

Policy and Procedures of the
Engineering Science Student Society
of
Simon Fraser University



Amended: March 8, 2019

Ratified by ESSS AGM: July 19, 2019

Ratified by SFSS: August 22, 2019

Amended: April 18th, 2021

Ratified by ESSS AGM: April 29th, 2021

Ratified by SFSS: _____, 2021

Amended: May 10th, 2022

Ratified by ESSS AGM: _____

Ratified by SFSS: _____

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Article 1 Definitions

Section 1 According to the Constitution

- 1.1 The definitions below are copied from the bylaws and are included for reference
- a) “SFU” shall hereafter refer to “Simon Fraser University”;
 - b) “the ESSS” shall hereafter refer to “Engineering Science Student Society”;
 - c) “ESSS” shall be the equivalent of “the ESSS”;
 - d) “Members” shall hereafter refer to “ESSS Members”;
 - e) “Regular Members” shall be the equivalent of “Members”;
 - f) “Executive” shall hereafter refer to “Elected Executive Officer of the ESSS”;
 - g) “Executive Council” shall hereafter refer to “The elected body of officials, consisting of the President and their Vice-Presidents, that manages all business of the ESSS”;
 - h) “SFSS” shall hereafter refer to “Simon Fraser Student Society”;
 - i) “Affiliates” shall hereafter refer to “the ESSS Affiliate Council”;
 - j) “Constitution” shall hereafter refer to “the Constitution of the ESSS”;
 - k) “Bylaws” shall hereafter refer to “the Bylaws of the ESSS”;
 - l) “Policy Manual” or “Policies” shall hereafter refer to “the Policy Manual of the ESSS”;
 - m) “Director” shall hereafter refer “an ESSS member appointed by the Executive Council to perform delegated duties”;
 - n) “ESSS Director” shall be the equivalent of “Director”
 - o) “Officer Team” shall hereafter refer to the Executive Council, Directors, and Representatives.
 - p) “Affiliated Groups” shall hereafter refer to “the conglomerate entity that comprises of any and all groups, clubs, charities, committees, or teams that represent a portion of members and officially recognized by the ESSS”;

Section 2 According to Policy

- 2.1 In this policy manual, unless otherwise specified:
- a) “Present assembly” shall hereafter refer to “The voting body that is present at any properly constituted meeting”;
 - b) “CFES” shall hereafter refer to “The Canadian Federation of Engineering Students”;
 - c) “WESST” shall hereafter refer to “The Western Engineering Student Societies Team”;
 - d) “EGBC” shall hereafter refer to “Engineers and Geoscientists British Columbia”;
 - e) “Character Defamation” for the purposes of these policies shall hereafter refer to “An individual who knowingly publishes false spoken or written statements with the intent to harm another individual.”.

Section 3 Responsibilities of Meeting Officials

- 3.1 Meeting Chair:
- a) The Meeting Chair is to call to order and run a Meeting in accordance with Robert’s Rules of Order;
 - b) Should the Chair of a Meeting have voting rights, they are to exercise these rights only in the event of a draw in the vote of the present assembly on condition of:
 - i) Removing personal bias from the decision
 - ii) Base their decision solely on information and discussion provided in the motion in the current Meeting
 - iii) Not consider any information, biases, past events, or professional expertise in the casting of the vote.
 - c) Reserve the right to appoint a Chair as they deem fit.
- 3.2 Meeting Secretary
- a) The Secretary of a Meeting is to record the minutes of the Meeting in question including:
 - i) All motions,

- ii) Vote counts,
 - iii) Main points of discussions,
 - iv) Reports,
 - v) Times of the Call to Order and Adjournment,
 - vi) Times entering and exiting In-Camera sessions.
- b) The Secretary of a Meeting is to count all votes for, opposed, and abstaining from a motion to ensure the count matches that given by the Chair

Article 2 Interpretation

Section 1 According to the Constitution

1.1 This policy manual shall in no way be interpreted in a sense contradictory to the Constitution.

Section 2 According to the bylaws

2.1 This policy manual shall in no way be interpreted in a sense contradictory to the bylaws. Sections of the Bylaws that make reference to the Policy Manual are listed below:

- a) Article 2 Section 1.1 d)
- b) Article 2 Section 1.2 a)
- c) Article 3 Section 1.2
- d) Article 3 Section 2.2
- e) Article 3 Section 3.3
- f) Article 4 Section 2.1 a)
- g) Article 4 Section 2.1 b)
- h) Article 4 Section 2.1 c)
- i) Article 4 Section 2.2
- j) Article 5 Section 1.6
- k) Article 5 Section 2.4

- l) Article 5 Section 3.5
- m) Article 5 Section 4.3
- n) Article 5 Section 5.4
- o) Article 9 Section 2.2

Section 3 According to Policy

3.1 This Policy Manual supersedes all previous Policy Manuals of the ESSS.

Article 3 Policy Amendment

Section 1 Policy on Changing Policy

1.1 Amendments to the Policy Manual are to be proposed to the Officer Team for approval after a reading at a Regular Meeting. Amendments to the policy manual:

- a) May be proposed by any Member;
- b) Must be provided to the Secretary of the Regular Meeting no less than one (1) week prior to the meeting in which the amendment will be read;
- c) Shall be disseminated to Members no less than three (3) days prior to the Regular Meeting in which the amendment will be read;
- d) Shall be discussed in the Regular Meeting and amendments may be made to the amendment in accordance with Robert's Rules of Order;
- e) Shall have justification provided by the Officer Team should it be failed at the next Regular Meeting;
- f) Be considered amended as of the date of the most recent change unless otherwise noted.

Article 4 Membership

Section 1 Regular Membership

1.1 Notwithstanding to Article 2 of the ESSS Bylaws, Regular Membership shall additionally be extended to:

- a) Current SFU Students who in one of the previous three consecutive semesters were declared Majors, or declared Minors within the School of Engineering Science.

Section 2 Honorary Membership

- 2.1 Honorary membership shall be extended to:
- a) Graduates of the School of Engineering Science of Simon Fraser University
 - b) A person recommended by unanimous vote at a Regular Meeting, approved by unanimous vote by the Officer Team

Article 5 Executive Council

Section 1 Executive Council

- 1.1 Responsibilities of each Executive member shall include the following:
- a) Be a member of the ESSS for the duration of their term;
 - b) Occupy not more than one (1) position within the ESSS;
 - c) Not occupy a representative position in an Affiliate Group to the Affiliate Council
 - d) Serve a term from the ratification of the election until April 1st of the following year;
 - e) Work in tandem with the Incoming Executive from the ratification of the elections until April 1st of that year;
 - f) At the discretion of the current Executive Council, present a suitable candidate in the event the member leaves on co-op, to serve during their interim by approval of ($\frac{2}{3}$) majority vote at a Regular Meeting
 - g) Provide their Incoming Executive member a detailed report with the required information necessary to complete their duties.
 - h) Obtain safeTalk and Mental Health First Aid training from the SFSS

1.2 A member of the Executive Council may be removed from office for any of the following:

- a) Resignation;
- b) Two (2) unexcused, consecutive absences from meetings;
- c) Unsatisfactory performance according to a petition signed by 25 Members and must be passed by a ($\frac{2}{3}$) majority vote at a Regular Meeting

- d) Unsatisfactory performance according to a petition signed by five percent (5%) of Members;

1.3 A member of the Executive Council that is recalled from their position is to be replaced through an application process, and to be approved at a Regular Meeting

Section 2 President

2.1 The role of the President is to preside over all operations of the ESSS in a manner deemed appropriate by the Constitution, Bylaws, Policy Manual, and the Affiliate Council.

2.2 Notwithstanding to the previous policy, the responsibilities of the President shall include the following:

- a) Guide the Executive Council to ensure all Executive members are fulfilling their mandates;
- b) Chair all meetings;
- c) Be the official spokesperson for the ESSS;
- d) Assume the responsibility of any vacant Executive Council position;
- e) Act as the Chief Returning Officer if it is vacant;
- f) Enforce and maintain the Constitution, Bylaws, and Policy Manual of the ESSS;
- g) Reserve the right to veto decisions of individual Executive Council members;
- h) Assume roles and responsibilities of individual Executive Council members as the President deems necessary;
- i) Oversee the Class Representatives.

