

University of British Columbia



ENGINEERING UNDERGRADUATE SOCIETY

**EUS Policy Manual**



## TABLE OF CONTENTS

|            |  |           |
|------------|--|-----------|
| <b>0.0</b> | <b>DEFINITIONS</b>   | <b>11</b> |
| <b>0.1</b> | <b>According to Constitution</b>                           | <b>11</b> |
| <b>0.2</b> | <b>According As used in this Policy Manual</b>             | <b>11</b> |
| <b>1.0</b> | <b>POLICY ON POLICY</b>                                    | <b>12</b> |
| <b>2.0</b> | <b>EXECUTIVE OFFICERS</b>                                  | <b>12</b> |
| <b>2.1</b> | <b>All Executive Officers</b>                              | <b>12</b> |
| 2.1.1      | Population   | 12        |
| 2.1.2      | Recall   | 12        |
| 2.1.3      | Duties   | 13        |
| <b>2.2</b> | <b>President</b>   | <b>14</b> |
| 2.2.1      | Duties   | 14        |
| 2.2.2      | Assigned CM Officers                                       | 15        |
| 2.2.3      | Assigned Ex-Officio Officers                               | 15        |
| 2.2.4      | Assigned Committees  | 16        |
| <b>2.3</b> | <b>Vice-President of Communications and Administration</b> | <b>16</b> |
| 2.3.1      | Duties   | 16        |
| 2.3.2      | Assigned CM Officers                                       | 17        |
| 2.3.3      | Assigned Ex-Officio Officers                               | 17        |
| 2.3.4      | Assigned Committees  | 17        |
| 2.3.5      | Employees  | 17        |
| <b>2.4</b> | <b>Vice-President of Finance</b>                           | <b>17</b> |
| 2.4.1      | Duties   | 17        |
| 2.4.2      | Assigned CM Officers                                       | 18        |
| 2.4.3      | Assigned Ex-Officio Officers                               | 18        |
| 2.4.4      | Assigned Committees  | 18        |
| <b>2.5</b> | <b>Vice-President of Academic Affairs</b>                  | <b>18</b> |
| 2.5.1      | Duties   | 18        |
| 2.5.2      | Assigned CM Officers                                       | 19        |
| 2.5.3      | Assigned Ex-Officio Officers                               | 19        |
| 2.5.4      | Assigned Committees  | 19        |
| 2.5.5      | Additional Affiliations                                    | 19        |
| <b>2.6</b> | <b>Vice-President of External Affairs</b>                  | <b>20</b> |
| 2.6.1      | Duties   | 20        |
| 2.6.2      | Assigned CM Officers                                       | 21        |

|             |   |           |
|-------------|---|-----------|
| 2.6.3       | Assigned Ex-Officio Officers                  | 21        |
| 2.6.4       | Assigned Committees                           | 21        |
| <b>2.7</b>  | <b>Vice-President of Events</b>               | <b>21</b> |
| 2.7.1       | Duties  | 21        |
| 2.7.2       | Assigned CM Officers                          | 22        |
| 2.7.3       | Assigned Ex-Officio Officers                  | 22        |
| 2.7.4       | Assigned Committees                           | 22        |
| <b>3.0</b>  | <b>COORDINATING AND MANAGING OFFICERS</b>     | <b>22</b> |
| <b>3.1</b>  | <b>All Coordinating and Managing Officers</b> | <b>22</b> |
| 3.1.1       | Population                                    | 22        |
| 3.1.2       | Recall  | 22        |
| 3.1.3       | Duties  | 23        |
| <b>3.2</b>  | <b>Publicity Manager</b>                      | <b>24</b> |
| 3.2.1       | Duties  | 24        |
| 3.2.2       | Assigned Ex-Officio Officers                  | 24        |
| 3.2.3       | Assigned Committees                           | 24        |
| <b>3.3</b>  | <b>Secretary</b>                              | <b>24</b> |
| 3.3.1       | Duties  | 24        |
| 3.3.2       | Assigned Ex-Officio Officers                  | 24        |
| <b>3.4</b>  | <b>Elections Administrator</b>                | <b>25</b> |
| 3.4.1       | Duties  | 25        |
| 3.4.2       | Assigned Ex-Officio Officers                  | 25        |
| <b>3.5</b>  | <b>Slipstick Editor</b>                       | <b>25</b> |
| <b>3.6</b>  | <b>Food and Beverage Manager</b>              | <b>25</b> |
| 3.6.1       | Duties  | 25        |
| 3.6.2       | Assigned Ex-Officio Officers                  | 26        |
| <b>3.7</b>  | <b>Red Sales Manager</b>                      | <b>26</b> |
| 3.7.1       | Duties  | 26        |
| 3.7.2       | Assigned Ex-Officio Officers                  | 26        |
| <b>3.8</b>  | <b>Tutoring Coordinator</b>                   | <b>26</b> |
| 3.8.1       | Duties  | 26        |
| 3.8.2       | Assigned Ex-Officio Officers                  | 27        |
| <b>3.9</b>  | <b>Graduation Coordinator</b>                 | <b>27</b> |
| 3.9.1       | Duties  | 27        |
| 3.9.2       | Assigned Ex-Officio Officers                  | 27        |
| <b>3.10</b> | <b>Conference Coordinator</b>                 | <b>27</b> |

|             |                                       |           |
|-------------|---------------------------------------|-----------|
| 3.10.1      | Duties                                | 27        |
| 3.10.2      | Assigned Ex-Officio Officers          | 28        |
| <b>3.11</b> | <b>Professional Relations Manager</b> | <b>28</b> |
| 3.11.1      | Duties                                | 28        |
| 3.11.2      | Assigned Ex-Officio Officers          | 28        |
| <b>3.12</b> | <b>Industry Relations Manager</b>     | <b>28</b> |
| 3.12.1      | Duties                                | 28        |
| 3.12.2      | Assigned Ex-Officio Officers          | 29        |
| <b>3.13</b> | <b>Social Coordinator</b>             | <b>29</b> |
| 3.13.1      | Duties                                | 29        |
| 3.13.2      | Assigned Ex-Officio Officers          | 29        |
| <b>3.14</b> | <b>Charity Coordinator</b>            | <b>29</b> |
| 3.14.1      | Duties                                | 29        |
| 3.14.2      | Assigned Ex-Officio Officers          | 30        |
| <b>3.15</b> | <b>Sports Coordinator</b>             | <b>30</b> |
| 3.15.1      | Duties                                | 30        |
| 3.15.2      | Assigned Ex-Officio Officers          | 30        |
| <b>3.16</b> | <b>Spirit Coordinator</b>             | <b>30</b> |
| 3.16.1      | Duties                                | 30        |
| 3.16.2      | Assigned Ex-Officio Officers          | 31        |
| <b>3.17</b> | <b>Volunteer Coordinator</b>          | <b>31</b> |
| 3.17.1      | Duties                                | 31        |
| 3.17.2      | Assigned Ex-Officio Officers          | 31        |
| <b>3.18</b> | <b>Curriculum Coordinator</b>         | <b>32</b> |
| 3.18.1      | Duties                                | 32        |
| 3.18.2      | Assigned Ex-Officio Officers          | 32        |
| <b>3.19</b> | <b>Cheeze Manager</b>                 | <b>32</b> |
| 3.19.1      | Duties                                | 32        |
| 3.19.2      | Assigned Ex-Officio Officers          | 32        |
| <b>3.20</b> | <b>Godiva Band Leader</b>             | <b>32</b> |
| 3.20.1      | Duties                                | 32        |
| 3.20.2      | Assigned Ex-Officio Officers          | 33        |
| <b>4.0</b>  | <b>EX-OFFICIO OFFICERS</b>            | <b>33</b> |
| <b>4.1</b>  | <b>All Ex-Officio Officers</b>        | <b>33</b> |
| 4.1.1       | Population                            | 33        |
| 4.1.2       | Recall                                | 33        |

|             |  |           |
|-------------|--|-----------|
| 4.1.3       | Duties   | 33        |
| <b>4.2</b>  | <b>Speaker</b>                                       | <b>34</b> |
| <b>4.3</b>  | <b>Archivist</b>                                     | <b>34</b> |
| <b>4.4</b>  | <b>Webmaster</b>                                     | <b>34</b> |
| <b>4.5</b>  | <b>Traditional Competitions Manager</b>              | <b>34</b> |
| <b>4.6</b>  | <b>Keeper of the Cairn</b>                           | <b>35</b> |
| <b>4.7</b>  | <b>Head Bartender</b>                                | <b>35</b> |
| <b>4.8</b>  | <b>Head Griller</b>                                  | <b>35</b> |
| <b>4.9</b>  | <b>Vending &amp; Arcade Technician</b>               | <b>35</b> |
| <b>4.10</b> | <b>Handbuk Editor</b>                                | <b>35</b> |
| <b>4.11</b> | <b>Red Sales Associates</b>                          | <b>36</b> |
| <b>4.12</b> | <b>Computer Lab Technician</b>                       | <b>36</b> |
| <b>4.13</b> | <b>Equity Officer</b>                                | <b>36</b> |
| <b>4.14</b> | <b>Sustainability Officer</b>                        | <b>36</b> |
| <b>4.15</b> | <b>Co-op Representative</b>                          | <b>37</b> |
| <b>4.16</b> | <b>Journalist</b>                                    | <b>37</b> |
| <b>4.17</b> | <b>Photographer</b>                                  | <b>37</b> |
| <b>4.18</b> | <b>Videographer</b>                                  | <b>37</b> |
| <b>4.19</b> | <b>Nursing Representative</b>                        | <b>37</b> |
| <b>4.20</b> | <b>Popstar</b>                                       | <b>38</b> |
| <b>4.21</b> | <b>Publicity Representative</b>                      | <b>38</b> |
| <b>5.0</b>  | <b>BOARD OF DIRECTORS</b>                            | <b>38</b> |
| <b>5.1</b>  | <b>Population</b>                                    | <b>38</b> |
| <b>5.2</b>  | <b>Removal Policy</b>                                | <b>39</b> |
| <b>5.3</b>  | <b>Powers and Duties</b>                             | <b>39</b> |
| <b>6.0</b>  | <b>COUNCIL</b>                                       | <b>40</b> |
| <b>6.1</b>  | <b>Population</b>                                    | <b>40</b> |
| <b>6.2</b>  | <b>Powers and Duties</b>                             | <b>40</b> |
| <b>6.3</b>  | <b>Applied Science Student Senate Representative</b> | <b>40</b> |
| <b>7.0</b>  | <b>EX-OFFICIO CLUBS</b>                              | <b>40</b> |
| <b>7.1</b>  | <b>Definition</b>                                    | <b>40</b> |
| <b>7.2</b>  | <b>Becoming an Ex-Officio Club</b>                   | <b>41</b> |
| <b>7.3</b>  | <b>Powers and Duties</b>                             | <b>41</b> |
| <b>7.4</b>  | <b>Recognized Clubs</b>                              | <b>41</b> |
| <b>7.5</b>  | <b>Removal of Ex-Officio Club Status</b>             | <b>41</b> |
| <b>8.0</b>  | <b>EXECUTIVE OFFICER ELECTIONS POLICY</b>            | <b>42</b> |

|             |  |           |
|-------------|--|-----------|
| <b>8.1</b>  | <b>Schedule</b>                              | <b>42</b> |
| <b>8.2</b>  | <b>Nominations</b>                           | <b>43</b> |
| <b>8.3</b>  | <b>Withdrawal of Nomination</b>              | <b>43</b> |
| <b>8.4</b>  | <b>Campaign Regulations</b>                  | <b>44</b> |
| 8.4.1       | General                                      | 44        |
| 8.4.2       | Posters                                      | 45        |
| 8.4.3       | Online Campaigning                           | 45        |
| 8.4.4       | Endorsements                                 | 46        |
| 8.4.5       | Warnings and Disqualification                | 46        |
| <b>8.5</b>  | <b>Voting Procedure</b>                      | <b>46</b> |
| <b>8.6</b>  | <b>Election Results</b>                      | <b>46</b> |
| <b>8.7</b>  | <b>By-Elections</b>                          | <b>47</b> |
| <b>8.8</b>  | <b>All Candidates Meeting</b>                | <b>48</b> |
| <b>8.9</b>  | <b>All Candidates Forum</b>                  | <b>48</b> |
| 8.9.1       | General                                      | 48        |
| 8.9.2       | Rules  | 48        |
| <b>8.10</b> | <b>Elections Administrator Disputes</b>      | <b>49</b> |
| <b>9.0</b>  | <b>CM OFFICER APPOINTMENT POLICY</b>         | <b>49</b> |
| <b>9.2</b>  | <b>Application Process</b>                   | <b>49</b> |
| <b>9.3</b>  | <b>Selection Process</b>                     | <b>49</b> |
| <b>10.0</b> | <b>EX-OFFICIO OFFICER APPOINTMENT POLICY</b> | <b>50</b> |
| <b>10.1</b> | <b>Eligibility Requirements</b>              | <b>50</b> |
| <b>10.2</b> | <b>Application Process</b>                   | <b>50</b> |
| <b>10.3</b> | <b>Selection Process</b>                     | <b>50</b> |
| <b>11.0</b> | <b>REFERENDA</b>                             | <b>51</b> |
| <b>12.0</b> | <b>ENDOWMENT FUND</b>                        | <b>51</b> |
| <b>12.1</b> | <b>Introduction</b>                          | <b>51</b> |
| <b>12.2</b> | <b>Committee and Selection Procedures</b>    | <b>52</b> |
| 12.2.1      | Committee Structure                          | 52        |
| 12.2.2      | Meeting Structure                            | 52        |
| 12.2.3      | Selection Procedure                          | 52        |
| <b>12.3</b> | <b>Applications</b>                          | <b>52</b> |
| 12.3.1      | Considerable Application Types               | 52        |
| 12.3.2      | Deadlines                                    | 53        |
| <b>13.0</b> | <b>KEYS</b>                                  | <b>53</b> |
| <b>13.1</b> | <b>Key Authorization List</b>                | <b>53</b> |

|             |  |           |
|-------------|--|-----------|
| 13.1.1      | Faculty Issued Keys                          | 53        |
| 13.1.2      | EUS Issued Keys                              | 54        |
| <b>13.2</b> | <b>Key Request Procedure</b>                 | <b>54</b> |
| 13.2.1      | Faculty Issued Keys                          | 54        |
| 13.2.2      | EUS Issued Keys                              | 55        |
| <b>14.0</b> | <b>FINANCIAL REIMBURSEMENTS</b>              | <b>55</b> |
| <b>14.1</b> | <b>Procedure for Reimbursement</b>           | <b>55</b> |
| <b>15.0</b> | <b>SPORTS SUBSIDIES</b>                      | <b>56</b> |
| <b>15.1</b> | <b>Reimbursement</b>                         | <b>56</b> |
| <b>15.2</b> | <b>Procedure for Reimbursement</b>           | <b>56</b> |
| <b>15.3</b> | <b>Rate of Reimbursement</b>                 | <b>56</b> |
| <b>15.4</b> | <b>Exceptions for Rate of Reimbursement</b>  | <b>57</b> |
| <b>16.0</b> | <b>GIFTS</b>                                 | <b>57</b> |
| <b>16.1</b> | <b>E-BALL TICKETS</b>                        | <b>57</b> |
| <b>17.0</b> | <b>AWARDS</b>                                | <b>58</b> |
| <b>17.1</b> | <b>Presidential Awards</b>                   | <b>58</b> |
| <b>17.2</b> | <b>Executive Award</b>                       | <b>58</b> |
| 17.2.2      | Joey Uyesugi Award                           | 58        |
| 17.2.3      | Spirit Award                                 | 58        |
| 17.2.4      | Emblem Awards [Long-Term Service Awards]     | 58        |
| 17.2.5      | Certificate Awards [One-Year Service Awards] | 59        |
| <b>17.3</b> | <b>Sports Awards</b>                         | <b>59</b> |
| <b>18.0</b> | <b>MEETINGS</b>                              | <b>60</b> |
| <b>18.1</b> | <b>Regrets and Proxies</b>                   | <b>60</b> |
| <b>18.2</b> | <b>Grand Council</b>                         | <b>61</b> |
| <b>18.3</b> | <b>Council Meetings</b>                      | <b>62</b> |
| <b>18.5</b> | <b>tEUSday Informational Meetings</b>        | <b>62</b> |
| <b>18.6</b> | <b>Executive Meetings</b>                    | <b>63</b> |
| <b>18.7</b> | <b>Annual General Meetings</b>               | <b>63</b> |
| <b>18.8</b> | <b>Extraordinary Meetings</b>                | <b>63</b> |
| <b>18.9</b> | <b>Council Strategic Planning Meeting</b>    | <b>64</b> |
| <b>19.0</b> | <b>CHEEZE BOOKINGS POLICY</b>                | <b>64</b> |
| <b>20.0</b> | <b>PUBLICATIONS POLICY</b>                   | <b>65</b> |
| <b>20.1</b> | <b>Introduction</b>                          | <b>65</b> |
| <b>20.2</b> | <b>Publication Editors</b>                   | <b>65</b> |
| <b>20.3</b> | <b>Application of the Policy</b>             | <b>65</b> |

