



UVic Engineering Students' Society  
**POLICY MANUAL**

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## Article 1: Preamble

The history of the Policy Manual and other facts necessary to use this document are discussed here.

### Section 1.1: History of the Policy Manual

This document was created in 2018 and drew from the previous Policy Manuals of the ESS as well as Policy Manuals from other organizations.

This document was designed to be a working document and a history of changes is recorded below:

Originally Approved On: June 3, 2019

Update Approved On: September 9, 2019

Description: Added Section 7.5, altered Sub-Section 8.2.4, altered Sub-Section 2.1.8, removed Article 9, removed Section 15.2, renumbered as appropriate.

Update Approved On: September 23, 2019

Description: Added Appendix A: Committee Terms of Reference.

Update Approved On: October 7, 2019

Description: Amended Section 12.2 and Subsection 7.3.3.

Update Approved On: October 21, 2019

Description: Amended Meeting Rules of Order, Updated Name of CELC.

Update Approved On: October 28, 2019

Description: Amended Conference Blacklist policy, Amended Club Funding Committee membership policy.

Update Approved On: November 22, 2019

Description: Amended UVEC General Rules.

Update Approved On: January 22, 2019

Description: Removed financial burden from VPX position.

Update Approved On: March 21, 2020

Description: Added policy for the implementation of an election quorum and the addition of the VP Corporate Relations position.

Update Approved On: September 23, 2021

Description: Added the Director of Outreach position.

Update Approved On: January 25, 2022

Description: Amended UVEC rules to disallow teams from working in areas with resources that are not available to the general student body.

Update Approved On: September 29, 2022

Description: Removed financial burden from anyone required to go to conferences as a voting member.

## Section 1.2: Amendments

This Policy Manual requires a two-thirds vote (2/3) in favour by the Council at a quorate meeting.

## Section 1.3: Definitions

This document uses the same definitions as the ESS Constitution, as well as the following:

### Constitution:

The Constitution of the UVic Engineering Students' Society shall be referred to herein as "the Constitution".

### CRO:

The Chief Returning Officer shall be referred to herein as the "CRO".

### Regular Member:

Defined in the Constitution, but in general a University of Victoria engineering student.

### UVEC:

"UVEC" shall refer to the University of Victoria Engineering Competition.

## Section 1.4: Interpretation

The ESS Council shall have the final authority to interpret this document.

## Section 1.5: Authority

This version of the Policy Manual shall replace all previous versions of the Policy Manual.

In the event of any conflict between the Constitution and this Policy Manual, the Constitution shall be considered correct.

The Council may, at any quorate meeting, decide to modify or overrule any part of this Policy Manual.

## Article 2: Council Members

The Constitution outlines the positions that exist on the Council, but delegates all authority to the Council as a whole. This Article describes the responsibility that each position has and how the Council will respond to midterm vacancies or Council positions where the Council member is unable to fulfill all of their responsibilities.

### Section 2.1: Position Responsibilities

In addition to the responsibilities laid out in the Constitution and elsewhere in this Policy Manual, each council position is responsible for their actions on behalf of the ESS as outlined in this section and the ESS Constitution Section 5.2.

#### Sub-Section 2.1.1: President

The President is responsible for:

- a) Ensuring that all positions fulfill their responsibilities, and raising concerns to the Council as a whole when needed,
- b) Maintaining all governing documents for the ESS,
- c) Being the spokesperson for the ESS and the Council during any crisis,
- d) Acting as Chair of the Council,
- e) Ensuring that accurate meeting minutes are kept and published of Council meetings,
- f) Managing the access to any space the Council is responsible for,
- g) Serving as the Council's representative to the Corporation of the Seven Wardens' Camp 23,
- h) Actively reviewing the ESS' operations to maximize the benefit received by the regular members,
- i) Organizing and running the ESS General Meetings with the support of the Council,
- j) Managing the on-boarding of all Council members,
- k) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- l) Ensuring compliance with all mandates that were passed through a quorate referendum.

#### Sub-Section 2.1.2: Vice President Internal

The Vice President Internal is responsible for:

- a) Acting as the President during midterm vacancies of the President until such a time as a new Acting President is selected by the Council or a new President is elected,
- b) Serving as the main liaison between the Council and the Faculty of Engineering or other University of Victoria staff,
- c) Advocating on behalf of engineering students to the Faculty of Engineering or other University of Victoria staff,
- d) Coordinating the Discipline Representatives,



- e) Assisting VP Student Life in organising academic tutorials,
- f) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- g) Ensuring compliance with all mandates that were passed through a quorate referendum.

### Sub-Section 2.1.3 Vice President Finance

The Vice President Finance is responsible for:

- a) Managing the finances and accounts of the ESS in accordance with this policy manual,
- b) Drafting a budget every term to be approved at the Semesterly General Meeting,
- c) Ensuring spending is managed in a reasonable and fair manner,
- d) Filing, storing and reimbursing invoices in a timely fashion,
- e) Providing an updated budget on request within one week of receiving a request,
- f) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- g) Ensuring compliance with all mandates that were passed through a quorate referendum.

### Sub-Section 2.1.4: Vice President External

The Vice President External is responsible for:

- a) Serving as the Council's representative to the Western Engineering Students' Society, the Canadian Federation of Engineering Students, and Engineers Geoscientists BC,
- b) Communicating on behalf of the UVic student engineering body with other engineering schools and their societies,
- c) Overseeing advertisement of, and organizing delegations to, ESS recognized conferences,
- d) Ensuring UVEC is organized within the standards of this policy manual,
- e) Ensuring competitions are designed and judged fairly and without bias,
- f) Assisting the Council in the policy writing process,
- g) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- h) Ensuring compliance with all mandates that were passed through a quorate referendum.

### Sub-Section 2.1.5: Vice President Student Life

The Vice President Student Life is responsible for:

- a) Serving as the main point of contact for, and overseeing the funding of, engineering clubs,
- b) Managing campaigns to support the health and wellness, including mental health, of engineering students,
- c) Managing the services that the ESS provides to engineering students, including; locker administration, the ESS store, and the academic tutorials,
- d) Managing any space the ESS is responsible for,
- e) Overseeing the development of a positive community within the engineering student body,
- f) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- g) Ensuring compliance with all mandates that were passed through a quorate referendum.

### Sub-Section 2.1.6: Vice President Communications

The Vice President Communications is responsible for:

- a) Conveying information about ESS events and services to the membership,
- b) Maintaining the ESS website, social media accounts, and server,
- c) Creating social media, website posts, posters, and advertising material,
- d) Creating and editing of any regular communication published by the ESS,
- e) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- f) Ensuring compliance with all mandates that were passed through a quorate referendum.

#### Sub-Section 2.1.7: Vice President Events

The Vice President Events is responsible for:

- a) Scheduling and planning of ESS run events,
- b) Organizing at least one charity event per term,
- c) Ensuring that all events run by the ESS are safe for all attendees,
- d) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- e) Ensuring compliance with all mandates that were passed through a quorate referendum.

#### Sub-Section 2.1.8: Vice President Corporate Relations

Vice President Corporate Relations shall be responsible for:

- a) Acting as the main point of contact between the ESS and local industry,
- b) Working to secure sponsorship and industry attendees for relevant ESS events,
- c) Ensuring that the process for contacting industry members is professional and respectful, and;
- d) Ensuring compliance with all mandates that were passed through a quorate referendum.

#### Sub-Section 2.1.9: Equity Officer

The Equity Officer is responsible for:

- a) Researching potential changes the ESS could make to support minorities and marginalized groups in engineering,
- b) Reviewing the ESS' operations and raising concerns where anything may limit any individual from benefiting from the ESS' events and services,
- c) Ensuring that the ESS fulfills its responsibilities as laid out in the Student Equity Diversity and Inclusion Committee's Terms of Reference,
- d) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- e) Ensuring compliance with all mandates that were passed through a quorate referendum.