Section 3 Vice-President Administration

3.1 The role of the Vice-President Administration is to preside over all internal administration of the ESSS as well as all services provided to the membership of the ESSS;

3.2 Notwithstanding to the previous policy, the responsibilities of the Vice-President Administration shall include the following:

- a) Oversee access control of the ESSS physical, and digital spaces;
- b) Act as the Secretary for all meetings;

- c) Manage all Society spaces including, but not limited to:
 - i) The ESSS Office
 - ii) The ESSS Common Room
- d) Maintain documentation and archival media of the ESSS;
- e) Maintain and oversee the ESSS's website, email server, and social media;
- f) Maintain and seek out volunteers for events and activities offered by the ESSS;
- g) Oversee the roles and responsibilities of the Directors of Common Room, Graphic Design, Mentorship, and Website.
- h) Update and release the ESSS newsletter at a minimum bi-weekly basis;

Section 4 Vice-President External

4.1 The role of the Vice-President External is to preside over all interactions with external Engineering student societies, corporate entities, and professional organizations including.

4.2 Notwithstanding to the previous policy, the responsibilities of the Vice-President External shall include the following:

- a) Liaise with the CFES, WESST, and EGBC;
- b) Oversee the coordination of the Iron Ring ceremony;
- c) Oversee the organization of the SFU Engineering Competition;
- d) Form a committee of ESSS members for the purpose of selecting conference delegates;
- e) Assume and carry the rights, duties, and obligations of the President during their absence, resignation, impeachment, or abandonment of office;
- f) Oversee the roles and responsibilities of the Directors of OpFair and Diversity.

Section 5 Vice-President Finance

5.1 The role of the Vice-President Finance is to preside over all matters concerning the finances of the ESSS.

5.2 Notwithstanding to the previous policy, the responsibilities of the Vice-President Finance shall include the following:

- a) Manage the writing and approval of grants;
- b) Liaise with the bank that holds the ESSS' external account;
- c) Change the combination of the safe and accounting software upon taking office and submit the updated combinations to the President and Vice-President Administration;
- d) Prepare the budget for the fiscal year and analyze the previous year's budget to submit to the Affiliate Council by September 1st;
- e) Maintain financial records and accounts;
- f) Oversee the purchase and sale of merchandise.
- g) Oversee the roles and responsibilities of the Directors of Merchandise and Sponsorship.
- h) Write and update a Bank Account Handbook that outlines the procedures to deposit and debit from our bank accounts
- i) Manage the ESSS OpFair Finances
- j) Host and manage the ESSS Eventbrite Account in collaboration with the VP Social

Section 6 Vice-President Social

6.1 The role of the Vice-President Social is to oversee the organization and facilitation of all events hosted by the ESSS.

6.2 Notwithstanding to the previous policy, the responsibilities of the Vice-President Social shall include the following:

- a) Form an events committee which includes all First Year Representatives, the Director of Spirit, and Society Members as they deem necessary;
- b) Promote events and services offered by the ESSS;
- c) Organize and fill an events calendar for their upcoming term;
- d) Obtain Food Safe level 1 training;
- e) Form and Chair an Incident Response Committee for annual large-scale events;
- f) Oversee the roles and responsibilities of the Director of Spirit.

- g) Host and manage the ESSS Eventbrite Account in collaboration with the VP Finance
- h) Organize the ESSS Camp Career event in conjunction with the Director of OpFair

Section 7 Vice-President Academic

7.1 The role of the Vice-President Academic is to oversee all academic services and advocacy performed by the ESSS.

7.2 Notwithstanding to the previous policy, the responsibilities of the Vice-President Academic shall include the following:

- a) Oversee the administration of ESSEF grants;
- b) Oversee the ESSEF Parts Library;
- c) Oversee Society tutorial sessions and ESSS Tutoring Program Attend all Undergraduate Curriculum Committee meetings; In absence, the President can assume or appoint another Executive Council member to attend as the voting member and must notify the change to secretary of the Undergraduate Curriculum Committee.
- d) Survey Members for academic concerns to be brought to Undergraduate Curriculum Committee meetings
- e) Advocate on behalf of the Members at Undergraduate Curriculum Committee meetings.
- f) Oversee the roles and responsibilities of the Director of Resource Centre and Director of Tutoring.

Section 8 Vice-President Internal

8.1 The role of the Vice-President Internal is to act as the primary liaison between the ESSS, the SFSS, ESSS affiliate groups and Partner DSU's.

8.2 Notwithstanding to the previous policy, the responsibilities of the Vice-President Internal shall include the following:

- a) Present topics from SFSS Board of Director meetings to the Members at Regular Meetings;
- b) Provide representation of the ESSS to the SFSS Council;
- c) Present topics and issues raised by the ESSS to the SFSS Board of Directors.

- d) Form and Chair a committee to plan and host the SFU Engineering Competition
- e) Represent the ESSS at Affiliate Council Meetings
- f) Oversee roles and responsibilities of the Class Representatives.

Article 6 Class Representatives

Section 1 All Class Representatives

1.1 The role of the Class Representatives is to represent their class year to the Officer Team.

1.2 Notwithstanding to the previous policy, the responsibilities of the Class Representatives shall include the following:

- a) Serve as a liaison between the Executive Council and their respective Members;
- b) Oversee the communications between the Executive Council and their respective Members;
- c) Per the discretion of the VP Academic or the VP Internal, write a transition report at the end of their term for the next representatives who will fill their position.
- d) Report activities and decisions to the Vice-President Internal and Vice-President Academic.

1.3 A Class Representative may be removed from office for any of the following:

- a) Resignation;
- b) Three (3) unexcused, consecutive absences from meetings;
- c) Unsatisfactory performance according to a petition signed by 25 Members and must be passed by a ($\frac{2}{3}$) majority vote at a Regular Meeting
- d) Unsatisfactory performance according to a petition signed by 3% of their representative Members;
- e) Failure to complete any of their duties without reasonable excuse.

1.4 A Class Representative that is recalled from their position is to be replaced through an application process, and to be approved at a Regular Meeting

Section 2 First Year Representatives

2.1 The role of the First Year Representatives is to represent their class year to the Officer Team.

2.2 Notwithstanding to the previous policy, the responsibilities of the First Representatives shall include the following:

- a) Serve on the Events committee;
- b) Plan events specifically for First Year Members
- c) Inform the Executive Council on academic matters pertinent to their courses.

Section 3 Second Year Representatives

3.1 The role of the Second, Year Representatives is to represent their class year to the Officer Team.

3.2 Notwithstanding to the previous policy, the responsibilities of the Second Year Representatives shall include the following:

- a) Assist in the planning and execution of events hosted by the ESSS;
- b) Assist in the planning and execution of activities and services hosted by the ESSS;
- c) Inform the Executive Council on academic matters pertinent to their courses.

Section 4 Option-Specific Representatives

4.1 The role of the Biomedical, Physics, Computer, Electronics, and Systems Engineering Representatives is to represent the members of their respective engineering option to the Officer Team

4.2 Notwithstanding to the previous policy, the responsibilities of the Second, Third, Fourth, and Nth Year Representatives shall include the following:

- a) Assist in the planning and execution of events hosted by the ESSS;
- b) Assist in the planning and execution of activities and services hosted by the ESSS;
- c) Inform the Executive Council on academic matters pertinent to their courses.
- d) Assist in the planning and creation of option-specific design teams to promote more options for students with different interests.

- e) Meet with the Undergraduate Curriculum Committee Option Chair, voicing concerns of their respective class and reporting discussion to the Vice-President Academic.

Section 5 International Student Representatives

5.1 The role of the International Student Representative is to represent International Students in Engineering Science to the Officer Team.

5.2 Notwithstanding to the previous policy, the responsibilities of the International Student Representatives shall include the following:

- a) Assist in the planning and execution of events hosted by the ESSS;
- b) Assist in the planning and execution of activities and services hosted by the ESSS;
- c) Inform the Executive Council on academic matters pertinent to their courses.

Article 7 ESSS Directors

Section 1 All Directors

1.1 The body of Directors is to assist the Executive Council in the execution of their roles and responsibilities.

1.2 Directors shall be appointed by majority vote of the incoming Executive Council.

1.3 The roles of the Directors shall include the following:

- a) Attend all Regular, and General meetings;
- b) Assist the Executive Council as deemed necessary by the Executive Council;
- c) Per the discretion of the Executive Council, write a transition report at the end of their term for their successor.
- d) Conduct a transition meeting, discussing relevant projects, initiatives and responsibilities, with their successor at the end of their term in office.