|              |  |           |
|--------------|--|-----------|
| <b>21.0</b>  | <b>HARRASSMENT</b>                                 | <b>67</b> |
| <b>21.1</b>  | <b>Discovery of Harassment</b>                     | <b>67</b> |
| <b>22.0</b>  | <b>COMMITTEES</b>                                  | <b>68</b> |
| <b>22.1</b>  | <b>CO-OP Committee</b>                             | <b>68</b> |
| <b>22.2</b>  | <b>Endowment Fund Committee</b>                    | <b>68</b> |
| <b>22.3</b>  | <b>Executive Awards Committee</b>                  | <b>68</b> |
| <b>22.4</b>  | <b>Frosh Committee</b>                             | <b>68</b> |
| <b>22.5</b>  | <b>Conferences Selections Committee</b>            | <b>69</b> |
| <b>22.6</b>  | <b>Academic Committee</b>                          | <b>69</b> |
| <b>22.7</b>  | <b>Publicity Committee</b>                         | <b>69</b> |
| <b>22.8</b>  | <b>Social Committee</b>                            | <b>69</b> |
| <b>22.9</b>  | <b>PAF Advisory Committee</b>                      | <b>69</b> |
| <b>22.10</b> | <b>PAF T&amp;C Sub-Committee</b>                   | <b>70</b> |
| <b>22.11</b> | <b>Spirit Committee</b>                            | <b>70</b> |
| <b>23.0</b>  | <b>CLUB FUNDING</b>                                | <b>70</b> |
| <b>23.1</b>  | <b>Club Fees</b>                                   | <b>70</b> |
| <b>23.2</b>  | <b>Base Funding Distribution</b>                   | <b>71</b> |
| <b>23.3</b>  | <b>Performance Funding and Distribution</b>        | <b>71</b> |
| <b>23.4</b>  | <b>Performance Category Requirements</b>           | <b>71</b> |
| 23.4.1       | Club Newsletters                                   | 71        |
| 23.4.2       | Club Meetings                                      | 71        |
| 23.4.3       | Term Report  | 72        |
| 23.4.4       | Funding Multiplier                                 | 72        |
| <b>23.5</b>  | <b>Club Aid Fund</b>                               | <b>73</b> |
| <b>24.0</b>  | <b>TRAVEL AND CONFERENCES</b>                      | <b>73</b> |
| <b>24.1</b>  | <b>Introduction</b>                                | <b>73</b> |
| <b>24.2</b>  | <b>Selection and Participation</b>                 | <b>73</b> |
| 24.2.1       | Consideration Requirements                         | 73        |
| 24.2.2       | Selection Process                                  | 74        |
| <b>24.3</b>  | <b>Expectations of Those Chosen to Participate</b> | <b>74</b> |
| 24.3.1       | Expected Monetary Requirements                     | 74        |
| 24.3.2       | Code of Conduct                                    | 75        |
| 24.3.3       | Reporting Requirements                             | 75        |
| <b>24.4</b>  | <b>Travel To and From Conferences</b>              | <b>75</b> |
| 24.4.3       | Air Travel   | 75        |
| 24.4.4       | Bus  | 76        |

|        |                               |    |
|--------|-------------------------------|----|
| 24.4.5 | Vehicular Travel              | 76 |
| 24.4.6 | Other Forms of Transportation | 77 |

## 0.0 **DEFINITIONS**

### **0.1 According to Constitution**

- 0.1.1 "The Board of Directors" shall be the equivalent of "The Board" and refer to the EUS Board of Directors as defined in the EUS Constitution, Section II Clause 2, unless otherwise indicated.
- 0.1.2 "The Council" shall refer to the EUS Council as defined in the EUS Constitution, Section II Clause 3, unless otherwise indicated.
- 0.1.3 "The Grand Council" shall refer to the EUS Grand Council as defined in the EUS Constitution, Section II Clause 4, unless otherwise indicated.
- 0.1.4 "Executive Officer" shall be the equivalent of "Executive" and refer to EUS Executive Officers as defined in the EUS Constitution, Section II Clause 5, unless otherwise indicated.
- 0.1.5 "Coordinating and Managing Officer" shall be the equivalent of "CM Officer" and refer to the EUS Coordinating and Managing Officers as defined in the Constitution, Section II Clause 6, unless otherwise indicated.
- 0.1.6 "Ex-Officio Officer" shall be the equivalent of "Ex-Officio" and refer to the EUS Ex-Officio Officers as defined in the EUS Constitution, Section II Clause 7, unless otherwise indicated.
- 0.1.7 "Members at Large" shall refer to the EUS Members at Large as defined in the EUS Constitution, Section II Clause 8, unless otherwise indicated.
- 0.1.8 "Member" shall refer to an Active member of the EUS as defined in Section I Clause 4 of the EUS Constitution, unless otherwise indicated.

### **0.2 According As used in this Policy Manual**

- 0.2.1 "Vice-President of Communications and Administration" shall be the equivalent of "VP Com Ad".
- 0.2.2 "Vice-President of Finance" shall be the equivalent of "VP Finance".
- 0.2.3 "Vice-President of Academic Affairs" shall be the equivalent of "VP Academic".
- 0.2.4 "Vice-President of External Affairs" shall be the equivalent of "VP External".
- 0.2.5 "Vice-President of Events" shall be the equivalent of "VP Events".
- 0.2.6 "CM Officer" shall be the equivalent of "Coordinating and Managing Officers".
- 0.2.7 "The Executive" and "The Executive Committee" shall be equivalent and refer to a committee consisting of all six Executive Officers.

0.2.8 An "affiliation", unless otherwise defined, shall refer to a relationship between two organizations or positions where effort shall be made to work together and communicate on business relevant to both units, but in which neither group has direct control over the other.

## 1.0 **POLICY ON POLICY**

- 1.1** Policy amendments may be voted on after a reading at Council, and will require a 2/3 (two-thirds) in-favor vote by the Board for adoption.
- 1.2** Proposed additions or changes to policy must be provided to the VP Com Ad at 2 weeks and 3 days before the meeting at which Council will vote on the changes, including a brief preamble outlining the purpose of the addition or change.
- 1.3** The proposed policy changes will be distributed to Council at a minimum of two weeks before the meeting at which Council will vote on the changes.
- 1.4** During the Council meeting at which the policy changes are to be voted upon, the floor will be opened to debate to allow any amendments to the proposed changes.
- 1.5** The Policy Manual will be considered amended as of the date of the most recent addition or change to its contents. It will be dated accordingly.
- 1.6** The Policy Manual is a supporting document to the EUS Constitution. No part of this Policy Manual may be interpreted in a sense contrary to the EUS Constitution.

## 2.0 **EXECUTIVE OFFICERS**

### **2.1 All Executive Officers**

#### 2.1.1 Population

- 2.1.1.1 All Executive Officers shall be elected as per the Executive Officer Elections Policy.
- 2.1.1.2 Executive Officers who are recalled shall be replaced temporarily by a Member appointed by the Board who does not receive a vote on the Board until the Executive Officer position can be refilled via by-election.
- 2.1.1.3 Executive officers may appoint an executive assistant

#### 2.1.2 Recall

An Executive Officer may be removed from office for any of the following reasons:

- 2.1.2.1 Resignation
- 2.1.2.2 Absence from three consecutive Council Meetings

- 2.1.2.3 Absence from two consecutive Executive Meetings, without justification deemed valid by the Board of Directors
- 2.1.2.4 Unsatisfactory performance according to a petition signed by three-quarters of the Board of Directors or one-tenth of the active membership.

### 2.1.3 Duties

Each Executive Officer shall:

- 2.1.3.1 Be an Active Member of the Society during the term they are serving.
- 2.1.3.2 Occupy only one position within the Society and each Executive position shall be occupied by only one Active Member of the Society(
- 2.1.3.3 Not occupy any other Executive position within a Program Club that holds a seat on the Board organizations with a council seat.

Note: Any exceptions to 2.1.3.2 and 2.1.3.3 and whatever else must be passed by a vote by the Board prior to the close of nominations

- 2.1.3.4 Serve for one full academic year from April to April.
- 2.1.3.5 Receive one vote on motions brought to the Executive for approval.
- 2.1.3.6 Sit as a voting member on the Board of Directors.
- 2.1.3.7 Together coordinate and administer the day-to-day affairs of the Society.
- 2.1.3.8 Ensure the execution of the Board's decisions.
- 2.1.3.9 Report their actions and decisions to Council.
- 2.1.3.10 Uphold the Constitution and policies of the Society.
- 2.1.3.11 Promote the Society to both the EUS Members and the external community.
- 2.1.3.12 Invest time and effort into matters that positively affect the future of the Society.
- 2.1.3.13 Ensure that the CM Officers and Ex-Officio Officers for which they are responsible are properly trained to do their jobs.
- 2.1.3.14 Oversee the CM Officers and Ex-Officio Officers for which they are assigned and ensure that they fulfill their roles in a satisfactory manner.
- 2.1.3.15 Regularly report their activities and the activities of the CM Officers and Ex-Officio Officers for which they are responsible for to the EUS Council.
- 2.1.3.16 Absorb, re-delegate, or otherwise be responsible where necessary for any and all duties not satisfactorily carried out by those CM Officers and

- Ex-Officio Officers assigned to them.
- 2.1.3.17 In the case where a CM Officer or Ex-Officio Officer position is not filled, the Executive Officer responsible for that CM Officer or Ex-Officio Officer shall absorb, re-delegate, or otherwise be responsible for all duties of that position.
- 2.1.3.18 Assist assigned CM and Ex-Officio Officers with creating their budgets.
- 2.1.3.19 Mentor potential replacements throughout their term.
- 2.1.3.20 Train their replacements at the end of their term and provide them with any relevant files, reports, introductions, and paperwork needed for them to do their jobs properly.
- 2.1.3.21 Can assign an assistant to take care of some of the duties assigned to his or her portfolio.

## **2.2 President**

### **2.2.1 Duties**

The President shall:

- 2.2.1.1 Preside over the affairs of the Society.
- 2.2.1.2 Represent the Society on the AMS Students' Council or appoint a representative to the position in accordance with the governing section of AMS Code.
- 2.2.1.3 Supervise the other members of the Executive and ensure that they fulfilling their roles in a satisfactory manner.
- 2.2.1.4 Supervise the other members of the Executive and ensure that they are acting as per the Board's direction.
- 2.2.1.5 Be the official spokesperson of the Society on all occasions.
- 2.2.1.6 Represent only the official opinion of the Board when acting on behalf of the Society.
- 2.2.1.7 Represent the Society within the Faculty of Applied Science.
- 2.2.1.8 Represent the Society within the Alma Mater Society
- 2.2.1.9 Coordinate with the Executive in ensuring that adequate awareness of the Society is generated in the on and off-campus communities.
- 2.2.1.10 Supervise, direct the duties, and be familiar with the entire contents of the Policy Manual and Constitution.
- 2.2.1.11 Attend, on invitation, Executive meetings and the Annual General Meeting of the Association of

Professional Engineers of British Columbia, or send a representative.

- 2.2.1.12 Attend the Canadian Federation of Engineering Students' Congress as an assistant Head Delegate, or send a representative.
- 2.2.1.13 Preside over certain meetings of the Society as indicated in Section 27.0 Meetings.
- 2.2.1.14 Enforce due observance to the Constitution.
- 2.2.1.15 Be responsible for ensuring that the Red Sales Manager has Executive Award patches and pins available in time for presentation by providing to them, in a timely manner, a list of worthy recipients.
- 2.2.1.16 Sit on all required committees.
- 2.2.1.17 Absorb, delegate, or otherwise take responsibility for any and all duties that are not adequately performed by other Executives or do not fall within any other Executives' portfolios.

## 2.2.2 Assigned CM Officers

### 2.2.2.1 Elections Administrator

Note: It should be noted that the President does not directly control the Elections Administrator during the elections. Rather, this assignment is more of an indication of the communication link between the Board and the Elections Administrator. The Elections Administrator, if in need of direction that could be deemed to affect the outcome of an election, should consult directly with the AMS Elections Administrator. If the President is running for another position in Office during a particular election, the Elections Administrator should be reassigned to an Executive Officer who is not.

#### 2.2.2.1.1 Elections Committee

The Elections Committee shall consist of three members of the EUS who are not current Executive. The three positions shall be selected by the Elections Administrator and President, and approved by the board. In the event that a decision by the elections administrator is contested, the elections committee will make a final ruling.

### 2.2.2.2 Volunteer Coordinator

## 2.2.3 Assigned Ex-Officio Officers

- 2.2.3.1 Speaker
  - Note: It should be noted that the President does not directly control the Speaker during Council meetings. Rather, this assignment is more of an indication of the communication link between the Board and the Speaker. The Speaker, if in need of direction that could be deemed to affect the way a meeting is run, should consult directly with the Board or with the AMS Speaker.
- 2.2.3.2 Equity Officer
- 2.2.3.3 Sustainability Officer
- 2.2.4 Assigned Committees
  - 2.2.4.1 Executive Awards Committee
  - 2.2.4.2 PAF Advisory Committee
  - 2.2.4.3 PAF Student Team Subcommittee
  - 2.2.4.4 BASC Student Advisory Council

## **2.3 Vice-President of Communications and Administration**

### 2.3.1 Duties

The Vice-President of Communications and Administration shall:

- 2.3.1.1 Oversee the administrative operations of the Society.
- 2.3.1.2 Oversee the facilitation of communications between all parties relevant to the EUS, that is ensure proper communication of information between the EUS and its affiliated Program Clubs, Ex-Officio Clubs, Ex-Officio Officers, CM Officers, and members.
- 2.3.1.3 Assume the duties of the President in the President's absence.
- 2.3.1.4 Be responsible for coordinating and administering all matters relating to the Cheeze Factory, including but not limited to:
  - 2.3.1.4.1 Bookings
  - 2.3.1.4.2 Maintenance
  - 2.3.1.4.3 Renovations
  - 2.3.1.4.4 Neatness
  - 2.3.1.4.5 Keys & Security Codes
- 2.3.1.5 Be responsible for coordinating and administering all matters relating to other EUS-Controlled dedicated student spaces including Processed Cheeze and the Engineering Student Teams Workshops in the Chemical and Biological Engineering Building.
- 2.3.1.6 Track all key disbursements and returns related to the Society.

- 2.3.1.7 Be one of the two head-booking representatives for the Society.
- 2.3.1.8 Coordinate all affairs related to the update and maintenance of the Constitution.
- 2.3.1.9 Coordinate all affairs related to the update and maintenance of the Policy Manual, and ensure that all Executive Officers, CM Officers, and Ex-Officio Officers submit any necessary updates at the end of their terms.
- 2.3.1.10 Distribute the Policy Manual to all Council members.
- 2.3.1.11 Coordinate the annual Cheeze-Cleaning Contract.
- 2.3.1.12 Assist and coordinate assigned CM Officers and Ex-Officio Officers to ensure that information is properly communicated to all EUS Members.
- 2.3.1.13 Maintain contact lists of all members directly involved with the Society.
- 2.3.2 Assigned CM Officers
  - 2.3.2.1 Publicity Manager
  - 2.3.2.2 Secretary
  - 2.3.2.3 Slipstick Editor
  - 2.3.2.4 Cheeze Manager
- 2.3.3 Assigned Ex-Officio Officers
  - 2.3.3.1 Handbuk Editor
- 2.3.4 Assigned Committees
  - 2.3.4.1 PAF Advisory Committee
- 2.3.5 Employees
  - 2.3.5.1 E-nEUS Editor

Note: See E-nEUS policy for details.

