, distributing Board meeting minutes to the Board for approval, and submitting approved minutes to be posted on the website.
2. In addition to responsibilities to the Board, the Board Chair also chairs the General Assembly. As a part of chairing the General Assembly, the Board Chair is responsible for the following:
 - (a) Ensuring, in conjunction with the relevant Activity Manager, that sufficient time and resources are scheduled to complete all proceedings
 - (b) Ensuring that members are made aware of the meetings as required by the Constitution
 - (c) Ensuring that members are adequately prepared for the meeting by providing them with previous meeting minutes, and other relevant documents
 - (d) Ensuring that a process exists for members to submit proposals and counter-proposals

- (e) Ensuring that a preliminary agenda is circulated as required for each meeting of the General Assembly
- 3. In the absence of the Board Chair, the duties above, and otherwise assigned to the Board Chair, are completed by the Vice-Chair.

2.4 Meetings

2.4.1 Regular Meetings

1. Board Meetings shall be held at any time and place to be determined by the Board, provided that five (5) days verbal or written notice of such meeting shall be given to each Board member.
2. There shall be at least six (6) Board Meetings per year.
3. Each Board Member present at the meeting is authorized to exercise one (1) vote.
4. If all the Board of the Federation consent, one or more Board Members may participate in a Board Meeting by means of a technological communication method, such as the telephone, allowing all persons participating in the meeting to hear each other.
5. Board Members participating in such a meeting by such means are deemed to be present at the meeting.
6. Voting by proxy is prohibited for Board Members.

2.4.2 Emergency Meetings

1. Emergency meetings of the Board may be called for urgent or special purposes requiring immediate action, provided two thirds of the members of the Board agree to call the meeting.

2.4.3 Quorum

1. For there to be a quorum at a meeting of the Board, two-thirds (2/3) of the Board must be present.

2.5 Electronic Voting

1. A resolution may be taken by the Board via electronic methods if all Board Members entitled to vote on that resolution at a meeting of directors, vote in favour.
2. The resolution is as valid as if it has been passed at a meeting of the Board Meeting.

2.6 Powers of Appointment

2.6.1 Committees

1. The Board may appoint committees whose members will hold their offices at the will of the Board.

2.6.2 Agents and Employees

1. The Board may appoint agents and engage employees as it seems necessary from time to time and such persons shall have the authority and shall perform duties as prescribed by the Board at the time of appointment.
2. A reasonable remuneration for all employees of the Federation shall be fixed by resolution of the Board as allowed by the budget.

2.7 Powers of Administration

1. The Board may administer the affairs of the Federation in all things and make or cause to be made for the Federation, in its name, any kind of contract which the Federation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and matters of the Federation as by its by-laws or otherwise authorized to exercise and do.

2.8 Remuneration

1. The Board shall serve without remuneration and no Board Member shall directly or indirectly receive any profit from holding the position, provided that reasonable expenses incurred in the exercise of the Board Member's duties are reimbursed.

2.9 EDBA Training

1. Each year, the Board shall undergo certified EDBA-related training by August 1st.
2. This training shall be organized by the National Councillors and given by an external facilitator.
3. The following topics, at minimum, must be covered by this training or these trainings:
 - (a) Ableism, Intellectual and Physical
 - (b) Classism
 - (c) Consent
 - (d) Drinking Culture
 - (e) Gender and Sexual Diversity
 - (f) Multiculturalism, including Culture and Religion
 - (g) Racism

- (h) Truth and Reconciliation
 - (i) The effects of Intersectionality between the above topics.
 - (j) Psychological First Aid
4. Those who fail to complete the required training by the deadline listed above will be ineligible to attend SDES. Those who fail to complete the required training by the end of SDES may be put up for a vote of dismissal and/or barred from future conferences and partner meetings during their term on the Board. Board Members must contact the President and National Councillors for extensions, which may be granted at the discretion of those contacted.

2.10 CEC Eligibility

1. Current members of the CFES Board are ineligible to compete at the Canadian Engineering Competition (CEC). Incoming Members are allowed to compete but must recuse themselves from any discussions or motions at Board Meetings that involve CEC in any capacity.

2.11 Accountability

1. The National Councillors will aggregate the data from the Accountability Sessions within two (2) weeks of the Accountability Session being conducted.
2. The National Councillors will then meet with the President in a meeting within four (4) weeks of the Accountability Session to discuss the feedback.
3. The National Councillors will then meet with the parties who received feedback at the accountability session within six (6) weeks of the Accountability Session.
 - (a) The President may join these meetings if they wish.

2.12 Vacancy

1. The office of a Board Member shall be automatically vacated upon the occurrence of a resignation, invalidity or death.
2. An outgoing Board Member or Commissioner shall remain in office until its vacancy is presented to the Board.

2.13 Internal Feedback and Accountability

1. The National Councillors shall organize the collection of Internal Feedback/Accountability at least twice throughout the term of the Board. One shall be done between SDES and CELC and another shall be done between CELC and CESS.
2. All members of the Board must complete the Internal Feedback/Accountability process by the deadline defined by the National Councillors.

3. Those who fail to complete the Internal Feedback/Accountability process by the deadline will be ineligible to attend the next conference/activity of the CFES or partner meeting that their role requires them to attend. Those who fail to complete the required process by the end of the next conference/activity they would regularly attend may be put up for a vote of dismissal and/or barred from future conferences and partner meetings during their term on the Board. Board Members must contact the President and National Councillors for extensions, which may be granted at the discretion of those contacted.

3 National Executive

3.1 Overview of National Executive

1. The National Executive is the elected leadership of the Federation and consists of the following five positions:
 - (a) President
 - (b) Vice President Academic
 - (c) Vice President Finance and Administration
 - (d) Vice President External
 - (e) Vice President Services
 - (f) Vice President Communications
2. The National Executive's general tasks and responsibilities include:
 - (a) Upholding the Constitution and Policy Manual of the Federation
 - (b) Organizing and directing the efforts of the Federation
 - (c) Ensuring the completion of all mandates
 - (d) Managing Commissioners within respective portfolios, and assuming responsibilities in the event they are not completed
 - (e) Ensuring communication is maintained to member schools by:
 - i. Ensuring all official communications are bilingual and gender neutral
 - ii. Ensuring updates on tasks done by each member of the CFES Team are compiled and distributed to members at least every two months
 - iii. Ensuring outcomes reports are completed for any meetings or other external events attended by a member of the CFES Team
 - (f) Making contact with government bodies when necessary
 - (g) Hiring working groups for their successors as required by April 30th
 - (h) Creating a summary transition document by April 30th to be stored in the electronic CFES archive