1.4 A director may be removed from office for any of the following:

- a) Resignation;
- b) Three (3) unexcused, consecutive absences from meetings;

- c) Unsatisfactory performance according to a petition signed by two-thirds ($\frac{2}{3}$) of the Executive Council.
- d) Failure to complete any of their duties without reasonable excuse.

1.5 A Director that is removed from their position shall be replaced in accordance with Section 1.2 of this Article.

Section 2 Director of Common Room

2.1 The role of the Director of Common Room is to oversee the operations and maintenance of the ESSS Common Room.

2.2 Notwithstanding to the previous policy, the responsibilities of the Director of Common Room shall include:

- a) Regular maintenance and improvements to the Common Room;
- b) Restocking drink and snack vending machines;
- c) Restocking coffee and tea pods;
- d) Report activities and decisions to the Vice-President Administration.

2.3 In the event that the Common Room is out of commission, the Director of Common Room shall assist other ESSS initiatives at the discretion of the Executive Council

Section 3 Director of Merchandise

3.1 The role of the Director of Merchandise is to oversee all aspects of the sale of merchandise.

3.2 Notwithstanding to the previous policy, the responsibilities of the Director of Merchandise shall include:

- a) Designing new merchandise each academic term in cooperation with the Director of Graphic Design;
- b) Regularly inventorying stock;
- c) Hosting “Merch Mondays” on a regular basis in conjunction with the Vice-President Social;
- d) Ensuring display cases are updated with current items for sale;
- e) Manage all concerns of the online merch store including the continual update of items listed for sale.

- f) Update Society display cases on a regular basis.
- g) Report activities and decisions to the Vice-President Finance.

3.3 The Director of Merchandise may officially be referred to as Swag Master.

Section 4 Director of OpFair

4.1 The role of the Director of OpFair is to oversee the organization and execution of the annual Career Fair - OpFair as well as the Camp Career event.

4.2 Notwithstanding to the previous policy, the responsibilities of the Director of OpFair shall include:

- a) Form and Chair a committee to plan OpFair and Camp Career;
- b) Coordinate with volunteers and companies for OpFair;
- c) Coordinate with alumni for Camp Career in conjunction with VP Social
- d) Manage the ESSS Eventbrite account under the supervision of the VP Finance and VP Social
- e) Oversee OpFair finances in conjunction with the VP Finance
- f) Report activities and decisions to the Vice-President External.

4.3 The Director of OpFair shall serve a two-year term, and be as follows:

- a) In their first year, they shall plan OpFair with the assistance of their predecessor;
- b) In their second year, they shall plan OpFair and choose a successor, The Associate Director of OpFair, and present to the Executive Council for approval;
- c) In their third year, they shall assist their successor in the planning of OpFair.

Section 5 Director of Graphic Design

5.1 The role of the Director of Graphic Design is to oversee all publicity materials of the ESSS.

5.2 Notwithstanding to the previous policy, the responsibilities of the Director of Graphic Design shall include:

- a) Create and update designs of all ESSS related material, including merch, logos, the ESSS Newsletter, and event branding, in accordance with the ESSS' Brand Guidelines handbook;
- b) Design and maintain templates for printed and digital material;
- c) Manage the printing of publicity materials for activities in conjunction with the Vice-President Social
- d) Report activities and decisions to the Vice-President Administration and Vice-President Social

Section 6 Director of Sponsorship

6.1 The role of the Director of Sponsorship is to seek funding from external organizations for the ESSS.

6.2 Notwithstanding to the previous policy, the responsibilities of the Director of Sponsorship shall include:

- a) Seeking sponsorship for social events in conjunction with the Vice-President Social;
- b) Seeking sponsorship for professional events in conjunction with the Vice-President External;
- c) Seeking long-term sponsorship for the ESSS, in accordance with the Sponsorship Handbook;
- d) Update the Sponsorship Handbook as a live transitional document
- e) Report activities and decisions to the Vice-President Finance

Section 7 Director of Diversity

7.1 The role of the Director of Diversity is to advise the Members and the Executive Council on diversity issues.

7.2 Notwithstanding to the previous policy, the responsibilities of the Director of Diversity shall include:

- a) Acting as the primary liaison between the ESSS and SFU Women in Engineering (WiE), SFU Women in Engineering, Science, and Technology (WEST), and EngiQueers Canada;
- b) Staying informed of on-campus centres, clubs, and services for diversity groups to provide information to students, ensuring the esss.ca website is updated with said resources and information;

- c) Hosting events that promote or inform the student body about diversity in Engineering in conjunction with the Vice-President Social;
- d) Act as ESSS Representative to the FAS Mental Health Committee, call and chair meetings as necessary.
- e) Serve as President of SFU EngiQueers Chapter if no other leadership is present.
- f) Report activities and decisions to the Vice-President External.

Section 8 Director of Spirit

8.1 The role of the Director of Spirit is to promote Engineering spirit to the Members.

8.2 Notwithstanding to the previous policy, the responsibilities of the Director of Spirit shall include:

- a) Manage ESSS Social Media, including regular posts on LinkedIn, Facebook (SFU Engineering & ESSS), Instagram (@sfuengineers), Twitter, Youtube Channel, and Discord announcements
- b) Promote events and services on ESSS Social Media
- c) Assist the Director of Graphic Design in providing promotional materials in conjunction with the Vice-President Social
- d) Assist the Director of Merchandise and the Director of Graphic design in the tailoring of our semesterly merch drop
- e) Participating in events and activities hosted by the ESSS
- f) Manage the ESSS Eventbrite account under the supervision of the VP Finance and VP Social
- g) Report all activities and decisions to the Vice-President Social

Section 9 Director of Resource Centre

9.1 The role of the Director of Resource Centre is to oversee the operations and management of the ESSS Resource Centre.

9.2 Notwithstanding to the previous policy, the responsibilities of the Director of Resource Centre shall include:

- a) Maintain and operate the ESSS 3D Printer along with 3D Printing requests and orders;
- b) Assist in the prototype development of Member projects;

- c) Inform and educate the student body about 3D Printing technology;
- d) Manage and increase the inventory of parts for the Parts Library;
- e) Regularly take inventory of current parts in the Parts Library;
- f) Manage Parts Library loans and requests;
- g) Write or update a transition report by the end of their term for their successor, including all relevant details and technical information necessary for optimal operation of the ESSS 3D Printer.
- h) Report all activities and decisions to the Vice-President Academic.

9.3 In the event that the Resource Centre is out of commission, the Director of Resource Centre shall assist other ESSS initiatives at the discretion of the Executive Council

Section 10 Director of Website

10.1 The role of the Director of Website is to oversee the official ESSS Website.

10.2 Notwithstanding to the previous policy, the responsibilities of the Director of Website shall include:

- a) Maintain and improve the ESSS Website;
- b) Update the ESSS Website with information on activities, administration; and events offered by the ESSS and affiliate groups;
- c) Ensure the online Events Calendar is up to date, including time and location;
- d) Ensure online versions of governing documents are up to date;
- e) Manage Amazon Affiliate links of commonly purchased products by students.
- f) Assist Director of Merchandise with online Merch Store.
- g) Write or update a transition report by the end of their term for their successor, including all relevant details and technical information necessary for optimal operation of the ESSS website.

Section 11 Director of Tutoring

11.1 The role of the Director of Tutoring is to oversee all affairs concerning the ESSS Tutoring Program.

11.2 Notwithstanding to the previous policy, the responsibilities of the Director of Tutoring shall include:

- a) Manage the Tutoring Program Canvas Course
- b) Open Semesterly applications for tutors for ENSC courses being offered in the term of application.
- c) Conduct interviews and training sessions with all applicants to ensure they are a suitable fit for the program.
- d) Schedule tutor shifts while taking consideration of class schedules and tutor availability
- e) Liaise with student engagement coordinators to ensure hours and activities of tutors are recorded on their Co-curricular Records.
- f) Remain in close contact with the sponsor of the program (Dr. Anita Tino circa 2021)
- g) Optimize the Tutoring Program for remote and in-person activities
- h) If permitted by the faculty, seek out and maintain a dedicated tutoring room for the program
- i) Assist in the organization and execution of any “help-night” style events
- j) Report activities and decisions to the Vice-President Academic

Section 12 Director of Mentorship

12.1 The role of the Director of Mentorship is to oversee all affairs concerning the ESSS Mentorship Program.

12.2 Notwithstanding to the previous policy, the responsibilities of the Director of Mentorship shall include:

- a) Manage the Mentorship Program Discord Server
- b) Open applications each fall for mentors and mentees for ENSC courses being offered in the year of application, while heavily advertising this service during the annual FROSH event.
- c) Organize and execute events, including Camp Career and other fireside chats throughout the year,
- d) Report activities and decisions to the Vice-President Administration and Vice-President Social

Article 8 ESSS Affiliate Council

Section 1 Definition

- 1.1 The definition of Affiliate Council is pursuant to the ESSS Bylaws.
- 1.2 Affiliate Council meetings are to be attended only to Affiliates
- 1.3 In the event the highest ranking official of an Affiliated Group is split between two parties, both parties may attend an Affiliate Council Meeting, however only one may hold the voting and speaking right at any given time.
- 1.4 Any other party must be expressly invited to the meeting by the Affiliate Council for official purposes before attending an Affiliate Council Meeting.
- 1.5 Official purposes for invitation of non-Affiliate member parties shall include:
 - a) Affiliated groups for the purpose of application to the Affiliate Council;
 - b) Disciplinary hearings;
 - c) Presentations to the Affiliate Council regarding sponsorship, conferences, etc.
- 1.6 The term of office for all Affiliates shall be one (1) year beginning the day immediately following the end of the Spring term.