## **2.4 Vice-President of Finance**

- 2.4.1 Duties
 

The Vice-President of Finance shall:

  - 2.4.1.1 Oversee the financial operations of the Society.
  - 2.4.1.2 Be over the age of majority during the term they are serving to ensure that they are able to legally assume signing authority for the Society.
  - 2.4.1.3 Ensure that all expenditures made by Executive Officers, CM Officers, Ex-Officio Officers and anyone else making purchases on behalf of the Society are fiscally responsible.
  - 2.4.1.4 Appropriately reimburse approved expenditures made on behalf of the Society.
  - 2.4.1.5 Chair the Endowment Fund Committee.
  - 2.4.1.6 Distribute the Society's funds in accordance with the

- budget.
- 2.4.1.7 Submit all budgets required by the Vice President, Finance of the AMS
- 2.4.1.8 Assist the other Executive Officers with creating budgets at the beginning of their terms in order to obtain estimates of all proposed expenditures.
- 2.4.1.9 Arrange any payments of Society debts.
- 2.4.1.10 Work in conjunction with the incoming VP Finance to prepare the following year's budget by the end of their term.
- 2.4.1.11 Keep the Council informed on the Society's financial status, in the form of a written report at the end of October, January, and April each year, or upon request by the Council.
- 2.4.1.12 Distribute Program Club funds in accordance with Policy 23.0.
- 2.4.1.13 Assist and coordinate assigned CM Officers and Ex-Officio Officers to ensure that associated businesses and services are being run as well as possible.
- 2.4.1.14 Chair the Professional Activities Travel and Conferences Fund.
- 2.4.2 Assigned CM Officers
  - 2.4.2.1 Food and Beverage Manager
  - 2.4.2.2 Red Sales Manager
- 2.4.3 Assigned Ex-Officio Officers
  - 2.4.3.1 Arcade and Vending Technician
  - 2.4.3.2 Head Griller
  - 2.4.3.3 Popstar
- 2.4.4 Assigned Committees
  - 2.4.4.1 Endowment Fund Committee
  - 2.4.4.2 PAF T&C Sub-Committee
  - 2.4.4.3 PAF Advisory Committee

## **2.5 Vice-President of Academic Affairs**

- 2.5.1 Duties
  - The Vice-President of Academic Affairs shall:
    - 2.5.1.1 Oversee the academic services offered by the Society.
    - 2.5.1.2 Be responsible for the proper representation of students at functions relevant to the engineering academic experience and curriculum.
    - 2.5.1.3 Act as the Society's first curriculum representative and work in conjunction with the Curriculum Coordinator

- 2.5.1.4 Represent the Society on the AMS Students' Council as the third representative, when a third representative is required and not filled by another member through elections, or appoint a representative to the position in accordance with the governing section of AMS Code.
- 2.5.1.5 Ensure that there is regular communication between the Council and the elected Applied Science Senate Representative.
- 2.5.1.6 Work to improve academic conditions for members of the Society.
- 2.5.1.7 Work to improve the university experience for members by representing the Society to the University Administration and Faculty.
- 2.5.1.8 Represent the Society on joint Student-Faculty Committees, or ensure a representative is appointed to the position.
- 2.5.1.9 Co-Chair the Student Co-op Committee and ensure that it is properly populated.
- 2.5.1.10 Be the primary Curriculum Representative at relevant meetings.
- 2.5.1.11 Co-ordinate with program clubs to ensure program accreditation concerns and issues are addressed.
- 2.5.1.12 –
- 2.5.1.13 Assist and coordinate assigned CM Officers and Ex-Officio Officers to ensure that adequate academic services are being provided.
- 2.5.2 Assigned CM Officers
  - 2.5.2.1 Tutoring Coordinator
  - 2.5.2.2 Curriculum Coordinator
- 2.5.3 Assigned Ex-Officio Officers
  - 2.5.3.1 Co-op Representative
- 2.5.4 Assigned Committees
  - 2.5.4.1 Co-op Committee
  - 2.5.4.2 Academic Committee
  - 2.5.4.3 Engineering Co-op Student Advisory Council
  - 2.5.4.4 BASC Student Advisory Council
- 2.5.5 Additional Affiliations
  - 2.5.5.1 Applied Science Student Senate Representative
    - Note: The following is a list of acts the Student seats recommended to follow.
    - 2.5.5.1.1 Attend Grand Council
    - 2.5.5.1.2 Attend BASC Student Advisory Council
    - 2.5.5.1.3 Stay Informed of EUS activities and

- initiatives
- 2.5.5.1.4 Communicate broad, engineering pertinent, Senate matters to the EUS President
- 2.5.5.1.5 Communicate matters of academic nature to the VP Academic

## **2.6 Vice-President of External Affairs**

### **2.6.1 Duties**

The Vice-President of External Affairs shall:

- 2.6.1.1 Oversee the external affairs of the Society.
- 2.6.1.2 Represent the Society on the AMS Students' Council as the second representative, when a second representative is required and not filled by another member through elections, or appoint a representative to the position in accordance with the governing section of AMS Code.
- 2.6.1.3 Be the liaison between the Society and external student groups in conjunction with the President.
- 2.6.1.4 Be the main liaison between the EUS and the NUS (Nursing Undergraduate Society)
- 2.6.1.5 Be the liaison between the Society and other Engineering Student Societies in conjunction with the President.
- 2.6.1.6 Chair the Conference Selection Committee.
- 2.6.1.7 Actively communicate with and represent the Society to other Engineering Student Societies on the Canadian Federation of Engineering Students (CFES) and Western Engineering Student Societies' Team (WESST) email links.
- 2.6.1.8 Attend as the head delegate at the Canadian Federation of Engineering Students' President's Meeting and Congress.
- 2.6.1.9 Assist and coordinate assigned CM Officers and Ex-Officio Officers to ensure the best possible external relations and external-related activities are being provided.
- 2.6.1.10 Obtain and make available to the Society, information concerning all Engineering organizations of interest to the students.
- 2.6.1.11 Be responsible for the submission of articles to technical journals as required.
- 2.6.1.12 Be the liaison between the Society and external community and professional groups such as alumni

- and professional engineering organizations, in conjunction with the President.
- 2.6.1.13 Maintain close communication with the Faculty of Applied Science Alumni Relations Officer.
- 2.6.1.14 Be the Society's liaison officer with companies as they come to campus.
- 2.6.1.15 Be responsible for the timely distribution of information on employment opportunities to members of the Society.
- 2.6.1.16 Assist the Industry Relations Manager in organizing a Career Fair.
- 2.6.1.17 Attend, on invitation, meetings and the AGM of APEGBC
- 2.6.2 Assigned CM Officers
  - 2.6.2.1 Conferences Coordinator
  - 2.6.2.2 Professional Relations Manager
  - 2.6.2.3 Industry Relations Manager
  - 2.6.2.4 Graduation Coordinator
- 2.6.3 Assigned Ex-Officio Officers
  - 2.6.3.1 Nursing Representative
- 2.6.4 Assigned Committees
  - 2.6.4.1 Conferences Selections Committee

## **2.7 Vice-President of Events**

- 2.7.1 Duties
  - The Vice-President of Events shall:
    - 2.7.1.1 Oversee the events coordinated by the Society.
    - 2.7.1.2 Coordinate and develop an Event Calendar for the upcoming year with Program and Ex-Officio Clubs as well as other AMS Constituencies.
    - 2.7.1.3 Be well versed in all University policies and procedures related to events on Campus and ensure all assigned CM and Ex-Officio Officers are aware of those policies relevant to them.
    - 2.7.1.4 Be well versed in all BC Liquor Laws and procedures related to obtaining Liquor Licenses on Campus and ensure all assigned CM and Ex-Officio Officers are aware of those laws and procedures relevant to them.
    - 2.7.1.5 Develop a Frosh Week and E-Week Calendar with consultation with the Executive and the Council.
    - 2.7.1.6 Organize the Frosh Week events, E-Week events, and all other general events such that the coordination of appropriate events are delegated to

- the relevant CM Officer.
- 2.7.1.7 Ensure that the CM Officers are collaborating with one another on events.
- 2.7.1.8 Assist and coordinate assigned CM Officers and Ex-Officio Officers to ensure that activities that encourage the general well being of engineering students are being provided.
- 2.7.1.9 Supervise the sale and distribution of tickets for society functions.
- 2.7.2 Assigned CM Officers
  - 2.7.2.1 Social Coordinator
  - 2.7.2.2 Charity Coordinator
  - 2.7.2.3 Sports Coordinator
  - 2.7.2.4 Spirit Coordinator
  - 2.7.2.5 Godiva Band Leader
- 2.7.3 Assigned Ex-Officio Officers
  - 2.7.3.1 Head Bartender
  - 2.7.3.2 Keeper of the Cairn
  - 2.7.3.3 Godiva Band Assistant
- 2.7.4 Assigned Committees
  - 2.7.4.1 Frosh Committee
  - 2.7.4.2 Social Committee
  - 2.7.4.3 Publicity Committee

### 3.0 **COORDINATING AND MANAGING OFFICERS**

#### **3.1 All Coordinating and Managing Officers**

##### 3.1.1 Population

- 3.1.1.1 All Coordinating and Managing Officers shall be approved by the Board as per the CM Officer Appointment Policy.
- 3.1.1.2 Coordinating and Managing Officers who are recalled shall be replaced by appointment as soon as possible.
- 3.1.1.3 In the case where a Coordinating and Managing position is not filled, the Executive Officer responsible for that CM Officer shall absorb, re-delegate, or otherwise be responsible for all its duties.

##### 3.1.2 Recall

If a CM Officer has been found to be negligent in performing the duties of their position, they may be removed by the Exec. The Executive member responsible for the CM shall institute the removal subject to the following procedure:

- 3.1.2.1 Before any formal process to remove the CM Officer

begins, efforts should be made to verbally counsel the CM Officer on any concerns regarding their performance.

- 3.1.2.2 A warning must be received by the CM being considered for removal. The warning is to be issued by the Executive they are assigned to.
- 3.1.2.3 If after a 1 week period, the CM is still found to be negligent, the matter shall be brought to the attention of the Exec.
- 3.1.2.4 An Exec meeting shall be scheduled to review the complaint, and the CM officer in question shall be invited to attend and allowed to speak.
- 3.1.2.5 The Exec shall vote on the removal of the CM Officer. A 2/3 majority shall be required for removal.
- 3.1.2.6 Following the removal of a CM Officer, the application process for selection of a replacement shall immediately commence.
- 3.1.2.7 If the CM Officer who has been removed would like to dispute the decision, he or she may go to council and present their case there.

### 3.1.3 Duties

Each Coordinating and Managing Officer shall:

- 3.1.3.1 Receive direction from the Executive Officer to which they are assigned.
- 3.1.3.2 Uphold the Constitution and policies of the Society.
- 3.1.3.3 Promote the Society to both the EUS Members and the external community.
- 3.1.3.4 Ensure that all Ex-Officio Officers for which they are responsible are properly trained to do their jobs.
- 3.1.3.5 Oversee any Ex-Officio Officers for which they are assigned and ensure that they are performing their duties in a satisfactory manner.
- 3.1.3.6 Regularly report their activities and the activities of any Ex-Officio Officers for which they are responsible for to their assigned Executive Officer.
- 3.1.3.7 Absorb, re-delegate, or otherwise be responsible when necessary for any and all duties not satisfactorily carried out by those Ex-Officio Officers for which they are responsible.
- 3.1.3.8 In the case where an Ex-Officio position is not filled, the CM Officer responsible for that Ex-Officio Officer shall absorb, re-delegate, or otherwise be responsible for all its duties.
- 3.1.3.9 Train their replacements at the end of their term and

provide them with any relevant files, reports, introductions, and paperwork needed for them to do their jobs properly.

### **3.2 Publicity Manager**

#### 3.2.1 Duties

The Publicity Manager shall:

- 3.2.1.1 Coordinate all advertisements created and used by the society.
- 3.2.1.2 Be responsible for ensuring adequate publicity for Society events.
- 3.2.1.3 Be responsible for ensuring Society posters and advertisements are in accordance to the EUS Publications Policy 20.0.
- 3.2.1.4 Be responsible for putting together an advertisement team of interested volunteers to help with Society publicity.
- 3.2.1.5 Liaise with Club Publicity Representatives and Year Representatives to ensure that event information is distributed to Club members.
- 3.2.1.6 Be responsible for external publicity and generating awareness of the Society in the community.

#### 3.2.2 Assigned Ex-Officio Officers

- 3.2.2.1 Journalist
- 3.2.2.2 Photographer
- 3.2.2.3 Publicity Representative
- 3.2.2.4 Webmaster
- 3.2.2.5 Videographer

#### 3.2.3 Assigned Committees

- 3.2.3.1 Publicity Committee

### **3.3 Secretary**

#### 3.3.1 Duties

The Secretary shall:

- 3.3.1.1 Be the official minute taker for all EUS meetings
- 3.3.1.2 Coordinate the activities of the Archivist to ensure the safe storage of EUS minutes, nEUSpapers, contracts, and any other official documents and publications of the EUS.
- 3.3.1.3 Liaise with Club secretaries and compile Club minutes and Newsletters throughout the year.

#### 3.3.2 Assigned Ex-Officio Officers

- 3.3.2.1 Archivist

### **3.4 Elections Administrator**

#### **3.4.1 Duties**

The Elections Administrator shall:

- 3.4.1.1 Be responsible for organizing and coordinating all society elections and referenda.
- 3.4.1.2 Be responsible for ensuring adequate advertisement of elections information, in conjunction with the Publicity Manager.
- 3.4.1.3 Take direction from the Board in cases where the Elections Administrator requests direction.
- 3.4.1.4 Shall be the final authority in all election decisions.

#### **3.4.2 Assigned Ex-Officio Officers**

None

### **3.5 Slipstick Editor**

The Slipstick editor shall:

- 3.5.1 Coordinate the selling, distribution, and printing of the Slipsticks.
- 3.5.2 Design and lay out the pages of the Slipstick.
- 3.5.3 Edit and design the Society's Annual Yearbook (the Slipstick).
- 3.5.4 Organize volunteers to assist in the editing process creating the yearbook.
- 3.5.5 Ensure Program Club content is complete and ready on time.
- 3.5.6 Coordinate with the Program Clubs to ensure that each club has at least one Slipstick Representative to submit club content.
- 3.5.7 Coordinate with the publishing company to ensure Slipsticks will be available in a timely manner.

### **3.6 Food and Beverage Manager**

#### **3.6.1 Duties**

The Food and Beverage Manager shall:

- 3.6.1.1 Coordinate the purchases and sales of all food and beverage items by the Society.
- 3.6.1.2 Develop and maintain good relationships with relevant food and beverage distributors.
- 3.6.1.3 Maintain an expenditure/sales record throughout the year.
- 3.6.1.4 Work with their assigned Executive Officer to determine the price of goods and services provided through vending machines, arcade machines, and at relevant events.
- 3.6.1.5 Be responsible for ensuring food and beverages are present at every tEUSday meeting in accordance to policy.

- 3.6.1.6 Be well-versed in the BC Liquor Laws, Food Safe procedures, and related policies of such on Campus and ensure all assigned Ex-Officio Officers are aware of those laws and procedures relevant to them.
- 3.6.2 Assigned Ex-Officio Officers
  - 3.6.2.1 Head Bartender
  - 3.6.2.2 Head Griller

### **3.7 Red Sales Manager**

#### 3.7.1 Duties

The Red Sales Manager shall:

- 3.7.1.1 Be responsible for the purchase and sale of Engineering sweaters, jackets, and other paraphernalia.
- 3.7.1.2 Work with their assigned Executive to create a budget.
- 3.7.1.3 Manage the Red Sales account, which is separate from the Society's account.
- 3.7.1.4 Maintain a minimum number of open store hours, as directed by the Executive.
- 3.7.1.5 Be responsible for the purchase and safe storage of EUS-controlled patches on behalf of the Executive.
- 3.7.1.6 Not distribute EUS-controlled patches without the explicit permission of the Executive.
- 3.7.1.7 Ensure that Executive patches are available and that Executives submit lists of worthy recipients to them in a timely fashion.
- 3.7.1.8 Assist in recruitment of Red Sales Assistants
- 3.7.2 Assigned Ex-Officio Officers
  - 3.7.2.1 Red Sales Assistants (as many as requested by the Red Sales Manager and approved by the responsible Executive).

### **3.8 Tutoring Coordinator**

#### 3.8.1 Duties

The Tutoring Coordinator shall:

- 3.8.1.1 Be responsible for coordinating all tutoring activities conducted by the Society in conjunction with the VP Academic.
- 3.8.1.2 Be responsible for maintaining and upgrading the First Year Textbook Library.
- 3.8.1.3 Be responsible for ensuring tutoring sessions for core first year classes are carried out prior to exams in each term of the academic year.