#### Sub-Section 2.1.10: First Year Representative

The First Year Representative is responsible for:

- a) Acting as Chair of the First Year Council,
- b) Acting as the main liaison between first year engineering students and the Council,
- c) Supporting the Vice President Events and the Vice President Student Life with organizing events and services for first year engineering students,
- d) Supporting the Vice President Internal with identifying concerns of first year engineering students,
- e) Fulfilling all responsibilities laid out in the Constitution and this Policy Manual, and;
- f) Ensuring compliance with all mandates that were passed through a quorate referendum.

## Section 2.2: Midterm Vacancies

Should a position be vacant, the Council may appoint someone to fill the position until the next General Meeting where a by-election can be held as stated in Section 5.5 of the Constitution.

### Sub-Section 2.2.1: Non-Presidential Midterm Vacancy

In the case of a general non-presidential council position becoming vacant, the council shall hire a person to fill the position until the next general meeting.

### Sub-Section 2.2.2: Presidential Midterm Vacancy

In the case of a presidential midterm vacancy, the Vice-President Internal shall serve as Acting President. At the next Council meeting, the Council shall hold a ranked ballot vote to elect any member of the Council to act as Acting President. The elected Acting President shall serve as Acting President until a by-election can be held.

A Council member who is serving as Acting President may choose to hire an Associate Council member to help them fulfill their roles.

## Section 2.3: Associate Council Positions

In the case of a council member not being in a study term, such as being on a co-op, the Council may appoint an Associate Council member to help the Council member fulfill their responsibilities.

The Council member who is away is responsible for:

- a) Working with the President to recommend a candidate for the position to the Council,
- b) Monitoring the performance of the Associate Council member,
- c) Working with the Associate Council member to ensure the Council member's responsibilities are fulfilled,
- d) Performing the long term planning and goal setting components of their role, and;
- e) Attending Council meetings.

### Sub-Section 2.3.1: Associate Council Member Appointment

The President and the Council member who shall be away from classes shall work together to recommend a candidate to the Council. Candidates for an Associate Council positions must be confirmed by a two-thirds decision of the Council. The Associate council member's term shall be until the Council member returns to class, the Council member resigns or their term ends, the Council dismisses the Associate Council member, or the Associate Council member is no longer able to fulfil their duties or resigns.

### Sub-Section 2.3.2: Associate Council Member Authority and Responsibility

Associate Council members shall be responsible for fulfilling any and all tasks delegated to them by the Council member they were appointed to support.

## Section 2.4: Control

The Council has the authority to discipline its own members, or any elected or Appointed Officers of the ESS, when they believe it serves the purpose of the ESS.

### Sub-Section 2.4.1: Council Oversight Options

The Council shall make a decision on what it believes is the correct disciplinary measures to enact. These may include any or all of the following:

- a) Censuring an individual,
- b) Limiting an individual's ability to attend ESS events and/or make use of ESS services,
- c) Impeachment of an elected individual or dismissal of an appointed individual, or;
- d) Any other action, including legal action, that the Council deems appropriate.

### Sub-Section 2.4.2: Impeachment and Dismissal

To remove a Council member or elected officer, the three-quarters of the Council must vote in favour of impeaching the position. To dismiss an Appointed Officer, the Council must pass a motion of dismissal.

All discussion on impeachment or dismissal motions shall be held in camera.

## Article 3: Council Operations

The Council shall operate within accordance of the ESS Constitution and within the governance outlined in this document.

### Section 3.1: Formal Meetings

Formal meetings are to be held at minimum twice monthly and shall be chaired by the President unless the President delegates the task or the Council selects a different Chair. The Chair, unless another party is specifically mentioned, is responsible for ensuring that all tasks contained in this section are carried out.

#### Sub-Section 3.1.1 Notice of Meetings

When at all possible, the time and location of formal meetings shall be posted on the ESS website more than 72 hours before the meeting begins. Formal notice of any meeting must be given to all council members at least 48 hours before the start of the Council meeting. Council members may waive this notice requirement through a unanimous resolution.

#### Sub-Section 3.1.2: Meeting Minutes

Meeting minutes must include the agenda, any motions passed, and any reports given. A motion to approve the minutes of a meeting shall be presented at the next Council meeting that takes place. Should the Council approve the minutes of a meeting, the minutes shall be posted on the ESS website within 48 hours. Should the Council fail a motion to approve the

minutes of a meeting, the President shall edit the minutes to reflect the Council's concerns and shall present the minutes again at the following Council meeting.

### Sub-Section 3.1.3: Meeting Agendas

Meeting agendas must be posted on the ESS website or social media within four hours of the meeting start. Meeting agendas must include:

- a) The start time of the meeting,
- b) The location of the meeting,
- c) The name of the chair of the meeting,
- d) Any motions to be voted upon,
- e) Any speaking points, and;
- f) A section for impromptu points.

The President is responsible for creating and distributing the meeting agenda.

### Sub-Section 3.1.4: Quorum

At least two-thirds of all Council members must be present for a meeting to be considered quorate and for the decisions made at the meeting to be considered binding.

### Sub-Section 3.1.5: Rules of Order

The Council shall follow the most recent edition of the Democratic Rules of Order with the following additions and clarifications:

- a) The Council may pass a motion to go in camera. Should the Council choose to go in camera, only voting members of the Council and any guests specifically invited in the motion may remain in the meeting. The Council shall hold any votes while in camera except a vote on leaving the in camera session. Minutes shall not be taken during an in camera session and individuals who were in the in camera session may not discuss what was discussed in the session unless the Council later passes a motion to allow the public discussion of what was discussed.
- b) The meeting agenda may contain a single motion, referred to as a consent agenda, that includes many separate motions that the Chair believes will both; not require any discussion to vote on, and will be passed unanimously. Any motion on the consent agenda shall be removed from the consent agenda at the request of a single Council member.
- c) Council members have the privilege to speak more than once on a particular discussion. Should the Chair believe that discussion is becoming repetitive the Chair may limit the debate, so long as not more than one member opposes. Should two or more Council members oppose, the Chair may hold a vote to limit the debate.
- d) Only Council members and elected officers have speaking rights at Council

meetings. Individual Council members and elected officers may temporarily pass their speaking rights to a guest for the duration that they have the floor.

- e) Council members may not proxy their vote.

#### Sub-Section 3.1.6: Attendance

Any individual may attend a meeting of the Council so long as they do not disrupt the meeting. The individual must leave the room if the Council goes in camera unless specifically invited to stay.

### Section 3.2: Voting Outside of Meetings

Should the President and/or the Chair of the Council feel that the Council should make a formal decision on an issue before the next Council meeting, they may send out a motion to the Council and request a vote through verifiable online means. This should only be done in cases where the benefits of making a prompt decision significantly outweigh the lack of quality discussion that online votes typically cause. For a vote that happens outside of a Council meeting to be considered a formal decision, the following criteria must be met:

- a) The President and/or Chair believes that it is infeasible to hold a quorate Council meeting before a decision on an issue should be made,
- b) The e-vote motion is sent to every Council member's ESS email at least 48 hours before the vote closes,
- c) The options in the e-vote are "In Favour", "Against", and "Abstain", d) At least two-thirds of all Council members participate in the vote,
- d) No one casts a vote "Against" the motion, and;
- e) The President and Chair make a serious attempt to ensure that every Council member is aware of the vote.

### Section 3.3: Committees

The Council may decide to delegate some parts of its authority or responsibilities to a committee. All Committees shall have at least one Council member on them and if the Committee has the authority to commit ESS financial resources or make agreements on behalf of the ESS then the Council members must make up a majority of the Committee's membership.