3.2 President

1. The President's tasks and responsibilities include:
 - (a) Ensuring the mandates of each Vice President are completed
 - (b) Coordinating the activities of the Board in conjunction with the Board Chair
 - (c) Facilitating the development of the Federation, and its members
 - (d) Ensuring that long range planning for the Federation is undertaken, with annual updates given to the membership
 - (e) Maintaining communication channels with all stakeholders of the Federation
 - (f) Ensuring that Action Plans are completed by each of the National Executive; these Action Plans are to be distributed to the Board prior to SDES.
 - (g) Preparing a transition document prior to CESS.
 - (h) Ensuring that each of the National Executive prepares a transition document prior to CESS.
 - (i) Promoting, collecting prizes and striking an awards committee for and presenting annual Awards each year at CELC.
 - (j) Ensuring communication with Engineers Canada and attending the Engineers Canada Annual General Meeting and Board Meetings, if feasible
 - (k) Attending the following conferences or finding a suitable representative:
 - i. BEST General Assembly
 - ii. BEST Summit on Development of Engineering Societies

3.3 Vice President Academic (VPA)

1. The VPA's tasks and responsibilities include:
 - (a) Developing an understanding of academic initiatives, integrated work experience, curriculum content, accreditation standards and requirements as well as any changes which could affect engineering education
 - (b) Determining the academic, moral, intellectual, cultural, social, and economic needs of Canadian engineering students, working towards changes if necessary, and offering national leverage in issues of negotiation between student representation and administration at member institutions and other relevant organizations
 - (c) Communicating relevant information and issues related to engineering education or that affect the Canadian Engineering student population to members and Engineering Deans Canada
 - (d) Facilitating the exchange of relevant academic information and advocacy efforts between members societies and national educational organizations
 - (e) Attending Canadian Engineering Accreditation Board and Engineering Deans Canada meetings while providing highlights of the meetings to the Board

- (f) Managing policies and procedures that are of relevance to the Document of Stances, presenting appropriate positions on behalf of the National Executive, and conducting research regarding implications of potential stances, including both those put forth by the National Executive and members, and presenting these findings to the membership
 - (g) Directing the Advocacy Working Group, including organizing and chairing meetings, setting goals and directives, and monitoring the work of the Working Group
 - (h) Sending a questionnaire to members at the start of each mandate to survey their annual priorities and sharing the results with the membership to promote collaboration between engineering societies
 - (i) Creating and maintaining Letters of Support upon request from the Membership
2. In support of the VPA, it is suggested that the following Commissioner position be available, to be managed by and support the VPA:
- (a) Data Commissioner

3.4 Vice President Finance and Administration (VPFA)

1. The VPFA's tasks and responsibilities include:
- (a) Acting as the treasurer of CFES by:
 - i. Issuing outgoing payments
 - ii. Depositing incoming funds
 - iii. Tracking all financial assets
 - iv. Keeping complete and accurate record of all previous years financial records
 - v. Creating and maintaining current and historical financial statements (income statement, balance sheet and cash flow statement)
 - (b) Ensuring the timely change of signing authorities on the CFES accounts at the end of the fiscal year.
 - (c) Cash membership fee cheque a maximum of one month after cheque has been received and a notice that the cheque has been cashed within two weeks after the cheque has been cashed.
 - (d) Preparing a list of membership fee collection information for the current and previous year
 - (e) Collecting the number of students represented by active members as specified in Bylaw 6.1 each year
 - (f) Submitting a proposed detailed budget for the incoming National Executive
 - i. Proposing amendments to this budget once the Board for the upcoming year is established.
 - (g) Documenting the support for expenses and revenues, including receipts, invoices, minutes approving expenditures, and any other necessary documents.

- (h) Dealing with all incorporation matters, including filing the Annual Summary with Corporations Canada each year, using Corporation Number 0233129 and attaching any revision to the Constitution if applicable
 - (i) Ensuring that present trademark registrations are maintained
 - (j) If 75% of the OTF is spent by the SDES of the budgeting year, the VPFA be required to reallocate funding from other parts of the budget and the change of the budget be voted at the SDES GA so the OTF can be sustained for the remainder of the budgeting year.
 - (k) Releasing to the Board the minutes of National Executive meetings within 30 days of a meeting taking place.
 - (l) Prior to the CESS, the VPFA must look at the member schools of each Board Member and the location of each conference and propose changes if necessary to ensure there is enough money in the respective funds.
 - (m) To ensure accountability and transparency, the VPFA shall complete the Financial Deliverables outlined in Section 8.10 of the Bylaws.
2. In support of the VPFA, it is suggested that the following Commissioner positions be available, to be managed by and report to the VPFA:
- (a) Information Technology Commissioner
 - (b) Governance Commissioner

3.4.1 Outgoing Vice-President Finance and Administration

1. The Outgoing VPFA's tasks and responsibilities include:
- (a) Work alongside the Vice-President Finance and Administration through the early months of their term
 - (b) Finalize the financial statements for the fiscal year of the outgoing National Executive.
 - (c) Ensure the completion of the audit for the fiscal year of the outgoing National Executive.

3.5 Vice President External (VPE)

1. The VPE's tasks and responsibilities include:
- (a) Acting as the primary contact of the CFES to our national and international partners, and liaising with existing and prospective partners on behalf of the Federation
 - (b) Exploring new projects and cooperation ideas with existing and prospective national and international partners
 - (c) Ensuring that all partners and developing partners are invited to all relevant events
 - (d) Consulting with CFES member representatives when faced with major decisions

- (e) Ensuring that all CFES members are aware of international opportunities and the benefits of international cooperation
 - (f) Providing regular updates on relevant projects, initiatives, and ongoing work of partners and the outcomes of these partnerships
 - (g) Attending meetings and other events as specified in the partnership agreements or finding a suitable representative, and providing a written report on the outcomes within 2 months
 - (h) Act as the primary contact to EngiQueers Canada and Engineers Canada, including coordinating their attendance at CFES events, as well as collaborative projects and advocacy
 - (i) Advocating to our external organizations in accordance with our Document of Stances in collaboration with the VPA
 - (j) Developing and maintaining contacts with other national or regional engineering educational organizations
2. In support of the VPE, it is suggested that the following Commissioner positions be available, to be managed by and report to the VPE:
- (a) Corporate Relations Commissioner