- 3.8.2 Assigned Ex-Officio Officers  
None

### **3.9 Graduation Coordinator**

#### 3.9.1 Duties

The Graduation Coordinator shall:

- 3.9.1.1 Be responsible for the coordination of all activities concerned with the Iron Ring Ceremony including communication with Camp 5 and the sizing of the rings.
- 3.9.1.2 Be responsible for the coordination of all activities concerned with the Convocation Ceremony.
- 3.9.1.3 Represent the Society on the Class Act committee and the Grad Class Council, or ensure a representative is appointed to the position. Should additional representatives be required, the Graduation Coordinator shall ensure these vacancies are filled.
- 3.9.1.4 Coordinate with the Club Grad Reps to ensure information is adequately communicated to all graduating students.
- 3.9.1.5 Coordinate with the Club Grad Reps to organize an official after-grad event.

- 3.9.2 Assigned Ex-Officio Officers  
None

### **3.10 Conference Coordinator**

#### 3.10.1 Duties

The Conferences Coordinator shall:

- 3.10.1.1 Be responsible for coordinating Society representation at external conferences and competitions including, but not limited to: NCWIE, CFES Congress, WESST Retreat, WESST EM, WEC, and CEC.
- 3.10.1.2 Be responsible for coordinating the organization of the UBC Engineering Competition as a qualifier for the Western Engineering Competition.
- 3.10.1.3 Be responsible for developing application forms for all external conferences and competitions and making them available in a timely manner.
- 3.10.1.4 Work in conjunction with the Publicity Manager to ensure conferences and competitions and their respective deadlines are well advertised.
- 3.10.1.5 Sit on the Conference Selection Committee.

### 3.10.2 Assigned Ex-Officio Officers

None

## **3.11 Professional Relations Manager**

### 3.11.1 Duties

The Professional Relations Coordinator shall:

- 3.11.1.1 Be the liaison between the Society and external community and professional groups such as alumni and professional engineering organizations, as directed by the Executive.
- 3.11.1.2 Maintain close communication with the Faculty of Applied Science Alumni Relations Officer.
- 3.11.1.3 Maintain close communication with the APEGBC Student Program Coordinator.
- 3.11.1.4 Attend, on invitation, meetings of the APEGBC Vancouver Branch.
- 3.11.1.5 Attend, on invitation, the APEGBC AGM.
- 3.11.1.6 Assist APEGBC Vancouver Branch in organizing events relevant to the Society, such as the APEG Mixer Night.
- 3.11.1.7 Assist APEGBC in organizing events relevant to the Society, such as the APEGBC Industry Nights.
- 3.11.1.8 Work with the Society and its members to ensure that the APEG-MAPS program is relevant, and relay any concerns or suggestions to the APEGBC Student Program Coordinator.
- 3.11.1.9 Work with the Publicity Manager to ensure that all members are aware of the APEG-MAPS program and understand how to register.

### 3.11.2 Assigned Ex-Officio Officers

None

## **3.12 Industry Relations Manager**

### 3.12.1 Duties

The Industry Relations Manager shall:

- 3.12.1.1 Be responsible for the coordination of the "Engineer your Career" Career Fair during E-Week.
- 3.12.1.2 Work with the Conferences Coordinator to develop a sponsorship package and secure sponsorship for the UBC Engineering Competition.
- 3.12.1.3 Work with the Executive to develop sponsorship packages for other Society events.
- 3.12.1.4 Be the Society's liaison officer with companies as they come to campus.

3.12.1.5 Be responsible for the timely distribution of information on employment opportunities to members of the Society.

3.12.2 Assigned Ex-Officio Officers

None

### **3.13 Social Coordinator**

3.13.1 Duties

The Social Coordinator shall:

3.13.1.1 Plan and organize the Society's Social events, particularly those that involve alcoholic licenses and bands. These may include but are not limited to:

3.13.1.1.1 Cheeze Pubs

3.13.1.1.2 Cheeze Tubs

3.13.1.1.3 Beer Gardens

3.13.1.1.4 Concerts

3.13.1.1.5 Parties

3.13.1.1.6 Engineers' Ball

3.13.1.2 Be well-versed in the BC Liquor Laws, Food Safe procedures, and related policies of such on Campus and ensure all assigned Ex-Officio Officers are aware of those laws and procedures relevant to them.

3.13.1.3 Ensure that all social events are adequately promoted and advertised.

3.13.1.4 Assist the other Event CM Officers with events that involve bands, licenses, etc.

3.13.1.5 Work with the VP Events to organize E-Week and Frosh Week.

3.13.2 Assigned Ex-Officio Officers

None

### **3.14 Charity Coordinator**

3.14.1 Duties

The Charity Coordinator shall:

3.14.1.1 Organize all charity fundraising events for the Society.

3.14.1.2 Organize community service projects for the Society's members to participate in.

3.14.1.3 Ensure that all charity and community service events are adequately promoted and advertised.

3.14.1.4 Ensure that the Red Sales Manager has charity award patches available in time for presentation by providing to them, in a timely manner, a list of worthy recipients.

- 3.14.1.5 Maintain a record of charity awards that have been distributed.
- 3.14.1.6 Work with the VP Events to organize E-Week and Frosh Week.
- 3.14.1.7 Organize at least one blood drive per winter semester
- 3.14.1.8 Organize at least one food drive each year.
- 3.14.1.9 Organize at least one major charity fundraiser per winter semester. Suggestions for these events include:
  - 3.14.1.9.1 Pie-in-the-Face
  - 3.14.1.9.2 Charity Benefit Concert
  - 3.14.1.9.3 Games/Casino Night
- 3.14.2 Assigned Ex-Officio Officers
  - None

### **3.15 Sports Coordinator**

- 3.15.1 Duties
  - The Sports Coordinator shall:
    - 3.15.1.1 Organize sporting events for the Society.
    - 3.15.1.2 Cooperate with UBC Rec in promoting engineers' participation in sporting events.
    - 3.15.1.3 Inform the Society of the current sports activities.
    - 3.15.1.4 Promote, maintain, and carry out the Society's Sports Subsidy Program.
    - 3.15.1.5 Organize at least 3 inter-departmental sporting events per winter semester.
    - 3.15.1.6 Ensure that the Red Sales Manager has sports award patches available in time for presentation by providing to them, in a timely manner, a list of worthy recipients.
    - 3.15.1.7 Maintain a record of sports awards that have been distributed.
    - 3.15.1.8 Work with the VP Events to organize E-Week and Frosh Week.
- 3.15.2 Assigned Ex-Officio Officers
  - None

### **3.16 Spirit Coordinator**

- 3.16.1 Duties
  - The Spirit Coordinator shall:
    - 3.16.1.1 Organize Society's "Spirit Events" including but not limited to:
      - 3.16.1.1.1 X-Mas Caroling

- 3.16.1.1.2 Chariot Race
- 3.16.1.1.3 SongfEUS
- 3.16.1.1.4 Events against other faculties
- 3.16.1.2 Organize events hosted by the Society that do not necessarily fall under the other Event CM Officers.
- 3.16.1.3 Be responsible for ensuring that the Red Sales Manager has relevant patches, awarded for participation in specific events, available in time for presentation by providing to them, in a timely manner, a list of worthy recipients.
- 3.16.1.4 Work with the VP Events to organize E-Week and Frosh Week.
- 3.16.2 Assigned Ex-Officio Officers
  - 3.16.2.1 Keeper of the Cairn
  - 3.16.2.2 Traditional Competitions Manager

### **3.17 Volunteer Coordinator**

- 3.17.1 Duties
  - 3.17.1.1 Organize recruitment of volunteers, including applications for Coordinating Managers and Ex-Officio Officers, as well as general volunteers as directed by the President
  - 3.17.1.2 Help administer the selection process of Coordinating Managers and Ex-Officio Officers
  - 3.17.1.3 Administer the selection process and recognition of EUS Volunteer of the Month
  - 3.17.1.4 Be responsible for EUS volunteer recognition and appreciation
  - 3.17.1.5 Work with the Executive Awards Committee to administer the selection process for EUS Awards, as detailed in Section 17
  - 3.17.1.6 Work towards creating a database of EUS volunteer contact information
  - 3.17.1.7 Work with Executives and Coordinating Managers to develop specific volunteer training when appropriate
  - 3.17.1.8 Be responsible for assembling the First Year PP Council and assist in their development until the 1st of November, after which it shall be expected to function more or less on its own. Following the 15th of November, the VP Academic shall continue to be the point of contact and EUS mentor for the PP Council.
  - 3.17.1.9 Other duties as assigned by the President
- 3.17.2 Assigned Ex-Officio Officers

None

### **3.18 Curriculum Coordinator**

#### 3.18.1 Duties

The Curriculum Representative shall:

- 3.18.1.1 Be the second curriculum representative of the Society
- 3.18.1.2 Assist the VP Academic with ensuring that proper student representation exists on all relevant committees and at all relevant meetings.

#### 3.18.2 Assigned Ex-Officio Officers

None

### **3.19 Cheeze Manager**

#### 3.19.1 Duties

The Cheeze Manager shall:

- 3.19.1.1 Provide general upkeep, maintenance, operation, improvement and expansion of the Society's Student Space. This includes both the interior and exterior of the Cheeze, as well as the courtyard and fencing
- 3.19.1.2 Establish and organize a list of interested volunteers to assist in work in and around the Society's Student Space.
- 3.19.1.3 Prepare, if requested by the Board, a program for proposed operation and expenditure for the Society's Student Spaces.
- 3.19.1.4 Coordinate the activities of the Computer Lab Technician, to ensure continuous operation of any computers, printers and other devices in use by the society.

#### 3.19.2 Assigned Ex-Officio Officers

- 3.19.2.1 Computer Lab Technician

### **3.20 Godiva Band Leader**

#### 3.20.1 Duties

The Godiva Band Leader shall:

- 3.20.1.1 Manage and organize the members of the Godiva Band.
- 3.20.1.2 Be responsible for rental, purchase, acquisition and distribution of any sheet music or instruments.
- 3.20.1.3 Ensure that the Godiva Band performs at important Spirit events held by the Society, as directed by the Executive.
- 3.20.1.4 Ensure that appropriate patches are distributed to

participants in a timely manner, in conjunction with the Red Sales Manager.

3.20.2 Assigned Ex-Officio Officers

3.20.2.1 Godiva Band Assistant

4.0 **EX-OFFICIO OFFICERS**

**4.1 All Ex-Officio Officers**

4.1.1 Population

4.1.1.1 All Ex-Officio Officers shall be appointed by the Board as per the Ex-Officio Officer Appointment Policy 10.0.

4.1.1.2 Ex-Officio Officers who are recalled shall be replaced by appointment as soon as possible.

4.1.1.3 In the case where an Ex-Officio Officer is not filled, the Executive Officer or CM Officer responsible for that Ex-Officio Officer shall absorb, re-delegate, or otherwise be responsible for all its duties.

4.1.2 Recall

If an Ex-Officio Officer has been found to be negligent in performing the duties of their position, it is in the power of the Executive Committee to remove the Ex-Officio Officer from their position. The Executive member responsible for the Ex-Officio shall institute the removal subject to the following procedure:

4.1.2.1 Before any formal process to remove the Ex-Officio Officer begins, efforts should be made to verbally counsel the Ex-Officio Officer on any concerns regarding their performance.

4.1.2.2 A written warning must be received by the Ex-Officio being considered for removal. The warning is to be issued by the Executive they are assigned to.

4.1.2.3 If after a 2 week period, if the Ex-Officio is still found to be negligent, the matter shall be brought to the attention of the Board.

4.1.2.4 An Executive Meeting shall be scheduled to review the complaint, and the Ex-Officio in question shall be invited to attend and allowed to speak.

4.1.2.5 The Executive shall vote on the removal of the Ex-Officio Officer. A 2/3 majority shall be required for removal.

4.1.2.6 Following the removal of an Ex-Officio Officer, the full application process for selection of a replacement shall immediately commence.

4.1.3 Duties

Each Ex-Officio Officer shall:

- 4.1.3.1 Receive direction from the Executive Officer of CM Officer to which they are assigned.
- 4.1.3.2 Uphold the Constitution and policies of the Society.
- 4.1.3.3 Promote the Society to both the EUS Members and the external community.
- 4.1.3.4 Regularly report their activities to they're assigned Executive Officer or CM Officer (whoever it might be that they are listed under).
- 4.1.3.5 Train their replacements at the end of their term and provide them with any relevant files, reports, introductions, and paperwork needed for them to do their jobs properly.

## **4.2 Speaker**

The Speaker shall:

- 4.2.1 Preside over certain meetings of the Society as indicated in Section 27.0 Meetings according to Roberts Rules.
- 4.2.2 Take direction from the Board in cases where the Speaker requests for direction.

## **4.3 Archivist**

The Archivist shall:

- 4.3.1 Compile and store historic engineering memorabilia.
- 4.3.2 Ensure safe storage of Minutes from the Society's meetings, copies of all of the Society's publications and all other official documents produced by the Society.
- 4.3.3 Ensure all archived documents are stored in an organized and easily accessible fashion.

## **4.4 Webmaster**

The Webmaster shall:

- 4.4.1 Maintain all of the Society's Websites.
- 4.4.2 Update the main EUS website frequently to advertise for upcoming events, as directed by the Executive and Board.
- 4.4.3 Maintain the Society's social media presence, including, but not limited to, any Twitter or Facebook pages or accounts.

## **4.5 Traditional Competitions Manager**

The traditional Competitions Manager shall:

- 4.5.1 Recruit and maintain membership in the Traditional Competitions club.
- 4.5.2 Conduct traditional competition events as necessary.
- 4.5.3 Ensure that appropriate patches are distributed to successful

participants in a timely manner, by working in conjunction with the Red Sales Manager.

- 4.5.4 Submit a budget to the VP Events for approval prior to holding events.

#### **4.6 Keeper of the Cairn**

The Keeper of the Cairn shall:

- 4.6.1 Maintain the Engineering Cairn.
- 4.6.2 Ensure the Cairn is painted correctly for special events, E-Week and in general.

#### **4.7 Head Bartender**

The Head Bartender shall:

- 4.7.1 Organize and maintain a list of bartenders for the Society's events.
- 4.7.2 Ensure there are sufficient bar staff at all of the Society's events.
- 4.7.3 Ensure all bar staff are properly trained.
- 4.7.4 Maintain the tap system and other equipment.

#### **4.8 Head Griller**

The Head Griller shall:

- 4.8.1 Ensure that Bar-B-Q's are properly run in a cost-recovery or for-profit manner at all major society events unless otherwise directed by the Executive.
- 4.8.2 Organize and maintain a list of BBQ volunteers.
- 4.8.3 Maintain the BBQs owned by the society and any tools.
- 4.8.4 Ensure there are sufficient BBQ supplies available in advance of any event with a BBQ.
- 4.8.5 Run a BBQ at the Society's Informational meetings whenever possible.

#### **4.9 Vending & Arcade Technician**

The Vending & Arcade Technician shall:

- 4.9.1 Repair and maintain the Society's vending and arcade machines in the Society's Student Space.

#### **4.10 Handbuk Editor**

The Handbuk Editor shall:

- 4.10.1 Act as the one of two Handbuk Editors, the second of which shall be the Publicity Manager.
- 4.10.2 Design and edit the Society's Annual Agenda (the Handbuk).
- 4.10.3 Organize volunteers to assist in the editing process.

- 4.10.4 Ensure event information from the year is accurate and has been collected from all members of the Council.
- 4.10.5 Coordinate with the publishing company to ensure Handbuds will be available prior to the first day of classes in the fall term.

#### **4.11 Red Sales Associates**

Red Sales Associates shall:

- 4.11.1 Assist the Red Sales Manager in holding store hours and selling paraphernalia.

#### **4.12 Computer Lab Technician**

The Computer Lab Technician shall:

- 4.12.1 Ensure the Society's computer lab is functional and is kept up-to-date.
- 4.12.2 Develop and post usage rules for the computer lab.
- 4.12.3 Purchase and install useful software, with permission from the Executive.
- 4.12.4 Ensure there is always toner in the printers.
- 4.12.5 Ensure stationary is available at each stationary station provided by the Society.

#### **4.13 Equity Officer**

The Equity Officer shall:

- 4.13.1 Seek out and partake in equity training provided by an established organization (eg. UBC Equity Office, AMS Equity)
- 4.13.2 Confidentially field complaints and concerns against members or member organizations and work with the complainant to resolve issues
- 4.13.3 Raise awareness about discrimination, harassment, and unjust practices that are relevant to our members
- 4.13.4 Work to identify any potentially inequitable practices within the EUS, and bring these to the attention of the President or other relevant Officer
- 4.13.5 Work with the Executives and other Officers of the Society to create equity-conscious publications, programs, events, and meetings
- 4.13.6 Liaise with the UBC Equity Office as required
- 4.13.7 Run workshops and training sessions for members as directed by the President

#### **4.14 Sustainability Officer**

The Sustainability Officer shall:

- 4.14.1 Work with the Executives and other Officers of the Society to ensure publications, programs, events, and meetings are as

- environmentally sustainable as possible
- 4.14.2 Raise awareness about issues surrounding environmental sustainability that are relevant to our members
  - 4.14.3 Identify any environmentally unsustainable practices within the EUS and, if reasonable, generate solutions to help reduce the negative environmental impact of these practices
  - 4.14.4 Liaise with the UBC Sustainability Office as required
  - 4.14.5 Encourage and aid member improvements in environmental sustainability

#### **4.15 Co-op Representative**

The Co-op Representative shall:

- 4.15.1 Attend meetings of the Engineering Co-op Student Advisory Council.
- 4.15.2 Take note of student concerns regarding co-op, through communication and collaboration with the Vice President Academic.
- 4.15.3 Act on the concerns of the students by communicating with members of faculty and employees of UBC Engineering Co-op.