Section 2 Officials

- 2.1 Affiliate Council Chair:
 - a) The duties of the Affiliate Council Chair include chairing all meetings of the Affiliate Council, and assist the Affiliate Council Secretary in developing the agenda for Affiliate Council Meetings in accordance with Robert's Rules of Order;
 - b) The Affiliate Council Chair shall be nominated by a Member of the Outgoing Affiliate Council;
 - c) The Affiliate Council Chair shall be allocated one vote;
 - d) The Affiliate Council Chair shall be appointed by a majority vote of the Affiliate Council, and commence their duties immediately;
 - e) Appoint an interim Affiliate Council Chair in the event of an excused absence by approval of the Affiliate Council;
 - f) Be replaced in accordance with Robert's Rules of Order.

2.2 Affiliate Council Secretary:

- a) The duties of the Affiliate Council Secretary shall include organizing the location and time of all Affiliate Council Meetings, set the agenda for these Meetings, and record minutes of all Affiliate Council Meetings;
- b) The Affiliate Council Secretary must be nominated by a Member of the Outgoing Affiliate Council, and approved by majority vote of the Affiliate Council;
- c) The Affiliate Council Secretary may proxy their duties to a Member of the Affiliate Council to be approved by majority vote at the Affiliate Council Meeting.

Section 3 ESSS Representation

3.1 The ESSS Executive Council shall designate the Vice President Internal to represent the Officer Team at Affiliate Council Meetings.

3.2 In the event that the Vice President Internal office is vacant, the President may appoint an Executive Council Member to represent the Officer Team at Affiliate Council Meetings.

Section 4 Affiliated Group Representation

4.1 Affiliated Groups are eligible for application for a seat on the Affiliate Council.

4.2 Applications for a seat on the Affiliate Council is to proceed in the following manner:

- a) Obtain and complete the form in [Appendix D - Affiliate Group Application](#) and submitting to the President of the ESSS no less than one (1) week prior to a Regular Meeting;
- b) Speak to the Members in attendance of the Regular Meeting to motivate their application, and be approved by two-thirds ($\frac{2}{3}$) majority vote of the Members in attendance to present their application to the Affiliate Council;
- c) The Affiliate Council shall approve by two-thirds ($\frac{2}{3}$) majority vote at the Affiliate Council Meeting following the Regular Meeting;
- d) If successful, the Affiliate Council Secretary shall notify the Affiliated Group immediately following the Meeting, and the Affiliated Group shall then receive one seat on the Affiliate Council beginning at the next Affiliate Council Meeting;

- e) If unsuccessful, the Affiliate Council Secretary shall notify the Affiliated Group immediately following the Meeting in accordance to the form found in [Appendix E - Affiliate Group Application Refusal Form](#).

Section 5 Proxy

- 5.1 In the event that a member of the Affiliate Council is unable to attend an Affiliate Council Meeting, they are permitted to proxy their vote and speaking rights to another sitting member of the Affiliate Council.
- 5.2 No Affiliate Council Member is permitted to hold more than one (1) proxy, or a maximum of two (2) votes.
- 5.3 Approval of a proxy is by majority vote of the Affiliate Council at the Meeting in which the Affiliate Council Member is absent.

Article 9 General Elections

Section 1 According to the bylaws

Section links to the bylaws

Section 2 Responsibilities of the Chief Returning Officer

- 2.1 The role of the Chief Returning Officer is to ensure a fair, non-partisan election for all General Elections.
- 2.2 Notwithstanding to the previous policy, the responsibilities of the Chief Returning Officer shall include:
 - a) Notify all Members of the open and close of nomination periods;
 - b) Notify all Members of the open and close of voting periods;
 - c) Notify all Members of the election results in the General Meeting immediately following the election close;
 - d) Approve all campaigning materials prior to publication;
 - e) Organize, advertise, and mediate an open forum for candidates;
 - f) Accept nominations in writing, with the names and signatures of no less than five (5) members.

Section 3 Candidates and Nominations

- 3.1 For all elected positions of the ESSS:

- (a) All nominees and nominators shall be Members of the ESSS;
- (b) All nominees shall be eligible as per appropriate Bylaws and Policies;
- (c) All nominees and campaign managers assume responsibility to follow all ESSS Bylaws, Policies, and the Constitution;
- (d) All nominees and campaign managers assume the responsibility of the nominee and the ESSS in a positive manner, subject to the discretion of the CRO;
- (e) All nominees are responsible for ensuring their nomination forms are completed in their entirety;
 - (i) Falsification of the nomination form shall result in the immediate removal of all election activity and removal from the ballot;

3.2 Nominees shall submit their nomination forms before the date and time set out by the CRO.

3.3 No Member running for an elected position shall nominate anyone seeking that same position.

3.4 Members must run without the intention of sharing a position with another individual

3.5 No Member shall be eligible to run for more than one (1) position.

3.6 The CRO shall open the nomination period no less than two (2) weeks prior to the election period, and no less than one (1) week prior to the campaign period.

3.7 The CRO shall close nominations at 11:59PM on the final day of the nomination period.

3.8 The CRO shall approve candidacy of all nominees prior to releasing a full list of names.

3.9 A candidate may withdraw from an election by written notice to the CRO.

3.10 The names of nominators shall be released at the discretion of the nominee.

Section 4 Campaigning Policy and Procedures

4.1 The Campaign Period shall open no later than two (2) calendar days following the close of the Nomination Period and remain open for no less than one (1) week.

4.2 Campaign materials shall be approved by the CRO prior to publication.

- 4.3 Campaign materials shall not be posted prior to 12:00 AM on the day of the opening of the campaign period.
- 4.4 The use of email for campaigning purposes is prohibited.
- 4.5 Social media advertising must be approved by the CRO prior to publication
- 4.6 All campaign materials must be removed by 11:59PM on the last day of the Campaign Period. The CRO shall post each Candidate's name, platform, and photo on the following platforms:
- (a) ESSS Website
 - (b) ESSS Facebook Page
 - (c) ESSS Discord
 - (d) Bulletin Board of ESSS Office
- 4.7 Upon reports of unapproved campaign materials, the CRO shall:
- (a) Inform the candidate of the published materials;
 - (b) The candidate shall have four (4) hours between 08:00 AM and 08:00 PM to remove the published materials;
 - (c) In the event the CRO deems the effort of the candidate is not of adequate level; the candidate is eligible for removal from the ballot at the discretion of the CRO.
 - (i) If voting has commenced, any votes towards the candidate will be discarded.
 - (ii) All complaints regarding the decision of the CRO shall be done in accordance to Section 4.15.
- 4.8 All campaigning material must:
- (a) Only be posted in the Applied Sciences Building and Kinesiology Hallway, including the ESSS Common Room;
 - (b) Have been approved by the CRO;
 - (c) Comply with ESSS Bylaws, Policy and Procedures, and Constitution.
- 4.9 Any candidate, or person affiliated with a candidate who deliberately covers, destroys, damages, defaces, or removes campaign material shall be removed from election activities and ballot at the discretion of the CRO.

4.10 Any candidate, or person affiliated with a candidate shall not deliver campaign speeches in classes or labs.

4.11 Character defamation and personal attacks are prohibited, and the response to such acts shall be at the discretion of the CRO and the ESSS.