Upon the creation of a Committee, the Council shall pass a Terms of Reference that clearly states the following:

- a) Who will make decisions on the membership of the Committee, and any limitations on the membership such as minimum ratio of Council members to non-Council members,
- b) The authority that the Committee has to make public statements, commit ESS finances, and commit the ESS to actions,
- c) The duties and responsibilities that the Committee has to fulfill,

- d) The relationship between the Committee and the ESS Council and how the Committee should pass recommendations to the Council, and;
- e) How the Committee shall operate.

## Article 4: Officers

Officers of the ESS are individuals who are serving in any non-Council member position of the ESS.

### Section 4.1: Discipline Representatives

Each engineering discipline available at UVic shall have a student representative in the form of a Discipline Representative (also known as Faculty Representative). Depending on the discipline, the Representative is appointed either by the Council, with recommendations made by the Vice President Internal, or selected by the relevant Department.

#### Sub-Section 4.1.1: Biomedical Representative

The Biomedical Representative is responsible for:

- a) Acting as the liaison between the Biomedical Engineering Faculty and the Biomedical Engineering Student Body,
- b) Representing the Biomedical Engineering Student Body at Biomedical Department Council Meetings,
- c) Advocating on behalf of biomedical engineering students to the Faculty of Engineering or other University of Victoria staff, and;
- d) Assisting the Vice President Internal in addressing any issues between a biomedical student and the faculty.

#### Sub-Section 4.1.2: Civil Representative

The Civil Representative is responsible for:

- a) Acting as the liaison between the Civil Engineering Faculty and the Civil Engineering Student Body,
- b) Representing the Civil Engineering Student Body at Civil Department Council Meetings,
- c) Advocating on behalf of civil engineering students to the Faculty of Engineering or other University of Victoria staff, and;
- d) Assisting the Vice President Internal in addressing any issues between any civil student and the faculty.

#### Sub-Section 4.1.3: Electrical and Computer Representative

The Electrical and Computer Representative is responsible for:

- a) Acting as the liaison between the Electrical and Computer Engineering Faculty and the Electrical and Computer Engineering Student Body,
- b) Representing the Electrical and Computer Engineering Student Body at Electrical and Computer Department Council Meetings,
- c) Advocating on behalf of electrical and computer engineering students to the Faculty of Engineering or other University of Victoria staff, and;
- d) Assisting the Vice President Internal in addressing any issues between any electrical or

computer student and the faculty.

#### Sub-Section 4.1.4: Mechanical Representative

The Mechanical Representative is responsible for:

- a) Acting as the liaison between the Mechanical Engineering Faculty and the Mechanical Engineering Student Body,
- b) Representing the Mechanical Engineering Student Body at Mechanical Department Council Meetings,
- c) Advocating on behalf of mechanical engineering students to the Faculty of Engineering or other University of Victoria staff, and;
- d) Assisting the Vice President Internal in addressing any issues between any mechanical student and the faculty.

#### Sub-Section 4.1.5: Software Representative

The Software Representative is responsible for:

- a) Acting as the liaison between the Software Engineering Faculty and the Software Engineering Student Body,
- b) Representing the Software Engineering Student Body at Software Department Council Meetings,
- c) Advocating on behalf of software engineering students to the Faculty of Engineering or other University of Victoria staff, and;
- d) Assisting the Vice President Internal in addressing any issues between any software student and the faculty.

### Section 4.2: Elected

The Council shall hold in person elections at a General Meeting in the first two weeks of a term to elect regular members to fill the following roles. Every regular member at a General Meeting shall have a vote in the election and the regular member with the most votes shall be elected.

The President, or designate, shall run the election and the results shall be ratified by the Council at the next Council meeting.

#### Sub-Section 4.2.1: Director of Services

The Director of Services shall be responsible for:

- a) Managing and stocking the ESS Store,
- b) Overseeing the design process for new ESS merchandise,
- c) Managing and stocking the ESS coffee and tea supply,
- d) Ensuring there are slushies in the ESS Lounge on Fridays during a term, and;
- e) Managing the ESS Locker System.

#### Sub-Section 4.2.2: Secretary

The Secretary shall be responsible for:

- a) Taking meeting minutes at ESS Council meetings,
- b) Collecting any mail for the ESS from the Engineering Undergraduate Office at least weekly,
- c) Ensuring that the ESS Lounge has a plant that is alive,



- d) Working with the President to ensure governing documents are updated as required, and;
- e) Ensuring that updated governing documents and Council meeting minutes are available to the regular membership in a timely manner.

#### Sub-Section 4.2.3: Director of Information Technology

The Director of Information Technology shall be responsible for:

- a) Managing all online services offered by the ESS, and;
- b) Managing all digital tools that the ESS uses.

#### Sub-Section 4.2.4: Director of Publications

The Director of the ESS Newsletter shall be responsible for overseeing the creation and publication of the ESS Newsletter at the frequency set by the ESS Council.

#### Sub-Section 4.2.5: Director of Sports

The Director of Sports shall be responsible for:

- a) Organizing a sporting event each term with approval from the Vice President Events,
- b) Managing the ESS intramural team(s), and;
- c) Ensuring that the ESS pays for the next terms' intramural team(s) before the end of the term.

#### Sub-Section 4.2.6: Director of Outreach

The Director of Outreach shall be responsible for:

- a) Organize events aimed to instill an interest in Engineering in K-12 and continuing education students,
- b) Informing future students about opportunities and supports available to assist them academically, financially and otherwise, and;
- c) Promoting EDI in Engineering to prospective students.

### Section 4.3: Appointed Officers

Appointed Officers are positions appointed by the council in order to ensure the ESS can run effectively. They are not elected and do not hold any voting powers.

#### Sub-Section 4.3.1: Hiring Process

The ESS shall hire positions as required. The Council member who shall oversee the position shall work with the President to decide on an appropriate candidate to recommend to the Council.

#### Sub-Section 4.3.2: Typical Positions

The Council may decide to hire for any purpose, however; the Council will typically hire the following positions at the noted times:

Position	Appointed at	Reports to	Role Responsibilities
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Graphics Coordinator	The start of each term	VP Communications	Creating and editing media for advertisements and outreach.
Social Media Coordinator	The start of each term	VP Communications	<ul style="list-style-type: none"> <li>a) Overseeing the ESS Social Media accounts, and;</li> <li>b) Ensuring their contents are up to ESS standards.</li> </ul>
Competitions Coordinator	The start of the summer and fall terms	VP External	<ul style="list-style-type: none"> <li>a) Overseeing the organization of UVEC, and;</li> <li>b) Chairing UVEC committee.</li> </ul>
Charity Coordinator	The start of each term	VP Events	Organizing each term's charity event.
Orientation Coordinator	The start of the spring term	President	Organizing orientation events and services in the beginning weeks of the fall term.
Industry Night Coordinator	The start of the Fall term	VP Events	Organizing and overseeing the industry night event which the ESS typically hosts each spring.
General Coordinators	The start of each term	As required	Assisting other executives as needed.
Chief Returning Officer	Whenever necessary	President	<ul style="list-style-type: none"> <li>a) Ensuring ESS elections are fair and non-partisan, and;</li> <li>b) Organizing and overseeing an election when called upon by the president,</li> </ul>

**Section 4.4: Other**

Any ESS executive positions that are not discipline representatives, positions elected at general meetings, or appointed positions are outlined here.

### Sub-Section 4.4.1: Club Coordinator

The club coordinator acts as the liaison between the ESS clubs and the ESS Council. The roles, responsibilities, and selection of the club coordinator are up to the discretion of the Club Council as outlined in the Club Policy Manual. The club coordinator is not exempt from any rules or regulations outlined in ESS governing documents.

### Section 4.5: Removal and Replacement

The Council may dismiss any Officer at any point by a simple majority vote at a quorate meeting. The Council may decide to appoint another Officer to fill the position, or leave the position vacant.