3.6 Vice President Services (VPS)

1. The VPS's tasks and responsibilities include:
- (a) Plan, schedule, and host monthly check-in meetings with the Activity Managers.
 - (b) Ensure that Activity Agreements are signed prior to acceptance of the bid.
 - (c) Respond to inquiries from Activity Managers in a timely manner and help direct their questions to appropriate members of the CFES team.
 - (d) Act as logistical and moral support at CFES activities, primarily to the Activity Managers.
 - (e) Ensuring that the responsibilities outlined in the Activity Agreements are completed with reference to the VPS best practices document and by deadlines stated within the agreement.
 - i. Including but not limited to the entirety of the Activity timeline and final deliverables; organizing committee transition reports, transition meeting with outgoing and incoming team and financial closeout.
 - (f) Train the Logistics Commissioner on the duties of the VPS and support them in their duties.
 - (g) Build on the accessibility training module continuously in collaboration with the leadership and development commissioner.
 - (h) Encouraging member societies to bid and host CFES Activities
 - i. Oversight and implementation of the Activity Bid Invitations procedure

- (i) Work with the National Councillors to ensure the Incident Response Committee is implemented at each CFES Activity
- (j) Distribute a Delegate Conference feedback form to each Activity Manager no later than ten days following the end of each CFES activity

3.7 Vice President Communications (VPC)

1. The VPC's task and responsibilities include:
 - (a) Maintenance and upkeep of an archive of original files relating to the logo, banners, branded items, and templates.
 - (b) Maintenance and enforcement of logo and branding guidelines of the CFES
 - (c) Assisting activities, programs and services with the creation of design templates for documents or promotional materials, as necessary
 - (d) Sourcing quotes for branded items for the CFES or Activity Managers as necessary
 - (e) Updating social media profiles for the Federation
 - (f) Directing the Media & Marketing Working Group, including organizing and chairing meetings, setting goals and directives, and monitoring the work of its members.
 - (g) Directing the Bilingualism Working Group, including organizing and chairing meetings, setting goals and directives, and monitoring the work of its members.
 - (h) Facilitating engagement between member societies throughout the year, including during National Engineering Month.
 - (i) Publishing an annual issue of Project Magazine.
 - (j) Sending out monthly publications (format at their discretion) to the member engineering societies to keep them up to date with CFES activities.
 - (k) Prepare an action plan on the efforts and improvements of bilingualism in keeping with the Strategic Plan.
 - i. The progress of the action plan is to be shared with the members biannually at SDES and CESS
2. In support of the VPC, it is suggested that the following Commissioner positions be available, to be managed by and report to the VPC:
 - (a) Media & Marketing Commissioner
 - (b) Bilingualism Commissioner

3.8 Meetings

1. Meetings of the National Executive shall be held at any time and place to be determined by the members of such committee provided that two (2) days verbal notice of said meeting shall be given to each member of said committee.

2. For there to be quorum, all four (4) members of the National Executive shall be present.
3. Each member of the National Executive present at the meeting is authorized to exercise one (1) vote.
4. If all National Executive members consent, one or more members may participate in a National Executive meeting by means of a technological communication method, such as the telephone, which allows all persons participating in the meeting to hear each other.
5. National Executives participating in such a meeting by such means are deemed to be present at the meeting.

3.9 Dismissal

1. A member of the National Executive may be dismissed by resolution of the Board adopted by two-thirds (2/3) of the Board present at such meeting convened to this end or by a resolution adopted by two-thirds (2/3) of the members of the General Assembly present at a meeting convened to this end.

3.10 Vacancy

1. Provided a vacancy occurs for any National Executive position, this vacancy shall be communicated to the membership within five (5) days.
2. The Board may, by appointment, fill the vacancy using procedures consistent with this constitution, and a nomination period must be announced to the membership and remain open for a minimum of two (2) weeks.

3.11 Remuneration

1. The National Executive shall serve without remuneration and shall not, directly or indirectly, receive any profit from holding the position, provided that reasonable expenses incurred in the exercise of their duties are reimbursed.

4 Regional Ambassadors

4.1 Purpose

1. The Regional Ambassadors are chosen by their respective region to represent on the Board.
2. There is one Regional Ambassador per region, and they have tasks to accomplish at both the national and regional levels.

4.2 Responsibilities

1. The regional ambassadors shall be responsible for representing their respective region's views to the Federation and facilitating the communication between their respective regional associations and the federation and fill any other mandate which is entrusted to them by the general assembly or the Board.

4.3 Regional Agreements

1. The CFES shall maintain contracts with the legal entities corresponding to the regions of the CFES as defined in the Constitution.
2. These contracts will be known as Regional Agreements.
3. Regional Agreements should be reviewed annually, and address the following areas at a minimum:
 - (a) Regional Ambassador responsibilities: the Regional Agreements shall state that governing documents of the relevant regional organization and the CFES establish the duties of the Regional Ambassador for the region in question; no duties shall be contained in the Regional Agreements themselves
 - (b) Regional Ambassador elections: the Regional Agreements shall establish procedures for the election of the region in question's Regional Ambassador, including the timeline for ratification by the CFES General Assembly or Board
 - (c) Regional engineering competitions: the Regional Agreements shall require the chair of the relevant region's engineering competition to assist in an advisory capacity with the Canadian Engineering Competition

4.4 Tasks and Responsibilities to the CFES

1. The Regional Ambassadors' tasks and responsibilities include:
 - (a) Maintaining open lines of communication between CFES and members in their region, and bringing their region's perspective forward in Board meetings.
 - (b) Facilitating the use of proxy votes as necessary.
 - (c) Encouraging the members of their region to participate in and/or organize CFES events
 - (d) Encouraging students to run for CFES positions.
 - (e) Assisting the VPFA in the collection of membership fees.
 - (f) Supporting the Administrative Commissioner in providing the VPS with updated contact information for members in their region.
 - (g) Conducting CFES introduction and update sessions for members in their region.
 - (h) Ensuring CFES is represented at major regional activities, such as AGMs, regional competitions and regional meetings.
 - (i) Managing regional meetings at CELC.

- (j) Meet with their constituencies before all conferences to keep them updated on the progress of the Federation's mandates and inform all delegates of the conference expectations. Monthly timelines are as follows:
 - i. August or September to prepare for Summit on Development of Engineering Societies
 - ii. November to prepare for CELC
- (k) Meet with their constituencies after all general meetings to review the outcomes. Monthly timelines are as follows:
 - i. September or October to review Summit on Development of Engineering Societies
 - ii. January to review CELC
- (l) Creating a summary transition document by April 30th to be stored in the electronic CFES archive
- (m) Liaising on behalf of their region to assist in designating individuals as representatives on CFES bodies, such as the Advocacy Working Group
- (n) Providing written updates on tasks completed at a frequency determined by the National Executive and at minimum every two months
- (o) Other duties as outlined in the relevant regional organization's governing documents.