4.12 Minutes shall be taken and distributed by the CRO or their designate at all open forums hosted by the CRO.

4.13 In the event of a tie, a second vote between the two candidates shall be held within three (3) calendar days of the end of the voting period.

4.14 All violations of Elections Policy shall be dealt with at the discretion of the CRO.

4.15 All complaints concerning the CRO shall be dealt with at the discretion of the outgoing ESSS Executive Council and must be filed within five (5) days following the end of the voting period.

Section 5 Voting Procedures

5.1 All Members of the ESSS are eligible to one (1) vote per position.

5.2 All elections shall be held by secret ballot vote.

5.3 The voting period shall be open no less than two (2) calendar days, and no more than (5) calendar days.

Section 6 SFU WebSurvey Procedures

6.1 The CRO shall set up and manage an SFU WebSurvey for the purposes of Elections.

6.2 The SFU WebSurvey shall be open from 08:00 AM on the first day of the voting period, and close at 11:59 PM on the final day of the voting period.

6.3 The SFU WebSurvey shall authenticate all users, confirm presence in the ensc-student maillist, and allow a single entry.

6.4 Members are prohibited from changing their vote after submission.

Section 7 Paper Ballot Procedures

7.1 In the event SFU WebSurvey is unavailable, paper ballots must be provided to Members.

7.2 Polling station shall be open from 10:00 to 15:00 on each day of voting as determined by the Chief Returning Officer.

7.3 Each ballot shall have the names of the Candidates under each position.

- 7.4 Volunteers at polling stations must confirm Society Membership.
- 7.5 Valid proof of Society Membership shall include, but is not limited to - Digital copies of transcripts, proof of enrollment.
- 7.6 All presented proof of Society Membership shall be accompanied by a valid SFU ID card.
- 7.7 Volunteers at polling stations shall mark the name of the Member on a list accessible by the CRO and Volunteers to ensure only a single ballot is submitted.
- 7.8 Members are prohibited from changing their ballot after submission.

Section 8 Vacancy

- 8.1 In the event a position is left vacant for any reason; a By-Election shall be held within one month of the vacancy creation.
- 8.2 The By-Election shall be held in accordance with Article 8 of the Policy Manual.
- 8.3 If the vacancy remains, the Executive Council shall present a Member to the Officer Team for appointment for the remainder of the Academic Term.

Article 10 Referendum

Section 1 Notice

- 1.1 Notice of Referendum shall be received by the Chief Returning Officer no less than three (3) weeks prior to the expected referendum voting date.
- 1.2 Notice of the question, location, and hours shall be posted no less than four (4) days prior to the voting date.

Section 2 Chief Returning Officer

- 2.1 The CRO shall be appointed in accordance with appropriate Bylaws and Policies.
- 2.2 The responsibilities of the CRO for the purposes of a Referendum shall include:
- a) Impartial chairing of all referendum forums;
 - b) Promoting and advertising the referendum;
 - c) Organize voting;
 - d) Obtaining a list of ENSC Students;
 - e) Interpretation of the Referendum Policy.

- 2.3 The CRO shall not vote in the Referendum.
- 2.4 The CRO shall appoint a Scrutineer prior to the count of votes.
- 2.5 The President of the ESSS shall vote on a paper ballot in the presence of the CRO and the Scrutineer. The President's ballot shall be sealed and held by the CRO to be used in the event of a tie.
- 2.6 If no tie occurs, the President's ballot shall be destroyed by the President in the presence of the CRO and the Scrutineer.

Section 3 SFU WebSurvey Procedures

- 3.1 The CRO shall set up and manage an SFU WebSurvey for the purposes of Elections.
- 3.2 The SFU WebSurvey shall be open from 08:00 AM on the first day of the voting period, and close at 11:59 PM on the final day of the voting period.
- 3.3 The SFU WebSurvey shall authenticate all users, confirm presence in the ensc-student maillist, and allow a single entry.
- 3.4 Members are prohibited from changing their vote after submission.

Article 11 Finance Policy

Section 1 Definition & Purpose

- 1.1 The purpose of financial policies is to provide frameworks for financial operations of the ESSS for accountability and efficiency.
- 1.2 The fiscal year shall be defined as April 1st, to March 30th of the following year.
- 1.3 The Chief Financial Officer of the ESSS shall be the Vice-President Finance.

Section 2 Signing Authority

- 2.1 The Signing Authority of the ESSS shall be as follows:
 - a) President;
 - b) Vice-President Finance;
 - c) Vice-President Administration
- 2.2 No signing authority may authorize a cheque addressed to themselves.

2.3 Upon leaving office, for any reason, the signing power shall be immediately relinquished. The Executive Council may appoint a temporary signing authority until a new Executive takes office.

Section 3 Reimbursement Procedure

3.1 The ESSS shall reimburse individuals who make expenditures on behalf of the ESSS. No person shall be entitled to any reimbursement unless approved at a Regular Meeting prior to the expenditure being made.

3.2 Any reimbursement of less than or equal to two-hundred (200) dollars must be approved at a Regular Meeting.

3.3 Any expenditure of more than two-hundred (200) dollars must be pre-approved at a Regular Meeting.

3.4 Individuals seeking expenditure reimbursement, or approval for expenditure shall submit one of the following to Vice-President Finance:

- a) Complete a Reimbursement and Expenditure Approval Form found in [Appendix F - Reimbursement Request Form](#) if purchase is greater than five-hundred (500) dollars.
- b) Attach either original receipts if the individual is seeking reimbursement, or a budget with quotes if the individual is seeking approval for expenditure.

3.5 No reimbursements shall be approved if the form is submitted to the Vice-President Finance after one (1) month of the date of purchase. Exceptions shall be granted by approval of the Officer Team.

Section 4 Transparency

4.1 All Members of the ESSS have the right to access financial records of the ESSS upon request.

4.2 A Member who wishes to review the financial records of the ESSS shall meet with the Vice-President Finance to review the aforementioned records.

4.3 The President shall review the financial records of the ESSS no less than once per month.

4.4 The Vice-President Finance shall ensure all files and financial documents are organized, stored, and presented in a way that may be interpreted without ambiguity.

Section 5 Annual Budget

5.1 The Vice-President Finance shall prepare and maintain an annual budget for the ESSS' fiscal year.

5.2 The Budget shall include the previous year's revenues and expenses, as well as a summary of projected revenues and expenses.

5.3 The Budget shall be presented to the Executive Council and Affiliate Council prior to September 1st of the Academic Year for approval.

Section 6 Accounting

6.1 The ESSS shall maintain accounts in compliance with Generally Accepted Accounting Principles (GAAP).

6.2 The ESSS shall issue receipts to any entity from whom it receives funds upon request.

6.3 The Vice-President Finance shall maintain receipts, invoices, and associated documents.

6.4 All accounts shall be reconciled every month, with a list of outstanding cheques and accounts payable updated at this time.

Section 7 Safe

7.1 The safe shall be protected by key, as well as combination.

7.2 The combination to the safe shall be known only to the Signing Authorities, and be changed any time a Signing Authority relinquishes their authority.

7.3 One key shall be held by the Vice-President Finance, and the other shall be held by the President.

Section 8 Cash Boxes

8.1 The cash boxes shall be managed and maintained by the Vice-President Finance.

8.2 The merchandise cash box stored in the ESSS Office shall contain a float of \$300.00.

8.3 The cash box that leaves the ESSS office shall contain a float of \$100.00.

8.4 Any time a cash box is prepared or cashed out, the balances and amounts transferred shall be recorded in a ledger.

Section 9 Ledgersfhm

- 9.1 The ESSS shall employ hard copy ledgers to track the flow of cash.
- 9.2 There shall be one (1) entry in the ledger for every cash box, Safe, or Store in which the transaction affects.
- 9.3 The ledges shall contain the following headings:
- a) Date;
 - b) Description of Transaction;
 - c) Amount Debited/Credited;
 - d) Total amount remaining.
 - e) Signature of the Executive who authorized the transaction.

Section 10 Reconciliation

- 10.1 The ESSS accounts shall be reconciled at the end of every month.
- 10.2 Reconciliation shall include, but not be limited to:
- a) Verification of balances in cash boxes, compared to ledgers;
 - b) Verification of balances and transactions in the Bank, compared to ledgers and accounting software;
 - c) Update list of outstanding cheques;
 - d) Add additional fees into the ledger or accounting software;

Section 11 Bank Accounts

- 11.1 The ESSS shall maintain the following bank accounts:
- a) Bank of Montreal Main Account
 - b) SFSS Core Funding Account
 - c) SFSS Trust Account
- 11.2 There shall be one debit card held by the Vice-President Finance that has no ability to physically withdraw funds.
- 11.3 Withdrawing from the SFSS Core Funding and Trust Accounts must be approved at a Regular Meeting by motion.
- 11.3.1 The motion must explicitly state which account is to be used.