## Article 5: Expectations of Council Members and Officers

All Council members and Officers are expected to act in an ethical manner with the best interests of the membership at heart. The general expectations of both Council members and Officers are detailed here. Any Council Member or Officer proven to not uphold their obligations as a representative is subject to repercussions detailed in the constitution and policy manual.

### Section 5.1: Office Hours

Each Council member and Officer of the ESS who is in class during a given term will be scheduled to be in the ESS Lounge for at least two hours per week to ensure that the ESS Lounge is regularly open to students.

#### Sub-Section 5.1.1: Duties

While in the Lounge, Council members and Officers are expected to ensure that:

- a) Every person who enters the Lounge is promptly acknowledged in a friendly way,
- b) Any music or video being played is appropriate and does not contain profanity,
- c) Anyone in the Lounge act in a respectful manner and do not discuss inappropriate topics,
- d) The Lounge is kept clean and organized,
- e) They are not wearing headphones or earphones that cover both their ears, and;
- f) Before the last person leaves the Lounge, the garbage is placed in the bin in the hallway, the coffee heaters are turned off, the computer is not playing anything, and the lights are turned off.

#### Sub-Section 5.1.2: Time Commitment

The time commitment expected from Council members and Officers varies depending on how many of them are in classes and available to have Office Hours but will be at least two hours per week.

## Section 5.2: Code of Conduct

All Council members and Officers of the ESS shall be expected to act in accordance with the following Code of Conduct.

### Sub-Section 5.2.1: Public Statements

No Officers or Council member, except the President, may make a public statement on behalf of the views or stances of the ESS unless directly authorized by the Council.

### Sub-Section 5.2.2: Conflict of Interest

Council members and Officers shall make it clear to those around them any conflict of interests they have while making a decision. This may include a relationship with an individual affected by a decision, or any possible financial benefit that the decision may cause.

### Sub-Section 5.2.3: Equity, Diversity, and Inclusion Expectations

All Officers and Council members shall strive to ensure that the ESS creates, and is perceived to create, a welcoming and safe atmosphere for everyone.

### Sub-Section 5.2.4: Commitment to be Responsible

All Officers and Council members commit to complete actions that they promise to complete, to notify others as soon as possible when they are unable to complete their tasks, and to always communicate in a professional manner.

## Section 5.3: Violations of Expectations

Violations of Expectations shall be handled on a case by case basis of the Council. As long as the breach of expectations was done in good faith, the Council will attempt to resolve the issues without dismissing the Officer.

## Article 6: General Services

The ESS offers and operates many stand alone services for the benefit of the engineering student body.

### Section 6.1: ESS Store

The ESS shall maintain and operate a store for the purpose of selling merchandise and goods to benefit the engineering student body. These products are to be sold as close to the cost of procurement as possible rounded up to the nearest quarter. Any products purchased are bound by spending and funds policies.

### Section 6.2: ESS Lounge

The ESS is responsible for the room located on the second floor of the Engineering Lab Wing numbered 206. Keycard access to this room is to be managed and regulated by the council.

This room shall be known as the “ESS Lounge” and is available to every regular member if:

- a) The regular member has been granted keycard access or a regular member with keycard access is in the room,
- b) The regular member is in good standing with the ESS, and;
- c) The regular member has not been requested to leave the room by a regular member with keycard access.

#### Sub-Section 6.2.1: Gaining Lounge Keycard Access

A regular member may request keycard access from the President at any time by filling out the appropriate keycard access form. The President shall give keycard access to regular members in good standing who the President believes are:

- a) Active in the engineering undergraduate student community,
- b) Continuing to prove themselves trustworthy, and
- c) Willing to follow all expectations set out for keycard access holders.

#### Sub-Section 6.2.2: Expectations

A regular member who has received keycard access to the ESS Lounge is expected to:

- a) Complete the following tasks before they leave the Lounge, unless there is another keycard access holder who remains in the Lounge:
  - i) Politely ask everyone in the Lounge to leave, and ensure they do,
  - ii) Turn off the heating elements on the coffee machine, and;
  - iii) Pause all music and videos on the Lounge computer.
- b) Keep the Lounge clean, and;
- c) Help create a welcoming and respectful environment in the Lounge.

#### Sub-Section 6.2.3: Removal of Access

Keycard access may be revoked by the President at any time. Should there be concerns on unfair distribution of keycard access by the President, the Council may review the history of who has received keycard access.

### Section 6.3: ELW Lockers

The ESS shall manage the distribution of lockers on a first come, first served basis. Possession of a locker shall mean owning a lock that is placed on a locker. Registering a locker shall be done via the online locker registration system that is maintained by the Director of Information Technology. A locker may only be registered if the registrant possesses the locker.

The ESS shall:

- a) Have the VP Student Life or the Director of Services ensure that an email is sent out to all registered locker possessors before the start of each term and give them two weeks to re-register their locker, or empty their locker,
- b) Have the VP Student Life or the Director of Services place notes on lockers that still need to re-register one week after the email has been sent out,

- c) Have the VP Student Life or the Director of Services cut the lock on, and empty, all un-registered lockers, one week after the notes have been placed on lockers. d) Hold all contents from an emptied locker for at least four months and allow students to retrieve their belongings, and;
- d) Be accommodating to students who contact the ESS before the ESS has disposed of the items removed from lockers but are unable to visit campus and retrieve their items during the four month holding period.

Students who register lockers will have to agree to the following:

- a) The possessor shall ensure that they do not store any material in their lockers that is illegal or that causes a foul odour,
- b) The possessor agrees that the ESS may cut the lock left on the locker and empty the locker if:
  - i) The locker's possessor has broken any requirements of this policy, or;
  - ii) The ESS has sent a request to re-register the locker to the email provided by the possessor upon registration and the possessor has not re-registered their locker within two weeks.
- c) The possessor agrees that if the ESS empties the locker, per this policy, the ESS may dispose of any organic or illicit material immediately, and may dispose of any other material after a one month period. During the one month period, the owner of the material may retrieve it by contacting the Director of Services or the VP Student Life and organizing a time to retrieve the material from the ESS Lounge.

## Section 6.4: Teaching Excellence Award

The UVic Engineering Students' Society Teaching Excellence Award recognizes exemplary teaching from a UVic Faculty Member on behalf of the engineering student body. The award is presented annually following the ESS elections.

### Sub-Section 6.4.1: Eligibility

The award may be presented to any UVic faculty or staff member, including professors, teaching assistants and lab technicians, who holds an instructional role in a required course or technical elective course of a UVic engineering program. Faculty or staff teaching natural science electives or complementary studies electives are not eligible.

### Sub-Section 6.4.2: Nominations

Nominations shall be accepted during a nomination period of no less than 1 week, ending before the last voting period of the ESS elections. Nominations shall be accepted at the discretion of the VP Internal and must include:

- a) The nominee's full name and position, contact information,
- b) The course(s) the nomination is associated,
- c) A short summary explaining why the nominee is deserving of the award, and;
- d) The names, contact information and signatures of no fewer than 10 regular members who have each taken at least one course taught by the nominee.

Once the nomination period is complete, the nominees shall be contacted and requested to either accept or decline the nomination.

#### Sub-Section 6.4.3: Selection

The award winner shall be selected by the student body during the ESS elections. Should no nominee receive greater than 50 votes, no award shall be presented.

### Section 6.5: Lost and Found

If an item is found in ESS space or is brought to ESS space and the owner cannot be immediately located, it will be considered lost. Lost items will be held in the ESS Lounge and then given to the UVic Campus Security's Lost and Found on a biweekly basis.

## Article 7: Funds

The ESS shall act within the regulations set in Article 7 of the ESS Constitution as well as this Policy Manual.