4.5 Regional Ambassadors

1. The Regional Ambassadors are the following 4 positions, each chosen by their respective regional organization and ratified at CELC:
 - (a) West Ambassador
 - (b) Ontario Ambassador
 - (c) Quebec Ambassador
 - (d) Atlantic Ambassador

4.6 Vacancy

1. In case of a vacancy, this vacancy shall be communicated to the relevant regional membership and the relevant regional organization within five (5) days.
2. A Regional Ambassador position shall be filled by a mail-in ballot of the members of the relevant region.
3. This shall be facilitated by the relevant regional organization, and ratified by the Board.
4. A nomination period must be announced to the relevant members and remain open for a minimum of two (2) weeks, unless otherwise specified by the relevant regional organization.

4.7 Dismissal

1. The Regional Ambassadors may be dismissed by a special resolution of the members of the relevant region.
2. This shall be facilitated by the relevant regional organization.

5 National Councillors

5.1 Purpose

1. The Federation elects two (2) National Councillors annually to serve as members of the Board and to support its Mission.

5.2 Responsibilities

1. In addition to those outlined in the Constitution, National Councillors have the following responsibilities:
 - (a) Advising the National Executive between meetings of the General Assembly and Board Meetings
 - (b) Supporting the CFES Team and membership with institutional knowledge
 - (c) Assisting the Regional Ambassadors in engaging members when necessary
2. At the beginning of the National Councillors' term in office, the two (2) individuals holding the position shall establish, in conjunction with the National Executive, relative areas of responsibility to maximize the benefit of their positions to the Federation and avoid the duplication of work.
3. The National Councillors shall be responsible for providing a breadth of experience to the Board, the Federation, and the members, and advising where desired.

5.3 Dismissal

1. The National Councillors may be dismissed by resolution of the Board adopted by two-thirds (2/3) of the Board present at such a meeting convened to this end or by a resolution adopted by two-thirds (2/3) of the members present at a meeting of the General Assembly convened to this end.

5.4 Vacancy

1. Provided a vacancy occurs, this vacancy shall be communicated to the membership within five (5) days.
2. The Board may appoint a National Councillor by interim until the end of the term of office.

3. A nomination period must be announced to the membership and remain open for a minimum of two (2) weeks.

6 Membership

6.1 Membership Fees

6.1.1 Purpose

1. Paying the CFES membership fee maintains an engineering student society's active membership status, which includes:
 - (a) Eligibility for participation in CFES activities and services
 - (b) Eligibility to bring forward motions at meetings of the General Assembly
 - (c) Voting rights at meetings of the General Assembly
2. The membership fee for each school shall be based on the number of full-time engineering undergraduate students in addition to any student who has opted into CFES membership as specified in Bylaw 6.4.
3. The Membership Fees will be collected in the current academic year, using headcounts from the prior academic year, to inform the budget for the upcoming year.
4. The membership fee collection process for each school shall follow the Collection Timeline, outlined in Section 6.1.2.

6.1.2 Collection Timeline

1. Membership headcount collection should be initiated no later than October 1st..
2. Membership headcounts shall be submitted to the VPFA by each member school no later than November 1st.
3. The membership fees shall be determined during the General Assembly at CELC.
4. Invoices for membership fees shall be sent to the Membership no later than January 31st.
5. Membership fees are due 30 days after the invoice is issued.
6. At the last Board Meeting preceding CESS, members who have not paid their membership fees may be considered to be a "Regular Member Not in Good Standing" on a case-by-case basis.

6.1.3 Outstanding Membership Fees

1. The school will have no voting rights, until such time that membership fees are paid.

2. An engineering student society that did not attend SDES or CELC, and did not pay its membership fee on time must be contacted by the relevant Regional Ambassador to assess its future as a member of CFES.
3. Membership headcounts must be received by the CFES prior to the commencement of their regional engineering competition for members to be eligible to attend CEC.

6.2 Member Types

6.2.1 Regular Member in Good Standing

1. A Regular Member in Good Standing of the Federation is defined as having paid its annual membership fees as outlined in Bylaw 6.1.
2. A Regular Member in Good Standing of the Federation is defined as having paid all Delegate Fees for students registered to attend CFES affiliated activities, regardless of whether or not they attend the activity, on time or within an approved time period.
3. A Regular Member in Good Standing of the Federation is defined as having resolved any deficits and outstanding wrap up associated with activities it was responsible for hosting within the appropriate timelines
4. Only Regular Members in Good Standing have voting rights in the Federation.

6.2.2 Regular Member Not in Good Standing

1. A Regular Member Not in Good Standing does not have voting rights in the Federation.
2. Students who are represented by Members Not in Good Standing may qualify to attend CFES Activities or utilize CFES Services, provided the member has contacted the Board with intent to pay their membership fees, and the appropriate governing body for the Activity or Service approves their participation.

6.2.3 Observer

1. An observer does not have voting rights in the Federation.

6.3 Member Status

6.3.1 Suspension of Members

1. The Board may, by resolution adopted by two thirds (2/3) of Board present at a meeting convened to this end, suspend any member which infringes upon a resolution or by-law of the Federation or whose conduct or activities are deemed detrimental to the wellbeing or functioning of the Federation, or who has not paid their membership fees for the current year, as outlined in Policy 8.1.1., or who has not paid their delegate fees for an activity..

2. Such a suspended member will be deemed “Member Not in Good Standing”.
3. Within two business days after the suspension of a member, the President shall inform all members of the suspension, with reasoning provided.
4. Members who are considered Members Not in Good Standing due to failure to pay their membership fees or delegate fees for a CFES activity shall be reinstated upon full payment of any outstanding fees.

6.3.2 Expulsion of Members

1. A General Assembly may, by resolution adopted by 2/3 of members present at a member’s assemble, expel any member which infringes upon the CFES constitution, or whose conduct or activities are deemed detrimental to the wellbeing or functioning of the CFES.
2. Observers will automatically be expelled if they do not apply to become a regular member as per the Constitution, apply for a one-time extension as per Bylaw 6.3.4, or withdraw membership as per Article 6.3.5 within 30 days of the end of their observer status.

6.3.3 Application to be granted Observer Status

1. To apply for observer status an organization must submit a written application to the Vice-President Finance and Administration, who must immediately inform the Board of such an application.
2. The Board must then make a decision regarding the organization admission, and this no later than the Board meeting following the organization’s submission of the application.
3. Following a decision from the Board, the members shall be immediately notified.
4. A society may only apply for observer status if at any point in the past 12 months they have neither been a regular member nor held observer status.