Section 12 Financing Events & Activities

12.1 Event organizers shall submit an event budget to the Vice-President Finance for approval prior to transactions being made.

12.2 Event organizers shall be held personally responsible for transactions deemed in excess by the Officer Team.

Section 13 Enabling Period

13.1 The ESSS Executive Council may allocate up to one-thousand dollars (\$1000.00) during a semester break.

13.2 Any allocation during a semester break by the Executive Council shall be approved by the Officer Team at the end of the Semester Break.

Article 12 Keys and Access

Section 1 Purpose

1.1 The key policy is to standardize the procedure in which the ESSS approves the issuance and authorization of access to the ESSS' physical spaces.

Section 2 Security

2.1 The President and Vice-President Administration shall have the sole authority to authorize and request keys from the School of Engineering Science Office as per this article.

2.2 The ESSS Office keys shall be authorized for the:

- a) Executive Council;
- b) Director of Merchandise;
- c) Director of Graphic Design;
- d) Director of Common Room;
- e) Director of OpFair;
- f) Member as authorized.

2.3 The ESSS Cabinet keys shall be authorized for the:

- a) Signing Authorities;
- b) Director of Merchandise.

2.4 The ESSS Common Room keys shall be authorized for the:

- a) President;
- b) Vice-President Administration;
- c) Director of Common Room.

2.5 The ESSS Display Case keys shall be authorized for the:

- a) President;
- b) Vice-President Administration;
- c) Director of Graphic Design;
- d) Director of Spirit.

Section 3 Obtaining and Returning Keys

3.1 Obtaining Keys

- a) Keys are subject to SFU Security Deposit, in addition to a fifty (50) dollar deposit to the ESSS.
- b) The individual must request an authorization to be sent by the President to the School of Engineering Science Office.

3.2 Returning Keys

- a) The individual must request a confirmation be sent by the School of Engineering Science and/or SFU Security to the President upon return of the key
- b) The individual shall have their deposit returned upon confirmation being received by the President.

Article 13 ESSS Office

Section 1 Computer Regulation

1.1 ESSS Office Computer shall:

- a) Only be used for official Society business;
- b) Have administrative access permitted solely to the Vice-President Administration;
- c) Have all files saved to the official Society Google Drive;

- d) Be regularly updated;
 - e) Never have antivirus disabled.
- 1.2 ESSS Resource Centre Computer shall:
- a) Be used solely for 3D Printing purposes;
 - b) Be accessible solely by the President, Vice-President Academic, and Director of Resource Centre;

Section 2 Printing Policy

2.1 Printing shall only be used by the Executive Council Members for official Society business.

Section 3 Supplies

3.1 Supplies shall only be used by Executive Council Members, Directors, and Class Representatives for official Society business.

Section 4 Office Protocol

4.1 The office shall be open to any member under the supervision of a ESSS Office Key holder.

4.2 The office shall be a space of business, and Society related business shall have priority in the office.

Article 14 ESSS Common Room

Section 1 ESSS Common Room Policy

1.1 The ESSS Common Room (Common Room) is open to all Members, Faculty, and Staff of the School of Engineering Science.

1.2 No alcohol consumption is permitted in the Common Room.

1.3 All Members shall be responsible for cleaning after themselves.

1.4 The Executive Council shall have the authority to restrict access to the Common Room in the event of:

- a) Unsatisfactory cleanliness
- b) In a state where occupant(s) do not feel physically or emotionally safe;

1.5 Prolonged restricted access longer than one (1) week shall be approved by the Executive Council.

1.6 Access shall be restricted prior to large campus-wide events such as Fall Kick-Off.

Section 2 Use of Appliances

2.1 Appliances are for the use of the occupants in the Common Room.

2.2 Occupants are responsible for the cleanliness of the appliances. Food covers shall be provided.

2.3 The Director of Common Room shall provide Spray Bottles, Lysol, Paper Towels, for occupants to clean the common room.

Section 3 Vending Machines

3.1 Any vending machines shall not be tampered with.

3.2 Vending machines shall be regularly stocked by the Director of Common Room.

Section 4 Recreational Equipment

4.1 Recreational equipment shall remain in the Common Room unless approved by the Director of Common Room.

Article 15 Conflict of Interest

Section 1 Definition

1.1 A situation in which an individual has sufficient personal or business interest to influence their objectivity.

Section 2 Procedure

2.1 If an individual finds themselves in a conflict of interest, they must:

- a) Disclose the nature of the conflict of interest to the Chair;
- b) The remaining members of the committee or group shall decide whether or not the individual shall be excused from the decision or committee.

2.2 When a person finds another member in conflict of interest, they must disclose the nature of the conflict to the Chair.

Article 16 Selections Committees

Section 1 Conference Delegation Selections Committee

1.1 The Selections Committee for Conference Delegations shall be chaired by the Vice-President External.

1.2 The Selections Committee shall be comprised of three (3) members who have attended a conference in the past.

1.3 In the event of a shortage of qualified members; the Executive Council shall appoint the remaining members.

1.4 Members of the Selections Committee shall not attend the conference in which they are selecting the delegation, with the exception of the President and Vice-President and External

Section 2 Engineering Science Student Endowment Fund Awards Committee

2.1 The Engineering Science Student Endowment Fund (ESSEF) shall have a funding committee that manages the adjudication and administration of the ESSEF Awards.

2.2 The Vice-President Academic shall be the Chair of the ESSEF Funding Committee.

2.3 The Funding Committee shall be comprised (in addition to the Chair) of five (5) members as follows:

- a) Vice-President Finance of the ESSS;
- b) Director of the School of Engineering Science or their designate;
- c) Faculty Member of the School of Engineering Science as appointed by the Chair on recommendation of the Director of the School of Engineering Science;
- d) Two (2) Vice-Presidents from the ESSS as appointed by the Funding Committee Chair.

2.4 Members of the Funding Committee must have completed a minimum of one (1) academic year in the School of Engineering Science.

2.5 Members of the Funding Committee shall not apply for the Award during their term on the Committee.

2.6 Quorum for the Funding Committee shall be not less than three (3) members.

Section 3 Engineering Undergraduate Student Society and Achievement Awards Committee

3.1 The Engineering Undergraduate Student Society Award shall be presented annually every Fall and Spring Semester

3.2 The Engineering Science Student Society presents the Achievement Awards at the end of each annual term

3.3 The Achievement Awards are the following:

a) The ESSS Appreciation Award

- i) Recognizes significant contributions to the ESSS from a non-student. The Award is presented annually to a higher education institution staff or faculty member, someone from industry or from another organization

b) The ESSS Leadership Award

- i) Recognizes significant contributions by an engineering science student to enhance the opportunities for academic, professional, and personal growth of the undergraduate engineering science student body at SFU. The award is presented annually to an engineering student who has, through their leadership in various initiatives and community endeavours, promoted the good of engineering science students and the profession to society.

c) The ESSS Advocacy Award

- i) Recognizes significant contributions made by an engineering science student who tackled issues faced by the community, either through identifying, researching, or advocating for awareness or change. This student has also maintained past initiatives to a high standard and/or started new initiatives for the improvement of social injustice and mental health.

d) The ESSS Environmental Stewardship Award

- i) Recognizes an engineering science student who has either founded or made significant improvements to an environmental stewardship or protection initiative.

e) The ESSS Officer Appreciation Award

- i) Recognizes an ESSS Director or Class Representative, who has displayed outstanding achievement in their role and who continually displays the values of the ESSS through their work.

f) The ESSS Innovation Award

- i) Recognizes an engineering science student who has had exceptional innovation in their activities in service to the

Engineering Science Student Body. This includes improvements on previous initiatives and new projects.

g) ESSS Engineering Initiative Award

- i) Recognizes a student in engineering science who has displayed great initiative, fosters a great working environment, and inspires the student members of their affiliate team or group.