### Section 7.1: Budget

A semesterly budget shall be created and maintained by the ESS Council with input from the student body at a Semesterly General Meeting.

#### Sub-Section 7.1.1: Approval

A semesterly budget may only be approved after input from the regular membership at an open meeting. This meeting must be advertised one week prior and must state a budget will be discussed. Once shown before the regular members, the Council may vote to adopt the budget with  $\frac{2}{3}$  required to pass.

#### Sub-Section 7.1.2: Creation

A semesterly budget shall be created before the start of each term of classes by the VP Finance. The final draft of the budget prior to being shown to the regular membership must be shown to the Council who may make changes.

#### Sub-Section 7.1.3: Cinkant Endowment Fund

One third of all student fees received shall be invested in the Cinkant Endowment Fund, as per the Cinkant Endowment Fund Policy Manual.

#### Sub-Section 7.1.4: Club Funding

The ESS shall budget to put 25% of its estimated student fees towards club funding each term.

### Section 7.2: Ledger

A ledger of all transactions through all accounts shall be maintained by the Vice President

Finance every term. Ledgers shall be kept for a minimum of seven years after the end of said term.

### Section 7.3: Spending

Any spending of ESS funds shall be for the benefit of the engineering student body only. Spending of funds are subject to the terms outlined in the constitution and policy manual. No individual or group shall profit from any purchases, spending, or funds of the ESS.

#### Sub-Section 7.3.1: Approval of Large Purchases

Any purchases on behalf of the ESS above 25% and/or \$500 of that budgeted line must be approved in advance by both the President and the Vice President Finance, or the Council. The President and VP Finance shall only approve a large purchase if it is time sensitive and they reasonably believe that the Council would approve the purchase but that waiting until the next Council meeting would negatively affect the ESS's ability to operate, or that the purchase price would increase by waiting until the next Council meeting.

The President and VP Finance must inform the Council if they approve a large purchase as soon as convenient.

#### Sub-Section 7.3.2: Purchases

All purchases shall be approved in advance by either the President, the VP Finance or the Council. The President and VP Finance may not approve their own purchases and should only approve the purchases of others if they believe that the purchases are reasonable.

#### Sub-Section 7.3.3: Unauthorized Spending

Should an individual purchase something for the ESS that has not been approved, the Council shall make a decision on whether or not the purchase was made in good faith. If it was not, the ESS shall not reimburse the purchase.

### Section 7.4: Accounts

The accounts in which the ESS can hold funds are as follows:

- a) The CIBC Bank Account,
- b) The UVic FAST Account, and;
- c) The PayPal Account

### Section 7.5: Petty Cash

The ESS shall maintain a petty cash fund of no more than \$100 in the ESS Lounge's Point of Sale System to allow cash purchases to be made, and change provided. The VP Finance shall be responsible for ensuring that at no point this fund exceeds \$100 and that all other cash be kept in the ESS safe. All members of the ESS Council shall be responsible for informing the VP Finance should they notice that the fund contains close to, or more than, \$100.



## Article 8: Clubs

The ESS acknowledges the importance of clubs and is dedicated to the support of engineering clubs at the University of Victoria.

### Section 8.1: Being an ESS Club

To be recognized as a registered ESS Club, the organization must:

- a) Be ratified with the UVSS, unless the UVSS does not ratify clubs in a given the current semester;
- b) Have had the Council accept an application to be an ESS Club, and;
- c) Send a representative to at minimum one club council meeting per term.

#### Sub-Section 8.1.1: Application Process

To register as an ESS Club, an organization must submit a ratification form to the ESS that details:

- a) The name and contact information of the applicant,
- b) The current state of the organization's UVSS ratification status,
- c) The purpose of the organization,
- d) Any governing documents,
- e) The current member count and engineering student member count,
- f) Any information outlined in the club policy manual to be added to an application, and;
- g) Any additional information requested by the Council.

The application will then be reviewed by the ESS Council and a verdict on the acceptance of the application will be given to the applicant within four weeks.

#### Sub-Section 8.1.2: ESS Club Council

The ESS Club Council shall meet at minimum once per term to discuss matters that pertain to ESS clubs. The ESS Club Council meetings shall be chaired by the Club Coordinator or an individual selected by the Club Coordinator. ESS club members and ESS Council members and Officers shall be able to attend ESS Club Council meetings.

#### Sub-Section 8.1.3: Authority

The ESS shall have no authority over the actions, decisions, or structure of the ESS clubs, however; the ESS Council may choose to stop recognizing a club as an ESS club. The ESS clubs shall have no authority over the actions, decisions, or structure of the ESS.

### Section 8.2: Club Funding

A set amount of engineering student fees shall be budgeted every term for ESS club funding. A Club Funding Committee will be formed under the ESS Council and shall consist of at least three members, all of whom are either the Club Coordinator or currently sit on the ESS Council.

No member of the Club Funding Committee may be a member of any club that has applied for funding.

#### Sub-Section 8.2.1: Application Process

An ESS club shall be able to apply for ESS club funding once per term. Applications will be announced as a request for club funding proposals. Club funding proposals must contain the following information:

- a) Club Name,
- b) Head of Club,
- c) Club or head of club contact information,
- d) ESS and UVSS state of ratification,
- e) A brief description of the club,
- f) The requested amount,
- g) How the engineering student body would benefit from requested funding,
- h) An annual budget,
- i) Any other information the club deems relevant,
- j) Any other information requested by the Club Funding Committee, and;
- k) How any ESS money was spent last term.

#### Sub-Section 8.2.2: Decision Process

The Club Funding Committee shall notify all active ESS clubs of the deadline for club funding proposals, any criteria taken into account, and any required information at minimum two weeks before the deadline. The committee shall review each application and organize a time for each club to present their application within two weeks of the application deadline.

The final funding decision will be based on maximizing the value that the undergraduate engineering student community would receive. The Committee shall look, at minimum, at the following criteria:

- a) Engineering student body engagement,
- b) Community outreach,
- c) Active engineering student count,
- d) Active student count,
- e) Detail of budgeted items,
- f) Detail of requested amount,
- g) Competition results,
- h) Other sources of funding, and;
- i) How ESS money was spent in the previous term.

#### Sub-Section 8.2.3: Reporting of Club Funding Decision

A final decision on funding must be announced by the Club Funding Committee within a week of the final club funding presentation.

#### Sub-Section 8.2.4: Distribution of Club Funding

The ESS shall have available the funding decided upon for each club before the end of classes of a term. Funding shall be distributed via cheques written to accounts with the University of Victoria, the University of Victoria Students' Society, or to an account that belongs to a club. Club funding cheques shall not be written to individuals.

#### Sub-Section 8.2.5: Unacceptable Uses of Club Funding

Clubs shall not use club funding for anything other than the purchase of materials for that club or to cover competition and conference travel cost unless specifically approved by the ESS Council. Any club funding purchases with the intent for personal gain shall result in the stripping of ESS club recognition.

### Section 8.3: Club Policy Manual

The ESS recognizes the authority of the UVic ESS Club Policy Manual in the cases in which it does not conflict with this Policy Manual or the ESS Constitution, and does not mandate any Officer or Council member of the ESS, other than the Club Coordinator, to perform a task. The UVic ESS Club Policy Manual shall be run and operated by the ESS Club Council.

### Section 8.4: Shared Space

The ESS will hold the keys for any shared space between the ESS and ESS Clubs with a system where the clubs can easily access the keys. Who controls areas of the shared space shall be coordinated with the Dean's Office.

## Article 9: Elections and Referenda

The ESS is committed to ensuring that all elections and referenda are held in a fair manner. For the purposes of this Article, a fair election, by-election or referendum, is one where:

- a) Every election candidate or referendum official representative has the right to equal access to voters to campaign for their support, and;
- b) Every eligible voter is able to easily vote and find information on each candidate or referendum official representatives.