6.3.4 Application to extend Observer Status

1. An observer may apply for a one-time extension at the end of their first year as an observer.
2. To extend observer an organization must submit a written application to the Vice-President Finance and Administration, who must immediately inform the Board of such an application.
3. The application must include the following:
 - (a) A letter from the President of the society explaining the reasons for the decision to extend observer status and evaluating the CFES’ progress on areas of improvement put forward in the original observer status application letter

- (b) Proof of support for the extension from the engineering society through a passed motion in public meeting minutes.
 - (c) It is recommended that a member of the Board be invited to this meeting to represent the CFES.
- 4. An observer status extension is valid for one year after an extension application is approved after which point the society in question must choose to apply to become a member as per Article 4.3 or withdraw membership as per Bylaw 6.3.5.

6.3.5 Membership Withdrawal Procedure

1. Any member may withdraw from the Federation by delivering a written resignation to the Vice-President Finance and Administration of the Federation.
2. The withdrawal shall take effect the first day of the month immediately following reception of the notice.

6.3.6 Grace Period

1. The withdrawn member can immediately return to the membership status they held before the withdrawal occurred without needing to go through the formal membership application process, provided that by Summit on Development of Engineering Societies of the fiscal year following the withdrawal the member:
 - (a) Notifies the Board with written proof of support from the engineering society (a passed motion in public meeting minutes).
 - (b) Pays the membership fees to be up to date with dues
 - (c) Before withdrawal they were a Regular Member In Good Standing or a Regular Member Not In Good Standing.
 - (d) Has not entered a grace period within the last 12 months

6.3.7 Appeal of Suspension or Expulsion

1. A member may request the return of their membership fees before June 1st of that fiscal year.
2. If a refund is granted, the member is suspended as per Bylaw 6.3.1 until such a time that they pay their full fee for the financial year.
3. The Board may, by resolution adopted by two-thirds (2/3) of the Board present at a meeting convened to this end, grant a full refund in fees.
4. The Board may ask for documentation, including financial documentation, from the member in order to properly assess the need for a refund.

6.4 Member Student Opt-In

1. Member societies may decide to opt in all students they represent who are not either enrolled in an accredited engineering program or enrolled in a program in the process of accreditation into the CFES membership.
2. Societies who wish to opt-in additional students to the CFES must submit this request to the Vice-President Finance and Administration before July 1st of the year prior to the membership fee due date.
3. The CFES' responsibility to members opted in this way is limited to providing access to the activities outlined in Article 12 of the constitution.
4. If a request is not submitted before this date, students who are not either enrolled in an accredited engineering program or enrolled in a program in the process of accreditation shall not be permitted to attend CFES activities, gain from the services it provides, or be eligible for positions on the CFES Team unless an exception is granted by the Board..

7 General Meetings

7.1 Annual General Meeting

1. The Annual General Meeting (AGM) of the Federation takes place at CELC in January each year.
2. This General Assembly consists of at least two sessions, with at least one day between the sessions for counter-proposal writing.
3. The AGM gives members the opportunity to participate in the organizational decision-making process.
4. It is chaired by the Board Chair and moderated based on the most recent edition of Robert's Rules of Order Newly Revised (RRoONR).
5. To participate in these meetings, members are required to provide to the Board Chair a current and original proxy, delegating their voting rights to an individual or another member, a minimum of one week in advance of a General Assembly.

7.2 Summit on Development of Engineering Societies

1. Summit on Development of Engineering Societies (SDES) is a gathering of members and the Board to discuss the affairs of the Federation, collaborate, and network.
2. Summit on Development of Engineering Societies takes place in late September, or early October, and the host is elected at the CELC of the preceding calendar year.

7.3 Canadian Engineering Spring Summit

1. Canadian Engineering Spring Summit (CESS) is an online gathering of members and the Board to discuss the affairs of the Federation, collaborate, and network.
2. Canadian Engineering Spring Summit takes place in March.

7.4 Bootcamp (Non-General-Meeting)

1. Bootcamp is an online gathering of members and the Board whose purpose is to host training sessions and discussions, along with networking.
2. Bootcamp will not host a General Assembly and will be one day in length.
3. Bootcamp takes place in June, or July.

7.5 Online Seasonal Update Meetings (O-SUMs)

1. The CFES will hold two Remote General Meetings to bridge the gap between in person General Meetings.
2. These meetings are an online gathering of Members and the Board.
3. The focus of these meetings are for the Board and Activity Managers to give updates to the Membership on progress on their portfolios, projects and advocacy work.
4. These meetings will also include opportunities for Membership feedback.
5. These 2 meetings will not host a General Assembly and be scheduled for approximately 2-3 hours with one taking place in July and another in November.
6. Organization of these meetings and agendas are the responsibility of the Board Chair with support from relevant members of the Board.

7.6 Meeting Guidelines

7.6.1 Calling a Meeting

1. A General Assembly shall be called on resolution of the Board or on a written requisition of no less than one quarter (1/4) of the active members.

7.6.2 Live Translation

1. At every general assembly, simultaneous translation services must be available, whether they be professionally outsourced or member-led.
2. If outsourced, these will be provided at a cost to the organizing committee at which the general assembly takes place.

7.6.3 Meeting Agenda

1. At every annual general assembly, in addition to any other business that may be transacted, the report of the Board, the financial statement and the report of the auditors shall be presented.

7.6.4 Notice of a meeting

1. A thirty (30) day written notice shall be given to each member of any General Assembly.
2. Notice of any meeting where special business will be dealt with should contain sufficient information to permit the member to form a reasoned judgement on the decision to be taken.
3. No error or omission in giving notice of any members assembly or any adjourned members assembly of the Federation shall invalidate such meeting or make void any proceedings taken thereat, and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.
4. For purpose of sending notice to any member Board Member for any meeting or otherwise, the address of the member or Board Member shall be that persons last address recorded on the books of the Federation.

7.6.5 Voting and Quorum

1. All active members shall have only one (1) vote.
2. All questions before the General Assembly shall be determined by a majority of votes of members present and voting unless otherwise specifically provided by resolutions or mentioned in this constitution.
3. Two thirds (2/3) of the active members shall constitute quorum at a General Meeting.

7.6.6 Speaking Rights

1. Active members, Regional Ambassadors, National Councillors, and National Executive have speaking rights during the assembly.

7.6.7 Order

1. At all assemblies of the Federation, the chair must apply the rules of deliberating assemblies as outlined in the Robert's Rules of Order, except where contrary dispositions are adopted by the Federation.
2. The Board Chair shall preside over the meetings of the General Assembly.
3. At a General Assembly the National Executive and each individual Board Member has the right to propose motions with no need of a seconder.