3.3 The Selection Committee shall consist of the President and at least two other members from the Officer Team

Section 4 Duties of the Chair

4.1 The Chair of Selections Committees shall follow all appropriate Bylaws and Policies.

Section 5 Selections Procedures

5.1 The Chair of the Committee shall:

- a) Promote the conference, or award;
- b) Open applications and applications shall be open for no less than one (1) week;
- c) Collect applications at the close of the application period;
- d) Set up an interview schedule with the applicants as required;
- e) Ensure the Selections Committee is knowledgeable with the Selections Committee Policy;
- f) Distribute applications to the Selections Committee prior to the Selections Committee Meeting;
- g) Bring the Committee Meeting to order;
- h) Adjourn the Committee Meeting once the voting has been completed.

Article 17 Engineering Science Student Society Endowment Fund

Section 1 Terms of Reference

1.1 The Terms of Reference of the Engineering Science Student Endowment Fund is set out by the Senate Undergraduate Awards Adjudication Committee and the SFU Financial Aid and Awards Department and can be found in the ESSS Bylaws.

Section 2 Proposals

2.1 The Funding Committee shall invite proposals to be considered every academic term.

2.2 The Funding Committee shall invite proposals to be considered no later than the third (3) week of classes.

2.3 The acceptance period for proposals shall be no less than one (1) week, and no more than two (2) weeks.

2.4 Proposal defence presentations shall be held no later than one (1) week after the close of the acceptance period.

2.5 Proposal defence presentations lengths shall be determined at the discretion of the Chair.

2.6 Potential recipients shall be enrolled in no less than nine (9) academic credits during the term of receipt.

2.7 Potential recipients shall have a CGPA no less than 2.40.

2.8 Proposals submitted after the close of the application period shall be rejected with no exceptions.

2.9 Projects and teams shall not submit proposals in consecutive terms.

2.10 The ESSEF Application form is found in [Appendix B - ESSEF Application Form](#).

Section 3 Adjudication

3.1 The Funding Committee shall convene to review proposals, and defence presentations.

3.2 The Funding Committee shall have the opportunity to question proposal defences.

3.3 Individuals or groups that miss their proposal defence shall be rejected at the discretion of the Funding Committee.

- a) Individuals or Groups that have their proposals rejected may appeal the decision of the Funding Committee to the Officer Team.

Article 18 Conference Bidding

Section 1 Purpose

1.1 The purpose of this policy is to regularize the way in which conference bidding occurs, and to ensure full support of the ESSS and the School prior to presenting a bid to host a regional, or national event.

Section 2 Organizing Chair

2.1 The Organizing Chair shall be an individual who wishes to host a regional, or national event.

2.2 The Organizing Chair shall present an event bid to the Officer Team for approval.

2.3 Officer Team approval does not imply or guarantee financial support or liability for the event.

Article 19 Recall of an Elected Member

Section 1 Recall of an Executive Council Member

1.1 Subject to ESSS bylaws, an Executive Council Member may be recalled by ($\frac{2}{3}$) majority vote at a General Meeting called for that purpose.

1.2 No motions outside the motion to recall the Executive Member may be brought to the General Meeting

Section 2 Recall of a Class Representative

2.1 Subject to ESSS bylaws, a Class Representative may be recalled by ($\frac{2}{3}$) majority vote at a Regular Meeting called for that purpose.

2.2 No motions outside the motion to recall the Class Representative may be brought to the Regular Meeting

Section 3 Procedure

3.1 Upon the reading of the motion to terminate the Elected Member; the elected member shall be given the opportunity to defend their position to the members.

3.2 The members shall discuss the merits of the arguments presented by the Elected Member.

3.3 The term of the Elected Member shall immediately terminate upon affirmative two-thirds ($\frac{2}{3}$) majority vote.

Article 20 Termination of an Appointed Member

Section 1 Purpose

1.1 Subject to ESSS bylaws, an Appointed member may be terminated by any member of the Officer Team at a Regular Meeting called for that purpose.

Section 2 Procedure

2.1 Upon the reading of the motion to terminate the appointed member; the appointed member in question shall be given the opportunity to defend their position to the voting body.

2.2 The voting body shall convene and discuss the merits of the arguments brought forth by the appointed member in question.

2.3 The appointed members term shall immediately terminate upon affirmative two-thirds ($\frac{2}{3}$) majority vote.

2.4 Should the member be terminated at an Executive Council meeting, they shall have an opportunity to appeal the decision to the Officer Team, and the procedure shall be the same.

Article 21 Incident Reporting and Response

Section 1 Purpose according to Bylaws

1.1 The Incident Response Reporting System shall be the way the ESSS receives and acts upon complaints of violations of event and activity Codes of Conduct.

1.2 The ESSS Shall implement an Incident Response Committee (IRC) to formally investigate and attempt to resolve reported issues.

1.3 Policies and Procedures surrounding Incident Reporting and Response shall be set out in the Policy Manual.

Section 2 Incident Reporting System

2.1 The Incident Reporting System (IRS) shall be a form created by the Incident Response Committee (IRC).

2.2 The form shall be made accessible to all students during an event or activity, and no less than three days after the completion of an event or activity.

2.3 The form must include, but is not limited to the following fields:

- a) Name of the Reporting Individual;

- b) Institution and Department of the Reporting Individual;
- c) Name(s) of the Individual(s) or Organization involved in the Incident (or description(s)) (the Respondent(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.

2.4 All identifying contents of Incident Reports and information discovered during the investigation shall be kept confidential by the members of the IRC except in the following situations:

- a) The IRC or anyone involved with the Incident decides that the Police and/or the University should be notified of the Incident;
- b) The IRC has obtained written consent of everyone involved to release the information;
- c) The IRC decides to notify the Respondent's school that an Incident was reported;
- d) The IRC decides to limit or end an individual's involvement with events or activities.

2.5 Incident Responses are expected to be addressed in a timely fashion, using the following timelines:

- a) Reports filed between 8am and 8pm shall begin to be addressed within four hours;
- b) Reports filed outside this time shall begin to be addressed by the following noon
- c) Reports filed in the three day period after an event or activity shall begin to be addressed within 38 hours.

Section 3 Incident Response Committee

3.1 The Incident Response Committee shall be formed each Academic Term.

3.2 The Incident Response Committee shall be appointed and approved in the month prior to the beginning of the Academic Term by the Executive Council.

- 3.3 The IRC shall consist of three members:
- a) One Officer Team Member to serve as IRC Chair;
 - b) The Organizer of the Event or Activity or their designate;
 - c) A Member as appointed by the Officer Team .
- 3.4 The IRC members shall have inclusivity training which may include bystander intervention training.
- 3.5 Any decision made by the IRC shall be binding until the end of the event or activity.
- 3.6 A member affected by the Incident may appeal the decision of the IRC to the Executive Council after the conclusion of the event or activity.

Section 4 Incident Response Procedure

- 4.1 The IRC must contact the following parties to ensure full knowledge of the Incident:
- a) The Respondent(s);
 - b) The Victim(s);
 - c) The individual who made the report (if appropriate);
 - d) Witnesses to the Incident (if appropriate).
- 4.2 All decisions require a majority vote by the IRC.
- 4.3 Any official communications are to be made by the Chair of the IRC.
- 4.4 The IRC must ensure no less than two IRC members are present for any meeting with the individuals involved in the Incident.

Article 22 Violations of ESSS Policies and Procedures

Section 1 Infractions of the ESSS

- 1.1 Infractions of the Constitution, bylaws, Policies, and/or image and overall security of the ESSS shall include, but are not limited to:
- a) Unauthorized use of names of the ESSS or associated groups;
 - b) Unauthorized use of Society property;
 - c) Unauthorized access of Society spaces;

- d) Unauthorized possession of Society keys or passphrases;

Section 2 Procedure

2.1 The procedure for alleged violations or infractions as defined in Section 1 shall be as follows:

- a) The President shall open and be responsible for an investigation into the infraction;
- b) The Executive Council shall appoint a new investigator should the President have a conflict of interest in the infraction
- c) Upon completion of the investigation; the Executive shall decide if the allegations shall be brought to the Officer Team;
- d) The Officer Team shall have a binding decision on the repercussions of the infractions after a presentation by the Investigator, as well as the defence of the accused party.
- e) All penalties shall be approved by two-thirds ($\frac{2}{3}$) majority vote of the Officer Team.

Section 3 Penalties

3.1 Penalties may include, but are no limited to:

- a) Official report to Campus Security;
- b) Official report to the Dean's Office;
- c) Ban from all Social events hosted by the ESSS;
- d) Ban from attending conferences as a Society delegate;
- e) Legal action pursued by the ESSS.