### Section 9.1: Chief Returning Officer

When calling an election, by-election, or referendum, the Council shall select a Chief Returning Officer (CRO).

#### Sub-Section 9.1.1: Responsibilities

The CRO is responsible for ensuring that an election, by-election or referendum proceeds in a fair manner, and that the rules apply to all candidates and/or individuals involved. The CRO shall remain impartial throughout the process.

The CRO shall ensure that:

- a) All candidates and official representatives are given equal opportunity to use the ESS facilities during their campaign,
- b) The ESS controlled campaign material lists all positions currently open for election or by-election, and under each position list each candidate in alphabetical order by their last name,
- c) All election, by-election, and referendum results, as applicable, and any infractions, complaints, rulings and concerns are compiled and submitted to the Council before publicly releasing unofficial results, and;
- d) It is made clear when publicly releasing preliminary results that results are not official until the Council ratifies the results.

The CRO shall compile all the results, as well as details of any infractions, complaints, rulings, and concerns to the Council for ratification before officially announcing the results. The CRO shall release preliminary results to the members at least 24 hours before the Council ratifies the election to allow members to submit any final complaints before the results are ratified.

#### Sub-Section 9.1.2: Authority

The CRO has the authority to enforce the rules of this Article for the duration of the process by the means laid out in Sub-Section 10.3.9: Infractions.

The CRO may request an emergency meeting of the Council, should they desire a decision of the Council on how to interpret any part of this Article or of the Constitution, or should the CRO believe an amendment to this Article must be made. This meeting may be in camera, or not, at the preference of the Council. The CRO may request a meeting of the Adjudication Committee should they believe it is necessary, as per this Article.

The CRO may request additional support from the Council in whatever way the CRO believes is necessary to ensure that the process remain fair.

#### Section 9.2: Adjudication Committee

When calling an election, by-election, or referendum, the Council shall appoint three impartial individuals who are not candidates in the election or by-election, serving as an official representative in the referendum, or supporting any campaign and shall specify one member of the committee to serve as chair. The CRO may not serve on the Adjudication Committee. The Adjudication Committee shall have the sole authority during an election, by-election, or referendum to disqualify a candidate or official representative, and to uphold or overturn a ruling made by the CRO and shall meet within 12 hours of being called upon by the CRO or a candidate or official representative.

The Chair of the Adjudication Committee shall be in charge of scheduling the meeting, and informing both the CRO and the relevant candidates of the meeting time and place. The Chair

of the Adjudication Committee shall make an effort to ensure that both the CRO and the relevant candidate(s) can attend the meeting either in person or through electronic means.

Before making a ruling, the Adjudication Committee shall hear from the CRO and from any candidate(s), or their representative, who desires to be heard and attends the meeting of the Adjudication Committee. The Adjudication Committee may decide to limit the amount of time given to either candidates, official representatives, or the CRO should they believe it necessary to focus discussion on the alleged infraction at hand.

Should the Adjudication Committee disqualify a candidate, the CRO will remove the candidate's name from the ballot as soon as possible and any votes that have already been cast for the candidate shall be considered void.

### Section 9.3: Election & By-Election Rules

Elections may be called by the Council for specific Council positions. The election for the position of President shall happen, and have the results officially released, at least 24 hours before the close of the nomination period for all other positions.

#### Sub-Section 9.3.1: Timeline Announcement

Once the Council has called an election, by-election, or referendum and selected the CRO, the CRO shall create a timeline that outlines the start and end date and time of:

- a) The Nominations Period,
- b) The Campaign Period, and;
- c) The Voting Period.

The CRO shall ensure that:

- a) The Nominations Period is at least 72 hours long,
- b) The Campaign Period is at least 96 hours long and the end of the Campaign Period aligns with the end of the Voting Period,
- c) The Voting period is at least 48 hours long, and;
- d) The timeline and details on the nomination process are advertised to all regular members before the start of the nomination period.

#### Sub-Section 9.3.2: Nominations

For elections and by-elections, the CRO shall create a process for regular members to nominate themselves as candidates. For a referendum, the CRO shall create a process for regular members to register as either proponents or opponents. These processes should:

- a) Be easy for all regular members to use to nominate themselves,
- b) Allow the Candidate to submit up to 100 words describing themselves and up to 250 words outlining a platform, which shall be posted on the ESS website,
- c) Allow the Candidate to submit a photograph of the candidate which shall be posted on

- the ESS website, and;
- d) Allow the CRO to ensure that all nominations come from the person who is being nominated.

The CRO shall work with all regular members who registered as proponents or opponents to select an Official proponent and opponent. These individuals will lead the campaign for or against a referendum.

The nomination period shall be open for at least 72 hours, and shall be advertised to all regular members. Once the nominations period has closed, the CRO shall:

- a) Ensure that all candidates, and official proponent and opponent, have access to these rules, and;
- b) Specify particular means of communications for candidates, and official proponent and opponent, to use to discuss with the CRO and the Chair of the Adjudication Committee any elections, by-elections, or referendum related matter. This method of communication should have a permanent record of communications.

### Sub-Section 9.3.3: Campaigns

The candidate, official proponent, or official opponent, is responsible for ensuring that they, and all of their representatives, follow all campaign and election, or by-election, rules. The campaign rules are as follows:

- a) No campaign material may be posted before the start of the campaign period,
- b) Campaign material is strictly limited to the following:
  - i) No more than twenty posters, measuring at most eight by eleven and a half inches posted in the Engineering Lab Wing and Engineering Computer Science buildings,
  - ii) Information on the ESS website which includes the candidates' write ups and photographs, if any were submitted during the nomination process,
  - iii) Posts on the ESS Facebook group, which shall be created and posted by the CRO and include equal information about all candidates and links to their write ups on the ESS Website, and;
  - iv) Posts on personal Facebook, Instagram, Snapchat or other social media accounts. If these posts are made, the candidate is responsible for informing the CRO before the post is made of where the post shall be made and shall allow the CRO to see the posts made on the account in a manner deemed fair by the CRO.
- c) The candidates, or official proponent and opponent, are responsible for ensuring that their campaign material does not relay any false information,
- d) The candidates, or official proponent and opponent, are responsible for ensuring that they, and all of their representatives, do not:
  - i) Give campaign speeches anywhere but at the Candidates Debate event, organized by the CRO, or;
  - ii) Deface, remove, cover, or damage campaign material of any other candidate.

- e) The candidates are responsible for answering any message from the CRO via the specified communications method within 24 hours of the message being sent by the CRO,
- f) The candidates, official proponent, and official opponent, are responsible for ensuring that no business or entity is paid or otherwise compensated to help promote their campaign,
- g) The candidates, official proponent, and official opponent, are responsible for ensuring that no individual is compensated for voting in a particular manner, and;
- h) The candidates are responsible for ensuring that all of their campaign material (except for material controlled by the ESS) has been removed or deleted before the end of the campaign period.

#### Sub-Section 9.3.4: Candidates Debate

In the event of an election or by-election, the CRO shall organize a Debate.

The CRO shall organize an on-campus event during the campaign period, but before the voting period starts, that allows candidates to share their platform, and answer questions from any regular members present at the event. Candidates who are unable to physically attend the event, may call in via an online method organized by the CRO.

The CRO will make a strong effort to find a time that works for all candidates between 10am and 9pm. Should a time be unable to be found, the CRO will select a time based first on which times allow the most candidates to attend and second on which times would be most convenient for regular members to attend.

#### Sub-Section 9.3.5: Voting Period

The voting period shall be conducted on an online system that allows for regular members to sign in via their UVic Netlink ID to ensure that no one votes more than once for each position, but where no one is able to link a specific vote cast to a specific member.