7.6.8 Proxy

1. A member may, by means of verifiable communication by its President, either original, facsimile, or electronic, appoint a proxy holder to attend and act at a specific meeting of the General Assembly.
2. Notice of each meeting of the General Assembly must remind the members of their ability to appoint a proxy holder.
3. All proxy votes must be deferred to a member of the active member deferring or to another active member of the CFES.

7.6.9 Minutes

1. Minutes shall be taken in both English and French at all meetings of the General Assembly.
2. The full and proper text of the minutes shall be distributed to all members in both English and French within thirty days of the adjournment of the meeting.

7.7 Mail-In Ballot

7.7.1 Ineligible Items

1. The following items may not be passed using a mail-in ballot;
 - (a) Constitutional Amendments
 - (b) Rescinding of motions

7.7.2 Procedure

1. Ballots submission by mail or any official communication (assuming confidentiality requirements are met as set forward by the National Executive), hereby referred to as a “mail-in ballot”, is valid for the General Assembly or the Board except in the case where Canadian non-profit law prohibits such action.
2. The Board shall call a mail-in ballot on written requisition of no less than one quarter (1/4) of the active members.
3. A mail-in ballot shall be subject to the same guidelines and regulations as an Annual General Meeting, whether it be to clarify quorum or the outcome of the proposition.
4. The Board will determine any additional rules.
5. To be valid, mail-in ballots must be returned to the Federation within thirty (30) days following the mailing of the voting notice to all the active members.
6. The Board has, between the thirty-fifth (35th) and the fiftieth (50th) day following the mailing of the voting notice, to send to all the members and directors the results of the mail-in ballot.

7. Any error or omission in mailing the voting notice of the mail-in ballot will not annul the ballot.
8. The active members will receive the voting notice at their last known address in the books of the Federation.
9. All motions passed through a mail in ballot are subject to ratification at the next meeting of the General Assembly.

7.8 Pre-General Meeting Videos

1. The National Executive shall create videos prior to every conference that involves a General Assembly Session to ensure members are informed about relevant topics to the conference; including but not limited to the policies being discussed and ongoing mandates.
2. The total duration of these videos shall not exceed 30 minutes, and videos must be provided a minimum of 1 week before the conference begins.

8 Activities and Services

8.1 Activity Agreements

1. Activity Agreements are contracts and specify the nature of the relationship between the CFES, the Activity Manager and the host member society that has won a bid to host an Activity.
2. Activity Agreements are in effect for the following Activities of the Federation:
 - (a) Canadian Engineering Leadership Conference
 - (b) Summit on Development of Engineering Societies
 - (c) Canadian Engineering Competition
 - (d) Conference on Diversity in Engineering
 - (e) Conference on Sustainability in Engineering
 - (f) Lean Six Sigma
3. Normally, they must be signed a minimum of one (1) year in advance of the event in question. They must, at a minimum, include the following provisions:
 - (a) The name of the event
 - (b) The purpose of the event
 - (c) The responsibilities of the Activity Manager
 - (d) The responsibilities of the Federation to the Activity Manager
 - (e) The responsibilities of the host member society
 - (f) The process for amendment

8.2 Activity Managers

1. The Activity Manager is the individual with the exclusive responsibility of all that is related to the relevant Activity, including, but not limited to, finances, signing of documents and operations.
2. The Activity Manager must be a member of the host society.

8.3 Participation in Activities and Services

1. Generally, only regular members in good standing and observers can send students from their institution who are either enrolled in an accredited engineering program or enrolled in a program which is in the process of becoming accredited, to the organized activities offered by the Federation and gain from the services it offers, with Observers being able to send any qualifying teams to CEC, and a maximum of two delegates to all other activities.
2. Other students represented by a member society may attend the organized activities offered by the Federation if they have been opted-in according to Bylaw 6.4.
3. The Board has the right to invite any other person to any activity or to gain from any service offered by the Federation and only upon this invitation can any other person attend activities or gain from services.

8.4 Responsibilities of Member Societies as Services

8.4.1 Responsibilities of Attending Societies

1. Designate a head delegate
2. Inform the conference of any changes to the head delegate
3. Ensure pre-registration (if applicable) is filled out in a timely manner.

8.4.2 Responsibilities of the Head Delegate

1. Ensure all delegates register for the conference on time
2. Co-sign the Code of Conduct for all Delegates of their society
3. Manage their member society's delegation at the conference
4. Submit a delegation emotional safety plan to their Regional Ambassador (the means by which this plan is submitted will be determined by the Regional Ambassadors) prior to the conference that outlines the mental health supports available to their delegation and what methods will be implemented to support their delegates

9 Advocacy

9.1 Document of Stances

1. The Document of Stances of the Canadian Federation of Engineering Students contains the official positions taken by CFES.
2. Stances contained in the Document may be added or modified by a $\frac{3}{4}$ resolution passed to that end.
3. Stances may also be removed by a majority resolution passed to that end.
4. Modifications to the Document require two readings, and amendments to the modification may be put forth at the second reading.
5. Modifications may be made in exception to these requirements with approval of 90% of all members present.
6. The National Executive is responsible for alerting the membership to the procedure surrounding the Document of Stances in advance of Summit on Development of Engineering Societies, as well as conducting background research to ensure that potential stances are generally beneficial for all members, and alerting the membership to any associated implications in advance of the vote

10 Incident Response Committee

10.1 Purpose

1. The Incident Reporting Form will be the way that the Incident Response Committee receives complaints of violations of the Code of Conduct.
2. To ensure that CFES Activities are a safe and welcoming space for everyone, an Incident Response Committee shall be formed to investigate and attempt to resolve any reported issues.
3. The goal of the Incident Response Committee shall be to ensure that a safe and inclusive environment is maintained at CFES Activities.

10.2 Incident Reporting Form

10.2.1 Structure

1. The Incident Response Form shall be a form created by the Incident Response Committee and made accessible to all delegates at a CFES Activity during the Activity and up to 3 days afterwards.
2. The form shall include the following fields:
 - (a) Name of Reporting Individual

- (b) School of Reporting Individual
- (c) Name(s) of the Individual(s) or Organization Involved in the Incident (or description(s))
- (d) Incident Date and Time
- (e) Incident Details
- (f) Incident Witness(es), if appropriate
- (g) Contact Information (Optional)
- (h) Whether or not the Reporter is comfortable being contacted by the IRC
- (i) A description of any personal relationships or potential conflicts of interest with IRC members, with regards to both the reporting individual or anyone involved in the complaint
- (j) A brief description of IRC procedure, which includes clarifying that all complaints submitted through the Incident Reporting Form will go to the Chair of the IRC and that if complainants wish to submit complaints outside of the form, it must be done through the contact information on this form.