#### **4.16 Journalist**

The Journalist shall:

- 4.16.1 Create articles of events and entities within the EUS.
- 4.16.2 Distribute these articles through various publications (e-nEUS, nEUSpaper, website, etc.)
- 4.16.3 Work with the photographer and publicity manager to ensure appropriate visual content for each article.
- 4.16.4 Actively search for news worthy content within ubc engineering.

#### **4.17 Photographer**

The Photographer shall:

- 4.17.1 Take pictures at all EUS Events attended.
- 4.17.2 Ensure proper storage and easy accessibility of all pictures taken.
- 4.17.3 Work with the journalist to provide pictures for articles.

#### **4.18 Videographer**

The Videographer shall:

- 4.18.1 Record videos of every major EUS event or activity.
- 4.18.2 Ensure proper storage and accessibility of any recorded videos.
- 4.18.3 Create original video content for the society as requested by the Publicity Manager.

#### **4.19 Nursing Representative**

The Nursing Representative shall:

4.19.1 Attend meetings of the Nursing Undergraduate Society (NUS) to maintain relations and represent the EUS.

4.19.2 Assist with any collaboration of activities or events between the EUS and NUS.

#### **4.20 Popstar**

The Popstar shall:

4.20.1 Stock all Society vending machines with supplies from stores.

#### **4.21 Publicity Representative**

The Publicity Representative shall:

4.21.1 Create designs for print materials, such as posters, flyers and banners, for the advertisement of Society events and activities.

4.21.2 Create designs for merchandising materials, such as t-shirts, mugs, hats and patches, for sale by Red Sales or for use as promotional material for distribution during Society events or activities.

4.21.3 Assist with the creation of graphic collateral for the Society's websites and social media activities.

4.21.4 Along with the Club Publicity Representatives, ensure that advertisements for Society events and activities are widely distributed and visible across campus.

### **5.0 BOARD OF DIRECTORS**

#### **5.1 Population**

5.1.1 The Board of Directors shall consist of the following:

5.1.1.1 The Executive Officers of the Society

5.1.1.2 The president or representative from the following Program Clubs:

5.1.1.2.1 Chemical and Biological Engineering

5.1.1.2.2 Civil Engineering

5.1.1.2.3 Electrical and Computer Engineering

5.1.1.2.4 Engineering Physics

5.1.1.2.5 Environmental Engineering

5.1.1.2.6 Geological Engineering

5.1.1.2.7 Integrated Engineering

5.1.1.2.8 Mechanical Engineering

5.1.1.2.9 Materials Engineering

5.1.1.2.10 Mining Engineering

5.1.1.3 The president or representative for the First Year Engineering Club, who shall be an undergraduate student in their first year of Engineering studies at UBC.

- 5.1.2 The removal policy for a member of the Board of Directors who is an Executive is provided in Section 2.1.2. A replacement for the vacancy thus created will be filled via by-election.
- 5.1.3 The removal policy for a member of the Board of Directors who is not an Executive is provided below in Section 5.2. A replacement for the vacancy thus created will be provided by the Program Club whose members were formerly represented by the removed Director.

## **5.2 Removal Policy**

- 5.2.1 A member of the Board of Directors who is not an Executive Officer may be removed from office for any of the following reasons:
  - 5.2.1.1 Resignation
  - 5.2.1.2 Absence from three consecutive Council Meetings
  - 5.2.1.3 Absence from two consecutive Council Meetings, without providing a proxy and without justification deemed valid by the Board of Directors
  - 5.2.1.4 Unsatisfactory performance according to a petition signed by three-quarters of the Board of Directors or one-quarter of the active membership that member of the Board represents.

## **5.3 Powers and Duties**

- 5.3.1 The Board shall exercise no control over the activities and conduct or business of any of the Program Clubs, which, although they have representation on the Board, operate under a separate charter from the Alma Mater Society.
- 5.3.2 The Board shall be the highest governing body in the Society's structure, with the power to overturn any decision made by any of the other levels of governance.
- 5.3.3 Any decision by the Board may be overturned by a decision passed through a referendum, annual general meeting, or special general meeting.
- 5.3.4 The Board shall define all general policies of the Society.
- 5.3.5 The Board shall oversee the fiscal position of the Society, including approving a budget for each Academic Year.
- 5.3.6 The Board will ensure that the Executive is operating within the policies of the Society.
- 5.3.7 The Board shall give the Executive direction for the Academic Year.
- 5.3.8 Each member of the Board shall control one vote on the Board of Directors.
- 5.3.9 Each member of the Board shall be responsible for voting in

such a way that they feel will best benefit the Society as a whole, as opposed to individual programs.

5.3.10 Each member of the Board shall be responsible for attending the appropriate meetings as described in Section 27: Meetings.

## 6.0 **COUNCIL**

### **6.1 Population**

The Council shall consist of the following:

6.1.1 The Board of Directors

6.1.2 The Applied Sciences Senator

6.1.3 The President or representative for each of the Ex-Officio Clubs  
(See Section 7.4)

### **6.2 Powers and Duties**

6.2.1 The Council shall behave as an advising body to the Executive and Board.

6.2.2 Each member of the Council shall control one vote on the Council.

6.2.3 Decisions made by the Council are non-binding and suggestions to the Board only. These votes should be considered to be straw polls only.

6.2.4 Each member of the Council shall be responsible for representing their constituents during discussions and straw polls.

6.2.5 Each member of the Council shall be responsible for attending the appropriate meetings as described in Section 27: Meetings.

### **6.3 Applied Science Student Senate Representative**

Note: The following is a list of acts the Applied Science Student Senator is recommended to follow.

(2.5.5.1.1) Attend Grand Council

(2.5.5.1.2) Attend BASC Student Advisory Council

(2.5.5.1.3) Stay Informed of EUS activities and initiatives

(2.5.5.1.4) Communicate broad, engineering pertinent, Senate matters to the EUS President

(2.5.5.1.5) Communicate matters of academic nature to the VP Academic

## 7.0 **EX-OFFICIO CLUBS**

### **7.1 Definition**

Ex-Officio Clubs are recognized large groups of Engineering students other than Program Clubs.

## **7.2 Becoming an Ex-Officio Club**

An organization must:

- 7.2.1 Have a mission statement related to the Engineering Profession or Engineering program in order to be considered for Ex-Officio Club status.
- 7.2.2 Be open to students in all Engineering Programs at UBC to be considered for Ex-Officio Club status.
- 7.2.3 Make a presentation to the Council explaining their organization and why they would like to receive Ex-Officio Club status. A motion must then be moved and passed by the Board to accept the organization as an Ex-Officio Club. Since this results in a change to the Policy Manual, a 2/3rd in-favor vote must occur.

## **7.3 Powers and Duties**

- 7.3.1 Ex-Officio Clubs are granted a seat on the Council.
- 7.3.2 Ex-Officio Clubs are called upon to speak about upcoming events at Informational and Council meetings.
- 7.3.3 Ex-Officio Clubs are permitted to be on the Council mailing list.
- 7.3.4 Ex-Officio Clubs shall receive the same privileges as Program Clubs in terms of booking of facilities and use of services provided by EUS volunteers.
- 7.3.5 Ex-Officio Clubs shall send one representative to each appropriate meeting, as described in Section 27: Meetings, to sit on the Council.

## **7.4 Recognized Clubs**

- 7.4.1 Alpha Omega Epsilon Professional Engineering Sorority (AΩE)
- 7.4.2 Engineering Student Teams Council (ESTC)
- 7.4.3 Engineers Without Borders (EWB)
- 7.4.4 Sigma Phi Delta Professional Engineering Fraternity (ΣΦΔ)

## **7.5 Removal of Ex-Officio Club Status**

An Ex-Officio Club may lose its' Ex-Officio Club status for any of the following reasons:

- 7.5.1 Resignation of status
- 7.5.2 Failure to send a representative to more than three consecutive Council Meetings provided that a written warning is issued following the third meeting at least 48-hours before the next Council meeting.
- 7.5.3 Failure to send a representative to more than three consecutive tEUSday Informational Meetings provided that a written

warning is issued following the third meeting at least 48-hours before the next tEUSday Information meeting.

- 7.5.4 By request through a petition signed by three-quarters of the Board of Directors or one-tenth of the active membership.

## 8.0 **EXECUTIVE OFFICER ELECTIONS POLICY**

This policy defines the formal procedures for eligibility, application, selection and removal of Executive Officers of the Society. This policy applies to all Executive Officers of the Society and has no bearing on the appointment process for Ex-Officio Officers or Coordinating & Managing Officers.

### **8.1 Schedule**

- 8.1.1 General Elections are to be held once per academic year, in late February to mid-March. Specific dates are to be set by the Elections Administrator.
- 8.1.2 The Elections Administrator shall act as both the Chief Electoral Officer and Elections Returning Officer.
- 8.1.3 Voting shall take place over one week. Presidential and Vice Presidential elections shall occur during the same week.
- 8.1.4 The campaign period for each position shall be no more than two weeks, starting 1 week before the polls open, and ending when the polls close.
- 8.1.5 Nominations shall be opened no less than 2 weeks prior to the commencement of the campaign period.
- 8.1.6 Nominations shall close at 4:00pm the Friday two weeks prior to the commencement of voting.
- 8.1.7 Voting shall be carried out for a minimum of 3 days during the week.
- 8.1.8 Elections shall be preferentially carried out online utilizing WebVote or a similar secure and regulated system to ensure only eligible students can cast a vote. For online elections, the vote shall be accessible for at least one week.
- 8.1.9 There shall be at least one station with a computer available if voting is available online, or at least three physical ballot boxes in separate Engineering locations if voting is not available online.
- 8.1.10 The results shall be communicated to candidates within one business day of the close of voting (or as soon as the results are available to the Executive, in the case of an online election).
- 8.1.11 Candidates will be given three business days to contest any

results.

8.1.12 Results will be announced immediately following one day after the notification of candidates provided there are no issues raised, or as soon as issues are resolved if the results are contested.

8.1.13 The Elections Administrator shall ensure that the Society's website contains all relevant elections information, including digital copies of all candidates' statements, photographs and posters.

8.1.14 The Elections Administrator shall take direction from the Board in cases where the Elections Administrator requests direction.

8.1.15 The Elections Administrator shall be the final authority in all election decisions.

8.1.16 The Elections Administrator will organize at least one All Candidates Meeting and one All Candidates Forum during the two week campaigning period. See section 8.8 and 8.9 for more details.

## **8.2 Nominations**

8.2.1 Nominations shall be submitted on official forms provided by the Elections Administrator.

8.2.2 Nominees will be required to supply their UBC Student Number, full name, and contact information consisting of a phone number and email address.

8.2.3 Nominees will be required to sign their nomination form, which shall be taken as an indication of their willingness to stand for election, their understanding of their duties as defined in the Policy Manual and Constitution, and confirmation of their eligibility according to the Policy Manual and Constitution.

8.2.4 Nomination forms must be signed by at least ten Active Members of the Society who are not current Board or Executive Officers.

8.2.5 The Elections Administrator shall be responsible for checking Nominations to ensure that the form is complete, all provided information is correct, and the student number corresponds to an Engineering Student.

8.2.6 Completed nomination forms may be submitted in person to the Elections Administrator, scanned and emailed to the Elections Administrator or placed in a predetermined receptacle as indicated by the Elections Administrator.

## **8.3 Withdrawal of Nomination**

8.3.1 Candidates intending to withdraw prior to the election are required to notify the Elections Administrator in writing.

- 8.3.2 If a candidate withdraws after the ballots have been printed, the Elections Administrator is responsible for ensuring notice of withdrawal at each polling location. The withdrawal and the Candidate's name on the ballot shall not invalidate the election.
- 8.3.3 Votes cast for a candidate who has withdrawn shall not be counted.

## **8.4 Campaign Regulations**

- 8.4.1 General
  - 8.4.1.1 Candidates may not libel or slander other candidates.
  - 8.4.1.2 Campaigning shall take place only during the campaign period as specified in section 8.1.4. Candidates found to be campaigning outside of the specified period will be subject to disqualification as per section 8.4.3. This includes other persons or organizations campaigning on the behalf of candidates.  
Polling staff is are not to offer opinions on the election, or the candidates. If polling staff or electoral officers are asked questions about the candidates, they shall direct the voter to a poster representing the candidate, or the elections webpage.
  - 8.4.1.3 Each candidate is required to submit a 250 word (maximum) statement and photograph to the Elections Administrator at least one week prior to voting.
  - 8.4.1.4 Any campaign or voting irregularities are to be reported to the Elections Administrator.
  - 8.4.1.5 Candidates are encouraged to use methods of campaigning other than just postering, such as classroom appearances.
  - 8.4.1.6 Electronic forms of campaigning are encouraged. See section 8.4.3 for details.
  - 8.4.1.7 Although no reimbursements will be made for campaign expenses, each candidate is restricted to spending \$150 at fair market value on campaign materials.
  - 8.4.1.8 Failure to adhere to the regulations specified in this policy may result in disqualification from the election.
  - 8.4.1.9 The Elections Administrator is the ultimate authority in determining the repercussions of breaking these regulations.
  - 8.4.1.10 Candidates shall not run in slates, real or

apparent, or share expenses for campaign materials. A slate shall mean a group of candidates who run for elected office on a similar platform for mutual advantage.

#### 8.4.2 Posters

8.4.2.1 Posters may not contain any libel regarding other candidates.

8.4.2.2 Posters cannot contain material that is offensive due to its sexist, racist, pornographic, homophobic, or otherwise inappropriate content, as described in the EUS Publications Policy.

8.4.2.3 Candidates must submit a digital version of their poster in PDF format to the Elections Administrator at least three business days prior to voting. The Elections Administrator shall ensure that these posters are displayed at the voting stations.

8.4.2.4 Candidates are responsible for their own poster distribution and are encouraged to keep poster distribution minimal. Candidates must adhere to the UBC Postering Policy.

8.4.2.5 Candidates are highly encouraged to remove all posters put up by them or their associates within two business days following the end of the election.

8.4.2.6 Posters shall not contain the EUS logo, the UBC Engineering logo, the UBC Alma Mater Society logo or The University of British Columbia logo, or any branding associated with those entities.

8.4.2.7 All posters shall contain the EUS Elections logo.

8.4.2.8 All posters, leaflets or other campaigning materials must be approved by the Elections Administrator before being distributed. The Elections Administrator will take no longer than 24 hours from the time of submission to make a decision on the material, and if rejecting the material, will specify exact lines in policy the material is violating.

#### 8.4.3 Online Campaigning

8.4.3.1 Candidates are not permitted to use pre-existing electronic mailing lists, or pre-existing groups on social networking sites for the purpose of campaigning

8.4.3.2 Candidates are not permitted to use any form of "spamming" – unsolicited bulk email.

8.4.3.3 The campaigning period also applies to online campaigning. Candidates may only keep pre-

existing online communication mediums running without any updates or messages sent. This would include getting 3<sup>rd</sup> party members or organizations to send updates or messages from campaigning mediums.

8.4.3.4 Online campaigning material shall not contain the EUS logo, the UBC Engineering logo, the UBC Alma Mater Society logo or The University of British Columbia logo, or any branding associated with those entities.

8.4.3.5 All online campaigning mediums shall contain the EUS Elections logo.

#### 8.4.4 Endorsements

8.4.4.1 Candidates are allowed to have endorsements from individuals or from groups, provided that the endorsing party does not violate section 8.4.1.2.

8.4.4.2 As per section 8.4.3.1 Candidates may not use the mailing lists or messaging mediums of these groups for the purposes of campaigning, however 3<sup>rd</sup> parties are allowed to use their own pre-existing mailing lists to announce endorsements.

#### 8.4.5 Warnings and Disqualification

8.4.5.1 Candidates found to be violating any of the campaign or poster regulations shall be issued a formal written warning.