#### Sub-Section 9.3.6: Results

The CRO shall attempt to compile and submit to Council, and release preliminary results to the regular membership, within 12 hours of the close of the voting period. Should any complications arise that require more than the 12 hours to address, the CRO shall release a notice to the regular membership with a new timeline, and shall submit a description of the complications to the Council during the ratification process.

#### Sub-Section 9.3.7: Unusual Circumstances

Candidates, Official proponents, or Official Opponents, shall not make use of a resource, or pursue an action, that could impact the result of the election and to which other candidates do not have access to a similar resource or course of action.

Should at any time, the CRO believe that the rules need to be amended to ensure a fair

election process, the CRO shall call an emergency meeting of the Council and the Council may decide to make changes to this Article. Any amendments shall be immediately distributed to candidates.

#### Sub-Section 9.3.8: Complaints

Any regular member, or member of the public, can make a complaint in writing, or via email, to the CRO. The CRO shall investigate the complaint, and if they deem there to have been an infraction, the CRO may respond according to Sub-Section 9.3.9: Infractions.

#### Sub-Section 9.3.9: Infractions

Should the CRO believe that an unintentional infraction has occurred, the CRO has the authority to require a candidate to any or all of the following that the CRO believe would allow the elections to continue in a fair manner:

- a) Remove the campaign material or stop the action that is in violation of this Article,
- b) Issue an apology through their campaign material, which could be shown on the ESS managed campaign material, and/or;
- c) Cease all campaign action for a period of time.

Should the CRO believe that an infraction occurred, and that one of the following is true, the CRO shall convene the Adjudication Committee and recommend that the relevant candidate(s) be disqualified:

- a) The infraction was intentional,
- b) The relevant candidate did not act in good faith when responding to the CRO's ruling in an unintentional infraction, or;
- c) The infraction has made it unlikely that the election can proceed in a fair manner.

Should a candidate feel like the CRO has made an unfair ruling, the candidate may appeal to the Adjudication Committee which shall meet within 12 hours to review the ruling of the CRO.

### Section 9.4: Ratification of Results

The Council shall schedule a meeting for at least 24 hours after the CRO has submitted the compiled results of the election, or by-election, along with any complaint, rulings, infractions and/or concerns that arose throughout the process. At this meeting, the Council shall review the CRO's submission, as well as any other complaints or concerns that have arisen since the time of submission and decide if the election was fair, and if the results accurately reflect the votes that were cast.

A referendum does not need to be ratified.

## Article 10: Events

The ESS will regularly host events for regular members. These events are typically open to the



public, unless otherwise specified.

## Section 10.1: Welcoming Events

The ESS commits to ensuring our events are welcoming to regular members from all backgrounds.

### Sub-Section 10.1.1: Advertising

The ESS will advertise, on every advertisement for an event, whether or not events:

- a) Are wheelchair accessible, and;
- b) Have gender inclusive washrooms.

## Section 10.2: Tickets

The ESS reserves the right to limit attendance at certain events via tickets and can place restrictions on who may buy tickets. These tickets shall be sold in a first come, first served method from the ESS Lounge. The organizer of the event reserves the right to set classes of tickets in the form of volunteer tickets, external guest tickets, and engineering tickets.

### Sub-Section 10.2.1: Resale

Individuals who own a ticket, or tickets, to an upcoming ESS event may resell ticket(s) for the face value, or less. Tickets that are resold at a higher amount than sold may be voided, and the seller may be barred from purchasing future tickets, and/or be declared not in good standing.

### Sub-Section 10.2.2: Refund

Persons owning a ticket to an upcoming event that is organized by the ESS may refund their ticket to an ESS executive up to 48 hours before the event. The ESS will reimburse the original purchaser of the ticket the full amount. If the ESS is not the primary organizer of an event, refunds will only be given if the ESS is able to receive a refund from the primary organizer.

## Article 11: UVEC

The ESS shall organize a qualifier competition for the Western Engineering Competition both in the Fall and Summer terms. This competition is known as the University of Victoria Engineering Competition, or UVEC, and shall be open to any ESS regular member who meets the following criteria:

- a) Is in good standing with the ESS, and;
- b) If competing in the Fall competition, has not competed in the Summer competition.

## Section 11.1: Organizing Committee

An Organizing Committee shall be formed for every UVEC. The Competitions Coordinator will act as Chair of the Organizing Committee. Decisions made by the Organizing Committee shall be final unless vetoed by the ESS President or Council within a week of the end of the competition.

### Sub-Section 11.1.1: Formation

The Organizing Committee shall be formed by the end of the third week of classes in a competition term. The Organizing Committee shall consist of the VP External, the VP Corporate Relations, the Competition Coordinator, and any other volunteers that the VP External or Competition Coordinator approve.

### Sub-Section 11.1.2: Responsibilities

The UVEC Organizing Committee is responsible for the following actions and decisions:

- a) Ensuring a fair competition,
- b) Forming clear and organized competition criteria,
- c) Advertising the competition at minimum two weeks before the competition date,
- d) Organizing the date and times of an opening ceremony, the competitions, and a closing ceremony,
- e) Ensuring each competitor knows of and has ample time to review the rules, regulations, and timeline of the competition,
- f) Disqualifying competitors seen breaking any regulations, and;
- g) Announcing the results of each competition at a closing ceremony on the day of the competition.

### Sub-Section 11.1.3: Competition Leads

Once formed, the UVEC Organizing Committee may hire any Competition Leads to join the Committee at any time. Competition Leads may assist the Organizing Committee in any way and are held to the same regulations, though, are not able to make decisions on the final results of a competition. The Competition Leads must show tentative results to the Committee to be ratified before they are officially announced. Any results announced by a Competition Lead shall be considered tentative by the committee and thus unofficial.

Competition Leads do have the authority to disqualify competitors.

## Section 11.2: Regulations

Each UVEC competitor must act within the general rules and regulations of a UVEC as well as the rules and regulations of the competition they are competing. Each UVEC competitor has the right to review and ask questions regarding any regulations within the hour before the competitions, during the competitions, or after the competitions. Responses to any questions that go beyond small clarifications shall be distributed to all affected competitors as soon as possible.

### Sub-Section 11.2.1: General Rules

General rules include any rules or regulations that apply to a UVEC as a whole. All competitors are subject to the general UVEC rules. General rules for a UVEC include:

- a) No competitor may compete in both summer and fall UVEC in the same calendar year unless approved by the ESS Council,
- b) Teams that contain any individuals that are competing for a second time in the same calendar year are ineligible to attend WEC if they win in their category,
- c) If a team that contains any individuals competing for a second time in the same calendar year wins in their category, the best team that contains no individuals that have already competed that calendar year will be the team chosen to attend WEC,
- d) Disqualifications are allowed by any member of the UVEC organizing committee or the Competition Lead of the relevant competition,
- e) Competitors shall not intentionally sabotage another team's work,
- f) Teams must pass 70% of the competitions marking rubric to qualify for WEC,
- g) Individuals that act in an unprofessional manner may be disqualified from this UVEC and further disciplinary action may be taken by the ESS Council,
- h) No team may substitute more than 50% of the original team that qualified for WEC and any substitutions must be approved by the VP External and the President,
- i) At most, 1 team per competition per UVEC may qualify for WEC, and;
- j) Teams must work within ELW/ECS for the duration of their competition, and not work in any restricted access rooms.

#### Sub-Section 11.2.2: Competition Specific Rules

Competition specific rules include any rules, regulations, or criteria specific to a competition. Competition specific rules apply only to the competitors of the specific competition. The following must be given to competitors within 24 hours of the beginning of the competition:

- a) The timeline of the UVEC including start and end times for each competition,
- b) Any material including if its suggested or required for the competition,
- c) A notice of any banned material,
- d) Any banned behaviour, and;
- e) A copy of Section 12.2: Regulations of this Policy Manual.