10.2.2 Confidentiality of Reports

1. Any identifying contents of Incident Reports, and identifying information discovered during the investigation, shall be kept confidential by the members of the Incident Response Committee (IRC) subject only to Bylaw 10.3.6: Release of Information.

10.2.3 Incident Response Timeline

1. Should a report be submitted between 8am and 8pm, the Incident Response Committee shall begin to address the report within four hours.
2. Should a report be submitted outside of these times, but during the conference, the IRC shall begin to address the report by the following noon.
3. The IRC is not permitted to work through meal time, and thus any report open during that time has its timeline extended.
4. Should a report be submitted with less than 4 hours remaining in the conference, or within 72 hours after midnight of the last day of the conference, the IRC shall begin to address the report within 36 hours.

10.3 Incident Response Committee

10.3.1 Structure

1. An Incident Response Committee (IRC) shall be formed for each CFES Activity.

10.3.2 Committee Membership

1. An IRC shall consist of up to six (6) members including:
 - (a) Up to two non voting members of the Board who shall serve as IRC Chair(s).
 - (b) The proposed IRC Chair(s) shall be responsible for choosing an IRC committee and presenting it to the Board for approval.
 - (c) The committee can consist of one or a combination of the following:
 - i. Four members of the OC, chosen by the Activity Manager(s) with consultation of the Board
 - A. These OC members can maintain their usual responsibilities if possible
 - B. A separate OC hire (1-4 individuals) conducted by the Activity Manager(s) can be considered if the Activity Manager(s) expresses reasonable concern over workload.
 - C. The individuals will be welcome to attend sessions if applicable for the Activity.
 - ii. Four non-member delegates selected by the Board.
2. CELC may have two separate IRCs, each consisting of an IRC chair and four non-member delegates for a total of 2 IRC chairs and eight non-member delegates.
3. In the case of two IRC chairs, they shall throughout the entirety of the Activity share duties.
4. For each case, only one of the two chairs will act as a voting chair while the other performs as a consultant chair without a vote.
5. The consultant chair may sit in for any interviews and case discussions, but does not have a final vote.
6. Chairs will alternate as voting chairs between cases to balance workload.
7. Co-chairs may distribute cases between them as they see fit.
8. The IRC membership will:
 - (a) Undergo IRC introductions with the National Councillors
 - (b) Undergo Psychological First Aid Training paid for by the CFES.
 - (c) Have no more than one member of the Board.
 - (d) Be ratified by the Board no later than 2 weeks before the start of the Activity.
 - (e) Be kept confidential, unless necessary for the IRC to complete their duties, for the duration of the conference
9. When selecting members of the IRC, the Board shall make an effort to ensure that the composition of the IRC reflects a diverse range of perspectives and backgrounds.
10. Additionally, the Board shall make an effort to ensure that members do not serve on multiple consecutive IRCs when possible.

11. To mitigate the psychological risks associated with this role, IRC members will be required to submit emotional safety plans to the Board no later than three (3) days before the beginning of the activity.
12. Emotional safety plans must include, at a minimum, the following;
 - (a) A recognition of the emotional labour associated with the role and a willingness to participate in such labour
 - (b) An outline of professional supports available to the IRC member.
 - (c) An outline of personal supports available to the IRC member.
 - (d) Contact information for individuals identified by the IRC member as key-emotional supports.
13. In the case of extreme emotional duress, IRC members may use the professional & personal supports outlined in their emotional safety plans to discuss concerns relating to their work as an IRC member.
14. IRC members are not permitted to discuss their role as an IRC member with other attending delegates and are subject to Bylaw 10.3.6 in all other matters relating to their role.
15. The Organizing Committee, with consultation of the IRC and National Executive, is expected to gather mental health resources to have ready for the Activity in order to direct delegates to them for professional support.
16. These can be services offered by the Activity, or external resources that may be offered in the city/province of the Activity.
17. If there are no mental health resources available, the IRC Chair must let the Board know so other precautions can take place.

10.3.3 Committee Authority

1. Decisions made by the IRC shall be considered final for the duration of the Activity, and may range from verbally reprimanding an offending delegate to expulsion from the conference.
2. After the conclusion of the Activity, the respondent may appeal decisions made by the IRC.
3. Delegates may not be expelled by any other authority of the CFES.
4. The IRC may not make decisions that affect the delegate's ability to contribute to the CFES in the future, such as conditionally or completely banning from further conferences, but may recommend these actions to the Appeal Board.

10.3.4 Committee Response Procedure

1. All complaints submitted through the Incident Reporting Form will first be examined by the Chair of the IRC, and the Chair of the IRC will examine the form to determine

whether any members of the IRC should not have access to the complaint due to conflict of interest as per Bylaw 10.3.5.

2. Once this is determined, the Chair of the IRC shall share the form responses with all relevant members of the IRC and begin their investigation.
3. If a complaint is submitted to another member of the IRC due to a conflict of interest with the IRC Chair, the member who the complaint was submitted to shall conduct the same process before sharing the complaint with other IRC members.
4. To ensure that the IRC has a complete picture of the Incident, and the impact it has had on the involved parties, they should contact the following parties and discuss the Incident and appropriate responses:
 - (a) The Respondent(s)
 - (b) The Affected Person(s)
 - (c) The individual who made the report, if appropriate
 - (d) Any witnesses to the Incident, if absolutely necessary
5. Note: The Respondent(s) and the Affected Persons' will be invited to have an additional individual for support present during any conversations.
6. After these discussions, the IRC shall use their best judgment on what response is appropriate or if further investigation is needed.
7. All IRC decisions require a majority vote, and the chair of the IRC shall only vote in the event of a tie.
8. Any official communications should be made by the Chair of the IRC, with the knowledge and approval of all members of the IRC except in cases where the Chair of the IRC has a conflict of interest as described in Bylaw 10.3.5.
9. In this case, the IRC shall appoint one of their members to make official communications for the complaint in question.
10. Responses to any official communication should be shared with all IRC members.
11. The IRC should ensure that there are at least two IRC members present for any conversation with anyone involved with the Incident.
12. The IRC should be directing those involved to the mental health resources mentioned in 8.4.2.4.

10.3.5 Conflict of Interest

1. A conflict of interest shall be defined as a strong positive or negative personal relationship between a member of the IRC and the Respondent, Victim, or other individuals involved in the Incident that unfairly biases their actions or decisions.
2. A member of the IRC should remove themselves from the IRC if they believe they have a perceived or real conflict of interest.