8.4.5.2 If a candidate is still found to be in violation after two days, they will be disqualified from the election unless otherwise decided by the Elections Administrator.

### 8.5 Voting Procedure

8.5.1 For each position, a "No" or "Reject" option shall be made available, regardless of the number of candidates running.

8.5.2 It is the responsibility of the Elections Administrator to ensure that:

8.5.2.1 The polling stations are staffed by a minimum of two people at all times.

8.5.2.2 The polling staff is instructed of their duties and the regulations outlined in this policy.

### 8.6 Election Results

8.6.1 The election results are to be communicated to the candidates immediately following tabulation.

8.6.2 The winner of the election for each position is the candidate

with the most votes. This candidate must win by a margin that is greater than the number of spoiled ballots.

- 8.6.3 In the event of a tie, the voting is to be re-run for that position.
- 8.6.4 The results are to remain confidential until all candidates have been notified.
- 8.6.5 Any allegations of irregularities must be submitted to the Elections Administrator in writing within 24-hours of notification of the results.
- 8.6.6 Upon receipt of an allegation submitted, a meeting of the Board shall be called and the results of the election shall be withheld pending the decision of the Board as to whether the election shall be declared void.
- 8.6.7 The decision of the Board shall be final and shall be submitted to the Engineering Undergraduate Society at its next informational meeting.
- 8.6.8 All appeals, and replies to said appeals, will be made available to the public.

## **8.7 By-Elections**

- 8.7.1 In the event that an Executive Officer of the Society resigns or is removed from their position, a by-election shall be organized within a week by the Elections Administrator.
- 8.7.2 Sections 8.3-8.8 shall apply to By-Elections. The schedule for By-Elections shall be as follows:
  - 8.7.2.1 The Elections Administrator shall act as both the Chief Electoral Officer and Elections Returning Officer.
  - 8.7.2.2 Voting shall take place over one week.
  - 8.7.2.3 The campaign period shall be neither less nor more than one week and shall be the week immediately preceding the voting period.
  - 8.7.2.4 Nominations shall be opened no less than two weeks prior to the commencement of voting.
  - 8.7.2.5 Nominations shall close at 4:00pm the Friday one week prior to the commencement of voting.
  - 8.7.2.6 Elections shall be preferentially carried out online utilizing WebVote or a similar secure and regulated system to ensure only eligible students can cast a vote. For online elections, the vote shall be accessible for at least one week.
  - 8.7.2.7 There shall be at least one voting station available if voting is available online, and at least three physical ballot boxes in separate Engineering locations if voting is not available online.

- 8.7.2.8 The results shall be communicated to candidates within one business day of the close of voting (or as soon as the results are available to the Executive, in the case of an online election).
- 8.7.2.9 Candidates will be given one business day to contest any results.
- 8.7.2.10 Results will be announced immediately following one day after the notification of candidates provided there are no issues raised, or as soon as issues are resolved if the results are contested.
- 8.7.2.11 The Elections Administrator shall ensure that the Society's website contains all relevant election information, including digital copies of all candidates' statements, photographs and posters.

## **8.8 All Candidates Meeting**

- 8.8.1 All candidates shall attend a meeting after the close of nominations but before the start of campaigning for the purpose of explaining rules, regulations, scheduling and any other details regarding the elections.
- 8.8.2 Candidates must arrange to meet with the Elections Administrator in the event that they are unable to attend the all candidates meeting as soon as possible after the close of nominations

## **8.9 All Candidates Forum**

- 8.9.1 General
  - 8.9.1.1 The Elections Administrator will ensure adequate advertising to the all candidates forum.
  - 8.9.1.2 The forum shall be carried out in a neutral location, preferably a large classroom or small lecture hall.
  - 8.9.1.3 The Elections Administrator will provide a minute taker for the forum who will post the transcription of the event on the EUS website within 48 hours.
- 8.9.2 Rules
  - 8.9.2.1 All candidates must adhere to UBC's Respectful Environment policy.
  - 8.9.2.2 All candidates must be given equal opportunity to speak and answer their questions.
  - 8.9.2.3 Specific rules and format will be made clear to candidates by the All Candidates Meeting.
  - 8.9.2.4 In the event a candidate cannot make the meeting, they may designate a proxy to answer questions. This proxy must be preapproved by the Elections Administrator.
  - 8.9.2.5 The Elections Administrator has the right stop the forum if candidates or audience members do not adhere to UBC's Respectful Environment Policy.

### **8.10 Elections Administrator Disputes**

8.10.1 If there are any disputes with the Elections Administrator's rulings or behavior, a candidate may bring up concerns, in writing, to the EUS Elections Committee.

8.10.2 In the event that the Elections Administrator is deemed unfit or unavailable to do their job by the elections committee, the EUS Executive may designate a successor that must be approved by the Board. This approval may come in email format.

## **9.0 CM OFFICER APPOINTMENT POLICY**

This policy defines the formal procedures for eligibility, application, selection and removal of Coordinating & Managing (CM) Officers of the Society. This policy applies to all CM officers of the Society, and has no bearing on the election process for Executive Officers, or Ex-Officio Officers.

### **9.1 Eligibility Requirements**

9.1.1 Applicants must be Active Members of the Society in good standing.

9.1.2 Applicants must be attending school for the duration of the term they are applying for.

9.1.3 Applicants must not hold an Executive position during the term which they are applying for.

9.1.4 Applicants must not hold an Ex-Officio position that falls under the CM Officer position they are applying for.

9.1.5 Applicants may only hold one CM Officer position at any given time unless given special authorization to do so by the Board.

### **9.2 Application Process**

9.2.1 Applicants are required to fill out and submit a formal application form, which shall be available no later than 2 weeks prior to the application deadline. These forms shall be made available both online and in hard copy in the Society's Student Space.

9.2.2 Completed applications are to be returned to the VP Communications & Administration.

### **9.3 Selection Process**

9.3.1 All CM's shall be selected through an interview process

9.3.2 The interview shall be conducted by the executive to whom they report plus an additional member of the board of directors.

9.3.3 Selections shall be made, and the results communicated to applicants, no less than 1 week and no more than 2 weeks

following the application deadline.

9.3.4 Any complaints regarding the selection process must be made to the VP Communications & Administration no more than 24-hours following the communication of results.

9.3.5 The final results will be made public as soon as any complaints are resolved, and will be announced at the tEUSday meeting following, and posted on the website.

## 10.0 **EX-OFFICIO OFFICER APPOINTMENT POLICY**

This policy defines the formal procedures for eligibility, application, selection and removal of Ex-Officio Officers of the Society. This policy applies to all CM officers of the Society, and has no bearing on the election process for Executive Officers, or CM Officers.

### **10.1 Eligibility Requirements**

10.1.1 Applicants must be Active Members of the Society in good standing.

10.1.2 Applicants must be attending school for the duration of the term they are applying for.

10.1.3 Applicants must not hold an Executive position during the term which they are applying for.

10.1.4 Applicants must not hold a CM Officer position that manages the Ex-Officio Officer position they are applying for.

10.1.5 Applicants may hold more than one Ex-Officio Officer position at a given time.

10.1.6 Applicants may hold an Ex-Officio Officer position and a CM Officer position at the same time.

### **10.2 Application Process**

10.2.1 Applicants are required to fill out and submit a formal application form, which shall be available no later than 2 weeks prior to the application deadline.

10.2.2 Forms shall be made available both online and in hard copy in the Society's student space.

10.2.3 Completed applications are to be returned to the VP Communications & Administration.

### **10.3 Selection Process**

10.3.1 All Ex-Officio Officers shall be selected through an interview process

10.3.2 The interview shall be conducted by the executive to whom they report plus an additional member of the board of directors.

10.3.3 Selections shall be made, and the results communicated to applicants no less than 1 week and no more than 2 weeks

following the application deadline.

10.3.4 Any complaints regarding the selection process must be made to the VP Communications & Administration no more than 24 hours following the communication of results.

10.3.5 The final results will be made public as soon as any complaints are resolved, and will be announced at the tEUSday meeting following, and posted on the website.

## 11.0 **REFERENDA**

**11.1** This policy shall govern all Society referenda.

**11.2** Referendum questions must be approved by the Board at least 3 weeks prior to voting.

**11.3** The referendum will be advertised by the Society commencing a minimum of two weeks prior to the referendum date.

**11.4** The voting period for the referendum will be no less than 3 days.

**11.5** Referenda will be preferentially carried out on WebVote, or a similar system. If a paper ballot is necessary or the only available option, ballot boxes shall be staffed for at least 12 hours over the 3 day minimum period, and shall be in at least 3 locations frequented by Engineering Students.

**11.6** Specific campaign regulations shall be agreed upon in writing between interested parties at least 2 weeks prior to the voting period.

**11.7** Referendum results must be approved by the Board following the close of voting. Results will then be made public immediately.

**11.8** To pass, a referendum must receive a simple majority vote, unless the referendum is to accept changes to the Constitution, in which case a 2/3rds approval must be met. Quorum shall be one-tenth the active membership, as defined in the Constitution.

## 12.0 **ENDOWMENT FUND**

### **12.1 Introduction**

12.1.1 This policy is intended to formalize the application process, committee membership and meeting organization for the smooth running of the Endowment Fund. The Endowment Fund was mandated in the 1995/ 1996 year by the society. It was originally intended as a fund to which students could apply for all extra-curricular projects. The fund is student controlled although the Dean of Applied Science has the final decision as to the dispersal of the funds.

12.1.2 Funds are dispersed once in the Winter Semester and once in the Spring semester. Any funds not claimed from the first Endowment Fund meeting will be carried over for use at the second meeting.

12.1.3 The fund generates nearly \$5000 in interest every year. In 2007, students voted against continuing their contribution to the fund.

## **12.2 Committee and Selection Procedures**

The following section outlines the committee structure, meeting structure and selection procedures.

### 12.2.1 Committee Structure

12.2.1.1 The Endowment Fund Selection Committee shall be chaired by the VP Finance.

12.2.1.2 The Committee shall consist of the VP Finance, President, or a representative, from each of the engineering program clubs.

12.2.1.3 A notice of attendance must be given to the Chair no later than 3 business days prior to the meeting. This notice shall consist of the name and contact information of the person attending. With the exception of the Chair, only one representative from each program club may sit on the Committee.

### 12.2.2 Meeting Structure

12.2.2.1 The meeting of the Selection Committee shall be considered a "closed" meeting; only members of the committee, or their proxy, shall be allowed to attend the meeting.

12.2.2.2 The structure of the meeting is up to the Chair who has no voting rights unless a tie-breaking vote is required.

### 12.2.3 Selection Procedure

12.2.3.1 The Committee should reach a consensus as to the level of funding for each application. Applications should be considered by the following criteria (in no particular order):

12.2.3.1.1 Number of students who benefit from the application

12.2.3.1.2 Benefit to the general engineering student population

12.2.3.1.3 Prior applications submitted for the same project

## **12.3 Applications**

This section describes the types of allowable applications, and the application process for the fund. Monies requested cannot exceed \$1000 for a single application.

### 12.3.1 Considerable Application Types

- 12.3.1.1 Submitted applications for the fund are to be considered equally and can be from any program club, ex-officio club or individual.
  - 12.3.1.2 Any application that can be covered by the Professional Activities Fund (PAF) shall not be considered for the Endowment Fund.
  - 12.3.1.3 Applications that are considered "general working costs" shall not be considered.
  - 12.3.1.4 Applications should benefit the largest number of students possible.
  - 12.3.1.5 Applications should include an explanation of how the applicant will recognize the Endowment Fund and the EUS for their contributions.
  - 12.3.1.6 Applications will not be considered unless all sections of the application form are completed.
  - 12.3.1.7 Multiple applications for a single project are prohibited.
  - 12.3.1.8 Applications which are completed by an individual who is not at the meeting (i.e. not a committee member) should make their application as descriptive as possible and can choose (although not necessarily recommended) to have a committee member to speak on their behalf.
- 12.3.2 Deadlines
- 12.3.2.1 Applications are to be available online at the Society's Official Website ([www.ubcengineers.ca](http://www.ubcengineers.ca) as of April 2011) and are due no later than one week before the committee meeting for selection or as posted by the VP Finance.
  - 12.3.2.2 A list of applications and approved funding amounts shall be given to the Financial Coordinator of the Dean's Office immediately after the funding has been allotted.

## 13.0 **KEYS**

This policy shall govern all keys issued and/or authorized by the Society.

### **13.1 Key Authorization List**

The following is a list of the Society's keys and those authorized to hold them. Additional keys may be authorized at the executive's discretion.

#### 13.1.1 Faculty Issued Keys

All keys authorized by the Society and issued by the Faculty/University.

#### 13.1.1.1 Cheeze Building Key

The Cheeze Building Key is authorized to the:

- 13.1.1.1.1 Executive
- 13.1.1.1.2 Cheeze Manager
- 13.1.1.1.3 Food and Beverage Manager
- 13.1.1.1.4 Red Sales Manager
- 13.1.1.1.5 Keeper of the Cairn

#### 13.1.2 EUS Issued Keys

All keys authorized and issued by the Society.

#### 13.1.3 Red Sales Key

The Red Sales Key is authorized to the:

- 13.1.3.1 Red Sales Manager
- 13.1.3.2 Red Sales Associates
- 13.1.3.3 VP Communications & Administration
- 13.1.3.4 VP Finance

#### 13.1.4 Pop Machine and Vending Machine Key

The Pop Machine and Vending Machine Key is authorized to the:

- 13.1.4.1 VP Finance
- 13.1.4.2 Food & Beverage Manager
- 13.1.4.3 VP Communications & Administration

#### 13.1.5 Arcade Machine Key

The Arcade Machine Key is authorized to the:

- 13.1.5.1 Vending & Arcade Technician

#### 13.1.6 Computer Lab Key

The Computer Lab Key is authorized to the:

- 13.1.6.1 Computer Lab Technician
- 13.1.6.2 VP Communication & Administration

#### 13.1.7 Computer Lab Access Code

The Computer Lab Access Code is authorized to the:

- 13.1.7.1 Executive
- 13.1.7.2 Cheeze Manager
- 13.1.7.3 Publicity Manager

#### 13.1.8 Display Case Keys

The Display Case Keys are authorized to the:

- 13.1.8.1 VP Academic
- 13.1.8.2 VP Events

### **13.2 Key Request Procedure**

#### 13.2.1 Faculty Issued Keys

The Cheeze Building Key is administered by UBC Parking and Access Control Services and its distribution must be authorized by the Dean's Office of the Faculty of Applied Science.

The procedure for obtaining the Cheeze Building Key is as follows:

- 13.2.1.1 The VP Communications and Administration must forward an e-mail containing the positions authorized to hold a Cheeze Building Key along with the names of the people filling those positions to the Applied Science Finance and Facility Manager as early as possible in the academic term. The Finance and Facility Manager will forward the information contained in this letter to UBC Parking and Access Control Services.
- 13.2.1.2 Individual key holders must obtain and fill out a key request form from the Applied Science Finance and Facility Manager.
- 13.2.1.3 Individual key holders must present the completed form as well as a key deposit to UBC Parking and Access Control Services. UBC Parking and Access Control Services will then issue the key holder the appropriate key.
- 13.2.1.4 At the end of the individual key holders' term, the key is to be returned to UBC Parking and Access Control Services. The key deposit will be refunded upon the return of the key.

#### 13.2.2 EUS Issued Keys

The EUS Keys are administered by the VP Communications & Administration.

The procedure for obtaining EUS Keys is as follows:

- 13.2.2.1 The VP Communications & Administration will issue EUS keys to the authorized key holders at the beginning of their term.
- 13.2.2.2 At the end of the individual key holders' term, they are to return their key(s) to the VP Communications & Administration.

## 14.0 **FINANCIAL REIMBURSEMENTS**

This policy governs the reimbursement of expenses paid by individuals on behalf of the Society.

### **14.1 Procedure for Reimbursement**

- 14.1.1 Submit receipt(s) to the VP Finance in order to be reimbursed.  
The following must be written on the back of the receipt in

order to ensure reimbursement:

- 14.1.1.1 Full name of the payee.
- 14.1.1.2 Brief description of the expense.
- 14.1.1.3 Contact information for the payee (Email and Phone# if possible)
- 14.1.1.4 The date of submission
- 14.1.2 All receipts should be copied by the payee prior to submission to the VP Finances.
- 14.1.3 Original receipts are to be submitted to the VP Finance.
- 14.1.4 Collect money owed by the Society at the AMS Business Office.  
Note: By AMS policy, reimbursements over the value of \$200 or to be mailed to any location will be issued by cheque, and those equal to or under \$200 will be reimbursed in cash
- 14.1.5 Payment should be ready within 10 business days of receipt submission.