The following must be given to competitors in Senior Design, Junior Design, Re-Engineering, Consulting and Programming within 15 minutes of the close of the opening ceremony:

- a) A copy of any material previously given to the competitors,
- b) A competition challenge description,
- c) A judging rubric for the competition they are competing in,
- d) The name(s) of their Competition Lead(s), and;
- e) Any other rules or regulations not previously mentioned.

#### Sub-Section 11.2.3: Disqualification

If any of the general or competition specific rules or regulations are broken, a competitor may be disqualified at the discretion of any member of the UVEC Organizing Committee. In the case of a disqualification, the competitor, the UVEC organizing committee, and the team of the competitor shall be notified immediately. If a competitor wishes to contest the disqualification,

they may request to speak privately with all members of the Organizing Committee that can assemble within 20 minutes. The available members of the Organizing Committee that can meet at this point shall make the final decision on the disqualification.

Depending on the severity of the infraction, the ESS Council may decide that further action shall be taken such as, but not limited to,

- a) banning the competitor from future competitions,
- b) banning the competitor from future events, and/or;
- c) reviewing the infraction with the Faculty of Engineering for further review.

## Article 12: Conferences

The ESS shall attempt to send a delegation to all Acknowledged Conferences as the ESS sees value in the lessons and ideas that are brought back from these conferences.

### Section 12.1: Selection Process

For conferences that require a voting representative, the ESS Council shall approve a regular member to attend as our representative. This shall be the VP External if the VP External is able to completely fulfill their role's responsibilities and is available to attend. Otherwise the President, or another Council member, may be selected to attend as our voting representative. For CFES President's Meeting, the Council may choose to send both VP External and President.

For the CFES Conference on Diversity in Engineering, the Council may choose to send the Equity Officer as a regular delegate.

For the remaining amount of delegates that the Council wishes to send to the conference, the VP External shall create an application process, and organize a Selection Committee. Applications shall be open for at least 7 days.

The Selection Committee shall have at least three members, none of whom are applying to attend the Conference, and must have its membership approved by the Council. The Selection Committee shall review the applications and interview as many serious applicants as time allows. The Selection Committee shall decide on a delegation to send to a conference based on written criteria. For CDE, the Equity Officer shall be on the Selection Committee.

### Section 12.2: Responsibilities of Delegates

Each delegate sent to a conference except the VP External shall be required to:

- a) Pay a \$100 delegate contribution to the ESS unless this causes the delegate any financial stress - in which case the ESS shall waive this fee,
- b) Attend, and fully participate in the conference to the best of their ability,
- c) Responsibly represent the ESS at the conference, and;

- d) Record and report information about the conference as requested by the VP External.

When conference travel costs exceed the \$100 delegate fee contribution, the contribution may be subtracted from travel cost reimbursement instead of being paid on the POS system.

If the VP External is unable to attend a conference and another regular member is selected to attend as a voting representative, they shall not be required to pay the \$100 delegate contribution.

### Section 12.3: Responsibilities of the VP External

The VP External Shall:

- a) Pay a \$100 delegate contribution to the ESS if they are attending CSE or CDE, unless this causes the delegate any financial stress - in which case the ESS shall waive this fee,
- b) Ensure, to the best of their ability, that all delegates are fully participating in the conference or competition,
- c) Attend, and fully participate in the conference to the best of their ability,
- d) Responsibly represent the ESS at the conference,
- e) Book flights with fares that allow for cancellations and/or changes at no additional fee, and;
- f) Ensure the transfer of information from delegates to the student body.

### Section 12.4: Booking Travel

The VP External shall be responsible for organizing travel to and from conferences. The VP External may request that delegates pay for their own travel and have the ESS reimburse them for the expense, so long as they follow guidelines set out by the VP External or the ESS Council to minimize the travel expenses.

### Section 12.5: Acknowledged Conferences

The ESS shall attempt to send a delegation to the following conferences:

- a) WESST Executive's Meeting,
- b) CFES President's Meeting (voting representative required),
- c) WESST Annual General Meeting Retreat (voting representative required),
- d) CFES Conference on Diversity in Engineering,
- e) CFES Canadian Engineering Leadership Conference (voting representative required), and;
- f) CFES Conference on Sustainability in Engineering.

### Section 12.6: Blacklist

The Council may decide to blacklist any individual from attending conferences and competitions for any reason. This may be due to actions at conferences, competitions, or elsewhere.

The President shall maintain this blacklist and shall only share this list with Council members and the Selection Committee members. Individuals with access to the list shall keep the list confidential.

Students that have been suspended for academic or non-academic reasons shall be blacklisted from attending conferences for the duration of their suspension.

## Article 13: Competitions

The ESS shall attempt to send a competition team to the following competitions.

### Section 13.1: WEC

The ESS shall attempt to fund the travel and delegate fee of all competitors who earned a berth at the Western Engineering Competition at a University of Victoria Engineering Competition. The ESS shall charge a \$100 delegate contribution to the competitors it sends, but will waive this fee for any individual who requests it based on limited financial means.

The ESS shall use any winnings from WEC to help pay for the winning team's travel to CEC.

### Section 13.2: CEC

The ESS shall attempt to fund the travel and delegate fee of all competitors from UVic who earned a berth at the Canadian Engineering Competition at a Western Engineering Competition.

### Section 13.3: Blacklist

The Council may decide to blacklist any individual from attending conferences and competitions for any reason. This may be due to actions at conferences, competitions, or elsewhere.

The President shall maintain this blacklist and shall only share this list with Council members and the Selection Committee members. Individuals with access to the list shall keep the list confidential.

## Article 14: Incident Response

To ensure that the ESS creates a welcoming and safe space for everyone, an Incident Response Committee shall exist to respond to any incidents that cause regular members and members of the community to be uncomfortable.

### Section 14.1: Incident Reporting System

The Incident Reporting System shall be a form created by the Incident Response Committee and made accessible on the ESS website and promoted occasionally through ESS Social

media. The form shall include the following fields:

- a) Name of Reporting Individual,
- b) Name(s) of the Individual(s) or Organization Involved in the Incident, or a description,
- c) Incident Date and Time,
- d) Incident Details,
- e) Incident Witness(es), if appropriate and with approval of the Witness(es), and;
- f) Whether or not the Reporter is comfortable being contacted by the IRC.

#### Sub-Section 14.1.1: Confidentiality of Reports

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 Sub-Section 15.2.5: Release of Information.

#### Sub-Section 14.1.2: Incident Response Timeline

The Incident Response Committee shall begin to respond to any reported incidents within 48 hours.

### Section 14.2: Recording of Information

In the event that the ESS Council decides to pursue disciplinary action, the following information should be recorded and kept by the ESS President:

- a) Name of Respondent,
- b) Decision that was reached, and;
- c) Information provided by the Incident Response Committee to the Council on the Incident and how they investigated and came to a decision to recommend disciplinary action.

Otherwise, the following information should be recorded and kept by the ESS President:

- a) High level summary of the incident with no identifying information, and;
- b) How the Incident Response Committee responded.

## Appendix A: Committee Terms of Reference

The Terms of Reference that the ESS has approved, and that are still in force, are listed here for informational purposes. No part of this Appendix shall be interpreted as giving any committee authority or direction.

### Section A1: Standing Committees

The following Committees have been created by the ESS as permanent standing committees. The authority and responsibilities given to these committees by the ESS Council exist until the ESS Council decides to remove them.

The Standing Committees are as follows:

- a) Conference Selection Committee,
- b) Incident Response Committee,
- c) First-Year Council, and;
- d) Student Equity, Diversity, and Inclusion Committee

### Section A2: Ad Hoc Committees

The ESS Council is able to strike ad hoc committees when required to support its work. These committees are required to have a Terms of Reference which outlines their authority and responsibilities.