3. Should anyone believe that an IRC member has a conflict of interest, it should be presented to the IRC.
4. If one member of the IRC believes that a perceived or real conflict of interest exists, the appropriate member shall be removed from the IRC.
5. If three or more members of the IRC are required to step down due to conflict of interest, the remaining members of the IRC will be responsible for choosing a replacement member on a temporary or permanent basis, as appropriate, and notifying the Appeal Board of the change.
6. The remaining members of the IRC shall release changes of membership to the Activity delegates if there are permanent changes, and these changes shall be reflected on the Incident Response Form.
7. In the case of two IRC chairs, if one of the chairs has a conflict of interest, the other chair must take over the case without consultation from the other chair.

10.3.6 Release of Information

1. The IRC is expected to keep all identifying information for anyone involved other than the Respondent permanently confidential except in the following situations:
 - (a) The IRC or anyone involved with the Incident decides that the Police should be notified, or;
 - (b) The IRC has obtained written consent of everyone involved to release the information.
2. The IRC is expected to keep confidential any information that may identify the Respondent, except in the following situations:
 - (a) The IRC or anyone involved with the Incident decides that the Police should be notified, or;
 - (b) The IRC has obtained written consent of everyone involved to release the information, or;
 - (c) The IRC recommends that the Board notify the Respondent's school i.e. The Dean's office) the nature of the complaint.
3. The IRC recommends that the Board limit or end an individual's involvement in CFES activities.
4. If the Board (after the appeal has been finalized) decides to uphold this recommendation the member society shall be notified of the individual's status but not of the reasoning for the decision.
5. Should the IRC decide to take action against a delegate they are to inform the head delegate of the decision.
6. If the action is being taken against a head delegate the delegate's Regional Ambassador is to be informed.

7. If an IRC member breaches these confidentiality rules, they may be subject to discipline by the Board.

10.3.7 Best Practices

1. The IRC be briefed by the National Councillors on best practises as per the Incident Response Committee Best Practises document.
2. The Incident Response Best Practises should be maintained by the National Executive and IRC Chairs.

10.4 Appeal of Decision

10.4.1 Purpose

1. Should anyone feel that a decision made by the Incident Response Committee (IRC), or that the process followed by the IRC, was unfair they may Appeal the decision by informing the IRC Chair.

10.4.2 Appeal Board

1. The Board shall hear all appeals resulting from decisions made by the IRC.
2. Any Board members who were members of the IRC should attend the meeting where an appeal is heard to provide information, but should not participate in any decision made regarding the appeal.
3. The Board may uphold or overturn decisions made by the IRC, and may accept the recommendation of the IRC to limit an individual's involvement with the CFES for a period of time, or until certain conditions are met.
4. All decisions made by the Board are final.

10.4.3 Appeal Timeline

1. Appeals will be accepted by the IRC Chair for 72 hours after either the close of the Activity, or notice of a decision made by the IRC, whichever happens last.
2. A meeting will be scheduled by the Board Chair 14 days of the Appeal being made to hear from the individual who brings forward the Appeal and, separately, the Chair of the IRC

10.4.4 Conflict of Interest

1. A member of the Board should remove themselves from the Appeal Process if they believe they have conflict of interest as defined in Bylaw 10.3.5.

10.5 Recording of Information

1. In the case that a school is notified of the IRC's decision, or that a decision to limit or end an individual's involvement is made, the following should be recorded and kept by the National Councillors for future iterations of the IRC:
 - (a) Name of Respondent.
 - (b) Decision that was reached.
 - (c) Relevant copies of correspondence with the School and/or Individual.
2. Otherwise, the following information should be recorded and kept by the National Councillors for future IRCs:
 - (a) High level summary of the incident names, schools, or any other identifying information.
 - (b) Decision that was reached.

11 Commissioners

11.1 Nomination and Ratification

1. The Board, on recommendation of the incoming National Executive, shall appoint the Commissioners, their title and responsibilities, with a nomination period being communicated to the membership and remaining open for a minimum of two (2) weeks.

11.2 Term of Office

1. The term of office of the Commissioners is the same as the CFES fiscal year.

11.3 Dismissal

1. A Commissioner of the Federation may be dismissed by resolution of the Board adopted by two-thirds (2/3) of the Board present at such a meeting convened to this end or by resolution adopted by two-thirds (2/3) of the members present at a meeting of the General Assembly convened to this end.

11.4 Vacancy

1. Provided a vacancy occurs, this vacancy shall be communicated to the membership within five (5) days.
2. The Board, on recommendation of the National Executive, may appoint a Commissioner by interim until the end of the term of office.
3. A nomination period must be announced to the membership and remain open for a minimum of two (2) weeks.

11.5 Remuneration

1. The Commissioners shall serve without remuneration and no Commissioner shall directly or indirectly receive any profit from holding the position, provided that reasonable expenses incurred in the exercise of the Commissioner's duties are reimbursed.

12 Amendments

12.1 Substantive Amendments

1. The Bylaws of the Federation may be repealed or amended by resolution of the Annual General Assembly where no less than two thirds (2/3) active members present must agree.

12.2 Grammatical Amendments

1. Amendments to these Bylaws that are simply corrective measures to ensure accurate translation and grammatical structure may be passed by the Board with a two thirds (2/3) majority, provided these amendments do not change the concept or spirit of the point being amended.

12.3 Temporary Amendments

1. The Board may prescribe such rules and regulations consistent with these bylaws relating to the management and operation of the Federation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the members of the Federation when they shall be confirmed, and failing such confirmation at such annual meeting of members shall at and from that time cease to have any force and effect.
2. Any amendments passed by the Board in this way shall be communicated to all members within 10 business days."

13 Appendices

13.1 Stances

1. Engineering Accreditation
2. Equity, Diversity, and Inclusion
3. Language Electives
4. Quality of Engineering Electives
5. Quality of Engineering Internships

6. Remote Education
7. Student Mental Health & Workload
8. Sustainability
9. Indigenous Education and Practices
10. Bilingualism
11. Online Accessibility and Academic Accommodations

13.2 Activity Agreements

1. CDE – Conference on Diversity in Engineering
2. CEC – Canadian Engineering Competition
3. CELC – Canadian Engineering Leadership Conference
4. CSE – Conference on Sustainability in Engineering
5. L6S – Lean Six Sigma
6. SDE – Summit on Development of Engineering Societies

13.3 Partnership Agreements

1. BEST
2. bonding
3. NAESC
4. ECL
5. EQ

13.4 Strategic Plan