## 15.0 **SPORTS SUBSIDIES**

This policy governs the partial and full reimbursement of Sport and Recreational registration fees of teams representing the Society.

### **15.1 Reimbursement**

Any current undergraduate student in engineering is eligible for sports subsidies. Subsidies are dispersed under the discretion of the Sports CM Officer and are usually awarded on a first-come first-serve basis.

### **15.2 Procedure for Reimbursement**

- 15.2.1 Submit Receipt(s) and completed rebate form to the Sports Coordinator in order to obtain your rebate.
- 15.2.2 Rebate forms are found online at [www.ubcengineers.ca](http://www.ubcengineers.ca).
- 15.2.3 Forms and receipts must be handed in within one month of the date of the receipt.
- 15.2.4 For teams, one representative from the team is responsible for filling out one form for an entire team.
- 15.2.5 The Sports Coordinator will submit a memo signed by the VP Finance and themselves stating the purpose and amount of the Rebate along with the receipts.
- 15.2.6 Collect money owed by the EUS at the AMS Business Office, 2nd floor of in the SUB.
- 15.2.7 Payment should be ready within 10 days of receipt submission

### **15.3 Rate of Reimbursement**

- 15.3.1 The EUS will subsidize 25% of each member's sports registration fee up to a maximum of \$25 per student.
- 15.3.2 Rebates will not be given for the cost of equipment, uniforms or

other incidental team expenses.

15.3.3 The Sports Coordinator shall determine the rate of reimbursement based on the funding available and the number of applications received each term.

#### **15.4 Exceptions for Rate of Reimbursement**

This new policy is for sporting events that combine charity events as well (for example, The MS Bike Tour which takes place each summer). Members who compete in such events are eligible for up to 100% subsidy of registration fees.

Eligibility for this exception shall be based on the following criteria:

15.4.1 Amount of money raised

15.4.2 Visibility – examples: EUS logos used, 'UBC Engineers' team name, etc

15.4.3 Number of EUS members competing in the event and/or on the team

A special note describing the event, monies raised and any pertaining information must be made on the Sports Subsidy form when submitting. At this point, the Sports Coordinator, under the direction of the Executive, will decide upon the amount of reimbursement granted. Applicants will be notified of the amount reimbursed before receipts and subsidy forms are handed into the AMS for refunding.

### **16.0 GIFTS**

#### **16.1 E-BALL TICKETS**

16.1.1 One or two free E-ball tickets may be gratuitously given to each member of Board each year. The number of these free tickets, referred to as "The Ticket" hereafter, shall be ultimately determined by the E-Ball budget allowance.

16.1.2 Only one representative of each club who sits on the Council shall receive the Ticket. The representative who receives the Ticket shall be determined by the following requirements:

16.1.2.1 Only program and ex-officio clubs that have had representatives attend at least 75% of all tEUSday and Council Meetings (up until the date of distribution) shall qualify for a Ticket.

16.1.2.2 The representative from each department who sits on at least 60% of Council Meetings attended by that club shall qualify for the Ticket.

16.1.3 If no representative meets the above requirement (16.1.2.2),

the Ticket shall be presented to the President of that Program Club.

16.1.4 Distribution of the Tickets shall be ultimately decided upon by the VP Events.

## 17.0 **AWARDS**

### **17.1 Presidential Awards**

The Society shall give out Presidential Awards, which are awards from the President, each year to persons holding official positions within the Society.

17.1.1 The incoming Executives shall receive an "E" patch.

17.1.2 The incoming CM Officers shall receive a "cm" patch.

17.1.3 The incoming Ex-Officio Officers shall receive an "x" patch.

17.1.4 The outgoing Executive shall receive a Gold "Cairn" pin after one full year of service or at the discretion of the President.

### **17.2 Executive Award**

The Society shall give out Executive Awards, which are awards from the Executive, each year in recognition of service rendered to the Society by its members, other than in the field of sports.

The Executive Awards shall be decided by the Executive Awards Committee with exception to the award to the President as described in Section 17.2.1, which is to be decided upon by the Executive Committee.

17.2.1 The President and Honorary President of the Society shall receive awards, and the value of the awards shall not exceed twenty dollars.

#### 17.2.2 Joey Uyesugi Award

17.2.2.1 No more than one (1) shall be awarded each year except at the discretion of the Executive Awards Committee.

17.2.2.2 This award is awarded in recognition of exceptional dedication and service by an individual from whom it was not expected.

17.2.2.3 The recipient shall typically be an upper year student who, for the year in which the award is to be made, became extremely involved in the Society.

#### 17.2.3 Spirit Award

17.2.3.1 No more than one (1) Spirit Award shall be awarded each year except at the discretion of the Executive Awards Committee.

17.2.3.2 This award is awarded in recognition of the recipient's exceptional ability to motivate their peers.

#### 17.2.4 Emblem Awards [Long-Term Service Awards]

- 17.2.4.1 No more than ten (10) Emblem Awards shall be awarded each year except at the discretion of Executive Awards Committee.
- 17.2.4.2 These awards are awarded for service beyond that called for by the office held by the recipient, and shall take into consideration their record of service for the entire time that they have been a member of the Society.
- 17.2.4.3 The recipient shall be in their graduating year.
- 17.2.5 Certificate Awards [One-Year Service Awards]
  - 17.2.5.1 No more than fifteen (15) Certificate Awards shall be awarded at the discretion of the Executive Awards Committee.
  - 17.2.5.2 These awards are to be awarded for service beyond that called for by the office held by the recipient.
  - 17.2.5.3 Certificates shall take into consideration only the record of service for the year in which the award is to be made.
  - 17.2.5.4 All engineering students shall be eligible for the Certificate awards.
  - 17.2.5.5 The award shall be presented in two distinctions: with Gratitude and for Dedication.
  - 17.2.5.6 Certificates with Gratitude
    - 17.2.5.6.1 No more than twelve (12) Certificates with Gratitude shall be awarded each year, except at the discretion of the Executive Awards Committee.
    - 17.2.5.6.2 This certificate is awarded to those Society members showing a year of involved service.
    - 17.2.5.6.3 The recipient may be from any year.
  - 17.2.5.7 Certificates for Dedication
    - 17.2.5.7.1 No more than three (3) Certificates for Dedication shall be awarded each year, except at the discretion of the Executive Awards Committee.
    - 17.2.5.7.2 This certificate is awarded to exceptionally involved students from any year.
    - 17.2.5.7.3 The award is for Society members who continually go beyond what is required of them by their office.

### **17.3 Sports Awards**

Sports Awards shall be made by the Sports Representative of the Society on the basis of accumulated sports points.

17.3.1 Accumulation of sports points

17.3.1.1 Points are accumulated from year to year.

17.3.1.2 Points shall be awarded according to the sports points criteria sheet, available at [www.ubcengineers.ca](http://www.ubcengineers.ca).

17.3.1.3 Additional points may be awarded at the discretion of the Sports Coordinator.

17.3.2 Small Block "E" Patch

17.3.2.1 A small block "E" patch shall be awarded to those students accumulating twenty-five sports points.

17.3.3 Large Block "E" Patch

17.3.3.1 A large block "E" patch shall be awarded to those students accumulating fifty points.

17.3.4 Gold "E" Patch

17.3.4.1 A Gold "E" patch shall be awarded to those students accumulating one-hundred points.

17.3.5 White "E" Patch

17.3.5.1 A White "E" patch shall be awarded to those students accumulating two-hundred points.

18.0 **MEETINGS**

**18.1 Regrets and Proxies**

This policy shall only apply to members who are expected to attend each particular meeting, as listed below in Sections 18.2 to 18.9, but cannot do so.

18.1.1 In the case of an open meeting:

18.1.1.1 Members are expected to send their regrets via e-mail to the Secretary before the scheduled meeting start time. An earlier notification is preferred.

18.1.1.2 Members of the Executive, Board, and Council are expected to send a proxy in their place.

18.1.1.3 Members must email their proxy's full name, program and year of study, and e-mail and phone contact information to the Secretary prior to the scheduled meeting start time.

18.1.1.4 Proxies whose information is not received by the Secretary by the start of the meeting shall not be recognized as legitimate proxies.

18.1.2 In the case of a closed meeting:

18.1.2.1 Members are expected to send their regrets via e-mail to the VP Com-Ad before the scheduled meeting start time. An earlier notification is preferred.

- 18.1.2.2 Proxies in closed meetings shall be allowed or denied on a case-by-case basis as outlined in Section 18.1.2.3.
- 18.1.2.3 Members wishing to send proxies to closed meetings must request permission to do so from all other members attending the closed meeting by following these steps:
  - 18.1.2.3.1 The member must email their proxy's full name, program and year of study, and e-mail and phone contact information to the VP Com-Ad at minimum 48-hours prior to the scheduled meeting start time.
  - 18.1.2.3.2 The VP Com-Ad shall forward this information to all members in attendance no later than 36-hours prior to the scheduled meeting start time.
  - 18.1.2.3.3 Members shall e-mail their objections to the requested proxy to the VP Com-Ad.
  - 18.1.2.3.4 Any Majority objection to a request to provide a proxy shall result in a rejection of proxy.
  - 18.1.2.3.5 In the case of program representatives, if a proxy has been rejected, the meeting shall not negatively impact the member's Program Club Funding Multiplier.
- 18.1.3 Executive members are not expected to send proxies in their absence at Executive Meetings, but are expected to send their reports to the President before the regular scheduled start time of the meeting.

## **18.2 Grand Council**

- 18.2.1 Quorum at Grand Council Meetings shall be three-quarters of the Board  
Grand Council Meetings shall:
- 18.2.2 Be held at least once each winter academic term at which time they replace the Council Meetings.
- 18.2.3 Be held for the purpose of general consultation and planning in preparation for the BASC Student Advisory Council meeting which follows it.
- 18.2.4 Be open to all members of the Society, who are encouraged to attend.
- 18.2.5 Be attended by:
  - 18.2.5.1 The Executive Committee

- 18.2.5.2 The Board of Directors
- 18.2.5.3 The Council
- 18.2.5.4 CM Officers
- 18.2.5.5 Ex-Officio Officers
- 18.2.5.6 All Program Club Year Reps
- 18.2.5.7 The Applied Science Student Senator

### **18.3 Council Meetings**

- 18.3.1 Quorum at Council Meetings shall be three-quarters of the Board.
- Council Meetings shall:
- 18.3.2 Be held at least once every two weeks during the winter academic terms for the purpose of directing the activities of the Executive.
- 18.3.3 Not begin until Quorum has been met.
- 18.3.4 Be open to all members of the Society, who are encouraged to attend.
- 18.3.5 Be attended by:
  - 18.3.5.1 The Executive Committee
  - 18.3.5.2 The Board of Directors
  - 18.3.5.3 The Council

### **18.4 Board Meetings**

- 18.4.1 Quorum at Board Meetings shall be three-quarters of the Board.
- Board Meetings shall:
- 18.4.2 Be held whenever "in camera" sessions are required by the Executive and Board.
- 18.4.3 Not begin until Quorum has been met.
- 18.4.4 Be closed to all non-members of the Board of Directors
- 18.4.5 Be attended by:
  - 18.4.5.1 The Executive Committee
  - 18.4.5.2 The Board of Directors

### **18.5 tEUSday Informational Meetings**

- 18.5.1 Quorum at tEUSday Informational Meetings shall be three-quarters of the Board.
- tEUSday Informational Meetings shall:
- 18.5.2 Be held at least once per week during which classes are held.
- 18.5.3 Not begin until Quorum has been met.
- 18.5.4 Be open to all members of the Society, who are encouraged to attend.
- 18.5.5 Be informal and chaired by the EUS President or another member of the Executive in the way he or she sees fit.
- 18.5.6 Not contain lengthy discussions

18.5.7 Not entertain serious binding motions

18.5.8 Be attended by:

18.5.8.1 The Executive Committee

18.5.8.2 The Board of Directors

18.5.8.3 The Council

18.5.8.4 CM Officers

18.5.8.5 Ex-Officio Officers

## **18.6 Executive Meetings**

18.6.1 Quorum at Executive Meetings shall be two-thirds of the active members.

18.6.2 Official Executive Committee decisions shall not be made unless Quorum has been met.

Executive Meetings shall:

18.6.3 Be held at least once every two weeks throughout the winter academic terms and at least once every four weeks during the summer months.

18.6.4 Be closed to members who are not a part of the Executive Committee except by permission from the President.

18.6.5 Be chaired by the EUS President or another member of the Executive in the way he or she sees fit.

18.6.6 Be attended by:

18.6.6.1 The Executive Committee

## **18.7 Annual General Meetings**

18.7.1 Quorum at General Meetings shall be one-twentieth of the active members

18.7.2 Constitutional changes may be passed at General Meetings where Quorum has been met.

General Meetings shall:

18.7.3 Be held at least once each year, during Engineering Week

18.7.4 Be open to all members of the Society, who are encouraged to attend.

18.7.5 Be attended by:

18.7.5.1 The Executive Committee

18.7.5.2 The Board of Directors

18.7.5.3 The Council

18.7.5.4 CM Officers

18.7.5.5 Ex-Officio Officers

## **18.8 Extraordinary Meetings**

18.8.1 Quorum at Extraordinary Meetings shall be one-twentieth of the active members.

18.8.2 Constitutional changes may be passed at Extraordinary

Meetings where Quorum has been met.

18.8.3 Extraordinary Meetings may be called by the President:

18.8.3.1 At the request of the Board

18.8.3.2 Within not less than three days and no more than fifteen days after the receipt of a petition signed by not less than 20% of the Active Members of the Society.

18.8.4 Extraordinary Meetings shall be open to all members of the Society, who are encouraged to attend.

18.8.5 Extraordinary Meetings shall be attended by:

18.8.5.1 The Executive Committee

18.8.5.2 The Board of Directors

18.8.5.3 The Council

18.8.5.4 CM Officers

18.8.5.5 Ex-Officio Officers

## **18.9 Council Strategic Planning Meeting**

18.9.1 Quorum at Council Retreat shall be three-quarters of the incoming Board.

18.9.2 A Council Retreat shall be held once a year following the completed elections of all members of the Executive and Board.

18.9.3 The Council Retreat shall be open to active members of the Society by invitation only.

18.9.4 The Council Retreat shall be used to:

18.9.4.1 Familiarize the attending individuals with each other.

18.9.4.2 Familiarize members with the procedures of Council and to pass along any relevant items or information.

18.9.4.3 Provide the Executive with direction over the summer.

18.9.4.4 Create an event calendar and schedule of meetings for the coming year.

18.9.5 The Council Retreat shall be attended by:

18.9.5.1 The incoming Executive Committee

18.9.5.2 The incoming Board of Directors

18.9.5.3 The incoming Council

18.9.5.4 The outgoing Executive Committee

18.9.5.5 The outgoing Board of Directors

## **19.0 CHEEZE BOOKINGS POLICY**

The following policy is intended to outline the underlying principles of the bookings guidelines that are developed and updated as necessary by the VP Com-Ad. For the complete booking guidelines, please refer to the most recent Cheeze Bookings Information, Terms, and Conditions document available at <http://www.ubcengineers.ca/services/student-space/booking-the->

[cheeze/](#) (April 2011)

- 19.1** The Cheeze Bookings Policy shall recognize three different groups of renters:
  - 19.1.1 EUS In-House; which include all Program Clubs & recognized Ex-Officio Clubs
  - 19.1.2 UBC Groups; which include all UBC-affiliated, including alumni groups, that are not considered "Internal EUS". These also include some Engineering Groups that have not been recognized by the EUS as having an affiliation.
  - 19.1.3 External Groups; which include all other parties.
- 19.2** Booking of the Cheeze shall be made easiest and most affordable to In-House users in order to encourage use of the facilities by internal groups.
- 19.3** Bookings shall be made through the VP Com-Ad or a Bookings Assistant designated by them.
- 19.4** All parties who book the Cheeze must provide a damage and cleaning deposit.
- 19.5** Bookings that interfere with access by students to the facilities during regular Cheeze hours are to be discouraged.

## 20.0 **PUBLICATIONS POLICY**

### **20.1 Introduction**

This is the Editorial Policy of the Engineering Undergraduate Society of the University of British Columbia. It is written in casual language and is to be interpreted as such. Text in italics is for the purposes of example or explanation and is not binding.

### **20.2 Publication Editors**

- 20.2.1 Each editor must be current member of the EUS(excluding the e-nEUS editor).
- 20.2.2 The right to be an editor can be revoked by the Board of Directors or by the VP Com-Ad alone.
- 20.2.3 The editors may have titles that are variations on the word "Editor".
- 20.2.4 The editors of a publication are responsible for ensuring that the publication meets the standards of this Policy.
- 20.2.5 Each editor takes responsibility for the entire publication.