Appendix A - Nomination Form

We, the undersigned regular members of the Engineering Science Student Society nominate _____ for the position of _____ on the ESSS Executive Council for the ___/___ academic year.

	Name (Printed)	Signature	SFUID
1.			
2.			
3.			
4.			
5.			

I, _____, have read and understand all relevant Constitution, bylaw, and Policies regarding the position of _____ and allow my name to stand for election of this position.

SIGNATURE OF CANDIDATE

DATE (DD/MM/YYYY)

PHONE

SFUID

Appendix B - ESSEF Application Form

Date: _____ Proposal Title: _____

Protection of privacy: The information related to this award is collected under the authority of the University Act (RSBC 1996, c 165). Financial Aid & Awards may release designated information to the donor of the award, provincial funding organizations and/or SFU departments and faculties. If you have any questions about the collection, use and disclosure of this information, contact the Director, Financial Aid and Awards, Simon Fraser University, (778) 782-6930.

Applicant's declaration: I certify that all statements on this application are true and complete to the best of my knowledge. I give SFU Financial Aid and Awards my consent to disclose information on this application form and/or any supporting documentation submitted as part of this application to other SFU departments, the Student Services branch of the Ministry of Advanced Education/Government Student Loan agencies and/or other educational institutions in order to verify any of the information I have provided. I give SFU Financial Aid and Awards my consent to collect any information I have provided to other SFU departments, the Student Services branch of the Ministry of Advanced Education/Government Student Loan agencies and/or other educational institutions for the purpose of verifying the information I have provided on this application and/or any supporting documentation provided as part of this application. I give SFU my consent to disclose to the award donor, provincial funding agencies, my Faculty, Department(s), and School(s) and to media sources the following information about me: my name, my award, my award amount, my Faculty, my academic programs, my CGPA, and information about the criteria used to judge the award (e.g. essay, projects, etc).

Designated Award Recipient:

Name: _____ Signature: _____

Email: _____ Student #: _____

Other Team Members:

Name: _____ Signature: _____

Email: _____ Student #: _____

Name: _____ Signature: _____

Email: _____ Student #: _____

Name: _____ Signature: _____

Email: _____ Student #: _____

Name: _____ Signature: _____

Email: _____ Student #: _____

TO BE COMPLETED BY THE ESSEF FUNDING COMMITTEE

Funding Council Recommendation:

Chair: _____ **Email:** _____ **Signature:** _____

School of Engineering Science Director's Comments:

Email: _____ **Signature:** _____

Amount to disburse: \$ _____

Proposal Description

Funding Category

- Competition Entrepreneurial Class Miscellaneous

Category Justification

Social and Educational Benefits

--

Incurred Costs

Equipment List (Include brand and model #)	Unit Cost (CAD)

<i>Total Cost (CAD):</i>	

Projected Costs

Equipment List (Include brand and model #)	Estimated Unit Cost (CAD)
<i>Total Cost (CAD):</i>	

Cost Justification

Alternative Sources of Funding Considered

Development Milestones (To Date)



Development Milestones (Future)



Project Completion



Appendix C - Meeting Petition

Please note the following bylaws:

Section 1 Regular Meetings

- 1.1 There shall be at least one properly constituted Regular Meeting every 3 weeks from the beginning of an academic semester.
- 1.2 There shall be a minimum of five constituted Regular Meetings every academic semester.
- 1.3 Regular Meetings may be called at the request of any member by a petition containing the names and signatures of at least six members.
- 1.4 The petition defined in 5.1.3 shall be submitted to the Vice-President Administration no less than three (3) days prior to the proposed meeting time.
- 1.5 Notice of a Regular Meeting must be given to the majority of members no less than three (3) days prior to the proposed meeting time and upon release of the ESSS Biweekly Newsletter or in a department-wide email.
- 1.6 Further details surrounding procedures for Regular Meetings shall be set out in the Policy Manual.

Section 2 Executive Council Meetings

- 2.1 Executive Council Meetings shall be called at the request of any executive with the approval of no less than four (4) Executive Council Members.
- 2.2 Directors and Delegations shall be appointed at an Executive Council Meeting.
- 2.3 Notice of an Executive Meeting must be given to the Executive Council no less than three (3) days prior to the proposed meeting time.
- 2.4 Further details surrounding procedures for Executive Meetings shall be set out in the Policy Manual.

Section 3 General Meetings

- 3.1 There shall be at least one properly constituted General Meeting every fiscal year.
- 3.2 A General Meeting may be called at the request of any member by petition containing the names and signatures of no less than twenty (20) members.
- 3.3 The petition shall be submitted to the VP Administration no less than fourteen (14) days prior to the proposed meeting time.
- 3.4 Notice of a General Meeting must be given to the majority of members no less than fourteen (14) days prior to the proposed meeting time.
- 3.5 Further details surrounding the procedures for General Meetings shall be set out in the Policy Manual.

Section 4 Emergency Meetings

- 4.1 An Emergency Meeting may be called by any Executive Council Member with the approval of no less than four (4) members of the Executive Council.
- 4.2 The Emergency Meeting shall be equivalent to a Regular Meeting or Executive Meeting as determined by the caller, excluding the notice period requirement.
- 4.3 Further details surrounding the procedures for Emergency Meetings shall be set out in the Policy Manual by its equivalent counterpart.

Section 5 ESSS Affiliate Council Meetings

- 5.1 There shall be at least one properly constituted Affiliate Council Meeting every academic term.
- 5.2 An Affiliate Council meeting may be called by the Chair or at the request of any Affiliate member with the approval of no less than one-quarter (¼) members of the Board.
- 5.3 Notice of an Affiliates meeting must be given to the members of the Affiliates no less than seven (7) days prior to the proposed meeting time.

5.4 Further details surrounding the procedures for Affiliate meetings shall be set out in the Policy Manual.

We, the undersigned ESSS Members hereby call a _____ Meeting on
__(DD)/__(MM)/__(YYYY) at _____ AM/PM in room _____ for the purpose of:

	Name	SFUID (Email)	Signature
1.			
2.			
3.			
4.			
5.			
6.			
Stop here for Regular Meetings			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Appendix D - Affiliate Group Application

Affiliated Group Name: _____

Name of Current President: _____ Email: _____

Proposed Representative: _____ Email: _____

Please attach a letter outlining how your group represents students of the School of Engineering Students in a way which is not yet represented on the Affiliate Council as well as the necessity and mutual benefit of your group's involvement on the Affiliate Council. The letter must include, responses to the the following questions:

- Have you attempted to meet the demands of your Affiliated Group through Regular Meetings of the ESSS? Why is this avenue insufficient in meeting your goals?
- How many members does your group have? How does your group qualify for the Affiliate Council in a way not yet represented?
- Does your group put any events that bring public awareness and/or notable student achievement to the School of Engineering Science?
- Does your group host or participate in any events and/or competitions off Campus? How do they benefit the School of Engineering Science and why would this require a seat on the Affiliate Council?
- How will the School of Engineering Science benefit by your presence on the Affiliate Council?
- What does the Affiliate Council currently lack that your group can bring?

I, _____, President of _____ approve this application with _____ as the proposed representative on the Affiliate Council for the Affiliate Group.

Affiliated Group President: _____ Date: _____

Affiliated Group Representative: _____ Date: _____

Appendix E - Affiliate Group Application Refusal Form

Affiliated Group Name: _____

Name of Current President: _____ Email: _____

Proposed Representative: _____ Email: _____

Along with this form, the ESSS President shall submit a letter outlining how the applying group failed to prove they represent students in a way not yet represented by the Affiliate Council. The letter must address any number the following, but is not limited to:

- Attempts to meet the demands of the Affiliated Group in a Regular Meeting.
- Presence on the Affiliate Council will not result in double representation.
- Events that will bring public awareness to the School of Engineering Science.
- Events that will benefit the School of Engineering Science.
- Presence on the Affiliate Council will benefit the School of Engineering Science

ESSS President: _____ Date: _____

Affiliate Council Chair: _____ Date: _____

Appendix F - Reimbursement Request Form

Please fill out this form, attach original receipts, and submit to the Vice-President Finance (preferably in the VP Finance mail tray).

Name: _____ **Date:** _____

Address: _____

Purpose: _____

Phone Number: _____ **Email:** _____

Item	Amount	Additional Comments
Total Requested		

I, _____, the undersigned recipient of the reimbursement, confirm that the above items, and amounts are correct to the best of my knowledge, and follow all applicable ESSS Bylaws and Policies.