### **20.3 Application of the Policy**

- 20.3.1 This policy applies to all information-carrying material produced by the Engineering Undergraduate Society of UBC including but not limited to:
  - 20.3.1.1 Newspapers

- 20.3.1.2 Newsletters
- 20.3.1.3 Posters
- 20.3.1.4 T-shirts
- 20.3.1.5 Stickers
- 20.3.1.6 Web sites
- 20.3.1.7 Yearbooks
- 20.3.1.8 Handbooks, etc.

It sets rules and policies for what kinds of material may or may not be produced by the Society.

It does not apply to material in the Society's Archives. It does, however, apply to any material that is to be redistributed or reproduced from the Archives.

For simplicity, all information-carrying material will be referred to as "Publications".

20.3.2 Publications fall into two categories:

20.3.2.1 Those that carry mastheads

- 20.3.2.1.1 Newspapers
- 20.3.2.1.2 Newsletters
- 20.3.2.1.3 Books
- 20.3.2.1.4 WebPages

20.3.2.2 Those that do not carry mastheads

- 20.3.2.2.1 Stickers
- 20.3.2.2.2 Posters
- 20.3.2.2.3 T-Shirts

20.3.3 Publications without mastheads are the responsibility of the VP Com-Ad, who must ensure that this Policy is adhered to.

20.3.4 Publications with mastheads must identify two editors.

20.3.5 In publications with mastheads, anonymous submissions are to be avoided unless special circumstances apply.

20.3.6 Material that is not attributed to a specific person will be assumed to have been written by the editors, unless the editors show otherwise.

20.3.7 No pornography.

20.3.8 The B.C. Human Rights Code, Section 7, identifies 11 bases for Publication-based discrimination. No publication of the EUS shall belittle, make or imply threats against, or incite hatred of any person or group of people based on their inclusion within a group or class defined by one of these 11 criteria. Namely: race, color, ancestry, place of origin, religion, marital status, family status, physical disability, mental disability, sex, or sexual orientation.

- 20.3.9 A distinction should be made between public and private persons within the UBC community.
- 20.3.9.1 Private persons have a right to not be maliciously exposed to public humiliation or ridicule, whereas a healthy community permits a certain degree of satire directed at public persons.
- 20.3.9.2 Public figures include members of the EUS Council, Executive Officers, CM Officers, Ex-Officio Officers, Executives of other prominent student organizations, AMS Executives and other officials, and UBC Administrators. Private figures include EUS Members at Large, and (to a certain degree) UBC professors and TAs.
- 20.3.10 If this Policy is violated, the VP Com-Ad shall investigate and take appropriate action. Repeated violations shall be brought to the attention of the Executive and may result in the loss of editorial privileges of the editors concerned. In the case of the VP Com-Ad, repeated violations should result in their resignation, or the establishment of an Ad-Hoc Editorial Committee to oversee all published material until the end of their term.

## 21.0 **HARRASSMENT**

Harassment (Sexual, Racial, homophobic or otherwise) is not tolerated whatsoever by the Society. This topic is extremely sensitive and must be dealt Discovery of Harassment with using the utmost care.

### **21.1 Discovery of Harassment**

- 21.1.1 If an officer of the society becomes aware of harassment by a member of the society and/or towards a member of the society, he or she shall immediately report the incident to the President or Equity Officer.
- 21.1.2 Harassment is generally confidential and is not to be discussed with anyone other than the President or Equity Officer.
- 21.1.3 The confidant shall immediately contact the Equity Office in Brock Hall and inform the office that a complaint has been filed and provide the information that was presented by the complainant. Even in the event that the complainant does not want to pursue the issue, the Equity office must be contacted. If the complainant changes their mind or the alleged harasser is accused again, the society may be legally liable if this step is not carried out.
- 21.1.4 The President shall meet with the alleged victim of the harassment and encourage them to meet with representatives

of the equity office. If the alleged victim intends to file criminal charges, they are encouraged to meet with representatives of the Equity Office before contacting the police (As per Equity Office Policy).

21.1.5 The choice to pursue a complaint with the University rests with the alleged victim; however, the Society's policy is to encourage that the matter be dealt with through formal channels.

21.1.6 The President shall inform the executive that a complaint of harassment has been made; however, no details are to be provided. The Executive do not need know the names of the persons involved nor the act that complaint is regarding.

## 22.0 **COMMITTEES**

### **22.1 CO-OP Committee**

22.1.1 The CO-OP Committee shall consist of the VP Academic as Chair and the CO-OP Representatives of each of the Program Clubs.

22.1.2 This committee shall provide student feedback to the engineering Co-Op Office, as well as relay information concerning the CO-OP program to the Society.

22.1.3 This committee will only be active if needed.

### **22.2 Endowment Fund Committee**

22.2.1 The Endowment Fund Committee shall consist of the VP Finance as Chair and representatives of each of the Program Clubs.

22.2.2 This committee, which meets once per semester, shall decide on the allocation breakdown of the Endowment Fund.

### **22.3 Executive Awards Committee**

22.3.1 The Executive Awards Committee shall consist of the President as Chair, the Executive Committee, and at least one more member of the Board.

22.3.2 This committee shall determine the recipients for the Executive Awards.

### **22.4 Frosh Committee**

22.4.1 The Frosh Committee shall consist of the VP Events as Chair, the EUS Executive, the Imagine UBC Squad Leaders for engineering, and at least two recent first year engineering students.

22.4.2 This committee shall decide on the contents of the Frosh Handbuk Insert and organize an engineering orientation week,

or "Frosh Week".

22.4.3 This committee will only be active if needed.

## **22.5 Conferences Selections Committee**

22.5.1 The Selections Committee shall consist of the VP External as Chair, the Conferences Coordinator, the Executive Committee, and at least one more member of the Board.

22.5.2 This committee shall select the Society's delegates and competitors for engineering conferences and competitions according to the publicized selection procedure.

Note: Right now this is the Conferences Coordinator and the VP Ex -  
EUS VP External 1/9/10 11:53 AM

## **22.6 Academic Committee**

22.6.1 The Academic Committee shall consist of the VP Academic as chair, the Curriculum Representative, and all students who sit on the Student-Faculty committees concerned with academic matters.

22.6.2 This committee shall have as its sole function the coordination of all attempts to improve academic conditions.

22.6.3 This committee will only be active if needed.

## **22.7 Publicity Committee**

22.7.1 The Publicity Committee shall consist of the VP Events and Publicity Manager as Co-Chairs, and the Publicity Representatives and Social Coordinators from all of the Program Clubs.

22.7.2 This committee shall be concerned with promoting events within the Society and to the community at large.

22.7.3 This committee will only be active if needed.

## **22.8 Social Committee**

22.8.1 The Social Committee shall consist of the VP Events as Chair, all the CM Officers who fall under the VP Events and the Social Coordinators of the Program Clubs.

22.8.2 This committee shall provide a comprehensive and varied program of social events and ensure that there are no schedule conflicts.

22.8.3 This committee will only be active if needed.

## **22.9 PAF Advisory Committee**

22.9.1 The PAF Advisory Committee shall consist of the Associate Dean of Engineering Students and President as Co-Chairs, the VP Finance, VP Com-Ad, one faculty member from each

undergraduate engineering program, one student representative from each Program Club who is appointed by the Program Club President, and the PAF Coordinator as a non-voting member.

22.9.2 This committee considers funding for projects and field trips.

22.9.3 This committee shall abide by the rules and guidelines of PAF, available at

[http://www.engineering.ubc.ca/current\\_students/student\\_resources/PAF/index.php](http://www.engineering.ubc.ca/current_students/student_resources/PAF/index.php) (December 2009) and be involved any decisions to change or update these rules and guidelines.

#### **22.10 PAF T&C Sub-Committee**

22.10.1 The PAF T&C Sub-Committee (Travel & Conferences) shall consist of the VP Finance as Chair and at least seven members from the PAF Advisory Committee, over 50% of which must be student representatives. This committee is formed at the PAF Advisory Committee meeting.

22.10.2 This committee considers funding for travel and conferences.

22.10.3 This committee shall abide by the rules and guidelines of PAF, available at

[http://www.engineering.ubc.ca/current\\_students/student\\_resources/PAF/index.php](http://www.engineering.ubc.ca/current_students/student_resources/PAF/index.php) (December 2009) and be involved any decisions to change or update these rules and guidelines.

#### **22.11 Spirit Committee**

22.11.1 The Spirit Committee shall consist of the VP Events, the Spirit Coordinator and a number of at-large Spirit Committee members, not to exceed 10 students.

22.11.2 The Spirit Committee shall assist the Spirit Coordinators in planning and executing the activities of Frosh Week, E-Week, and any other activities that shall be given to the Spirit Coordinators from time to time.

22.11.3 This committee shall only be active when needed.

### **23.0 CLUB FUNDING**

The following policy applies to all Engineering students and Program clubs with the exception of First Year and very small clubs of less than 25 students, for which funding will be at the discretion of the VP Finance in consultation with the Board.

#### **23.1 Club Fees**

Of the \$7 per student club fees, \$4 base funding will be given to clubs for each student in their respective department and \$3 will be entered

into a common performance fund.

### **23.2 Base Funding Distribution**

23.2.1 Base funding for each year shall be disbursed no later than one week following receipt of first-term student fees by the Society.

23.2.2 Performance funding for each term is to be distributed no later than two weeks following the submission deadline for club term reports.

### **23.3 Performance Funding and Distribution**

23.3.1 The maximum performance funding available to each club in a year is calculated by dividing the total performance fund by the number of eligible clubs.

23.3.2 The value of each performance category for an individual term is determined by dividing the performance funding available to each club by the number of categories and dividing this amount by two.

23.3.3 The first performance funding amount will be disbursed no later than January 15, and the second no later than April 25.

### **23.4 Performance Category Requirements**

#### **23.4.1 Club Newsletters**

23.4.1.1 Should include announcements and information on upcoming events relevant to the engineering student body at large (e.g. E-week, parties hosted by other engineering clubs, announcements of EWB, ELBD and teams like GNCTR, etc).

23.4.1.2 Electronic distribution will be considered acceptable as a primary means of distribution.

23.4.1.3 Must be distributed, on average, once per month (minimum 4 each term).

23.4.1.4 A copy must be submitted by e-mail to the EUS Secretary.

23.4.1.5 Clubs must have a designated editor, for whom contact information must be given to the VP Com-Ad no later than September 30 (only applies if such information is not indicated in the newsletter).

#### **23.4.2 Club Meetings**

23.4.2.1 Weekly meetings of club executive and year reps shall be held to discuss club business (ideally these meetings should be open to anyone who wishes to attend – time and location can be published in your newsletter).

- 23.4.2.2 Appropriate minutes for each meeting must be e-mailed to the EUS Secretary no later than noon of the Sunday following the meeting.
- 23.4.2.3 The VP Com-Ad shall be informed of the time and location chosen for meetings no later than the first day of classes for each term. If a standard meeting time cannot be decided, meeting minutes shall contain notice of the following weeks meeting.
- 23.4.2.4 Executive Contact List, Club Constitution and Policy Manual, Contact information for executives and year reps must be provided to the EUS Secretary no later than September 20. Changes for second term must be reported no later than January 20 (if no changes exist, a message to this effect must be sent by the deadline). Electric and / or hard copies of the current Club Constitution and Policy Manual shall be provided to the EUS Secretary for archiving, at least once each year, no later than two (2) weeks after the club's AGM.

#### 23.4.3 Term Report

- 23.4.3.1 Each club shall produce an end of term report.
- 23.4.3.2 This report should include a summary of events/services the club has run throughout the term, a brief budget summary, and future outlook stating strengths to continue into the next term/year and areas for improvement.
- 23.4.3.3 The term report must be submitted to the EUS Secretary no later than the last day of classes for the term. It is encouraged that this report be publicized and made available to the club constituency. The report must be at least one page, single spaced, and 12 point font with 1 inch margins.

#### 23.4.4 Funding Multiplier

- 23.4.4.1 The multiplier for each club is set by the attendance of designated club representatives (or their proxies) at meetings of the Society. This includes tEUSday Informational meetings, Council meetings, Board meetings, and Grand Council meetings. If attendance for a term is above 90% and regrets have been sent to the EUS Secretary at least 24 hours prior to any missed meetings, the multiplier shall be 100%. In any other situation, the value of the multiplier shall match the percentage of meetings attended.
- 23.4.4.2 If any performance funds remain unclaimed with the

EUS accounts after the second term performance fund payment, these funds shall be added to the Club Aid fund.

### **23.5 Club Aid Fund**

23.5.1 \$1 per student shall be retained in the club aid fund. Clubs who have fulfilled the requirements of all performance categories within a winter semester with a 100% multiplier may submit a proposal to receive club aid funds. Proposals should include a brief description of the project or event for which these funds would be used and how this use of funds is expected to benefit the club and/or engineering students at large.

23.5.1.1 Such proposals should be submitted in writing to the EUS Executive Committee no later than the end of August for the first winter semester and December for the second winter semester. Clubs approved by the EUS Executive for such funding should receive the approved amount along with their base funding.

23.5.1.2 Deposits to the Club Aid Fund shall only be made until \$8000 has been deposited into the Club Aid Fund, at which point the \$1 per student shall be redirected to Club Performance Funding. In the event that Club Aid Fund is given out, deposits shall be resumed as usual.

## **24.0 TRAVEL AND CONFERENCES**

### **24.1 Introduction**

24.1.1 This policy is meant to make clear the EUS' policy, procedure and contingencies in relation to participation in and travel to and from EUS funded and promoted conferences. This document also contains funding limits and reporting requirements.

24.1.2 EUS funded and promoted conferences include Canadian Federation of Engineering Schools (CFES) Congress, the National Conference on Women in Engineering (NCWIE) and all Western Engineering Student Societies Team (WESST) events.

### **24.2 Selection and Participation**

The following section explains the steps for selection of participants, the costs associated with attendance, and the reporting requirements needed for reimbursement.

#### **24.2.1 Consideration Requirements**

24.2.1.1 All applicants must be members in good standing of the EUS.

- 24.2.1.2 Applicants can be from any year and discipline.
- 24.2.1.3 In order to be considered, applicants must fill out an application form and submit the application no later than the listed deadline determined by the Conferences Coordinator
- 24.2.1.4 These deadlines should be available to the general student population no later than the first day of school.
- 24.2.1.5 Information on the application forms is confidential and shall only be used for registration and contact information. The use of this information for any other purpose is prohibited.
- 24.2.2 Selection Process
  - 24.2.2.1 All applications are to be considered equally.
  - 24.2.2.2 After the application deadline, a meeting of the Conferences Selection Committee shall be called.
  - 24.2.2.3 All decisions of the committee must be completed by the published dates; the decisions are final.
  - 24.2.2.4 At least 2 alternate applicants should be chosen for the event in the case of withdrawals.

### **24.3 Expectations of Those Chosen to Participate**

The following sections include the expectations of the EUS for those chosen to participate in events.

- 24.3.1 Expected Monetary Requirements
  - 24.3.1.1 Delegates, once selected, are required to submit a deposit to ensure their spot. The deposit shall consist of a refundable \$100 to be returned upon the completion of all requirements. If the deposit is not received, their position shall be forfeit and given to an alternate. The deposit is due no later than one week before the scheduled departure for the event. If damages were incurred at the event, the cost of these damages shall be deducted from the deposit.
  - 24.3.1.2 In order to help cover costs not covered by outside sources, it is up to the discretion of the Conferences Coordinator, VP External, and VP Finance to decide upon the appropriate level of participation fees.
  - 24.3.1.3 This fee must not exceed registration expected fees and must be published at the time of the publication of application deadlines. For conferences where executives are required to attend, this fee shall be covered by the EUS.

#### 24.3.2 Code of Conduct

All delegates selected to attend are to conduct themselves in a professional and courteous manner. All delegates are expected to attend all sessions at the conference.

#### 24.3.3 Reporting Requirements

24.3.3.1 Delegates are required to submit reports detailing information learned, people met, and interesting and important facts.

24.3.3.2 As a general rule, the length of the report should be proportional to the amount of funding received and the length of the conference.

24.3.3.3 Report lengths are at the final discretion of the Conferences CM Officer, in discussions with the VP External. Reporting requirements should be published at the same time as the application deadlines.

24.3.3.4 Reports are to be single-spaced and 12 font. They should contain no pictures or figures until the minimum reporting requirement is met.

24.3.3.5 Reports are typically due no later than 2 weeks after the end of the conference.

24.3.3.6 Rebates for costs shall not be processed until such time as the Conferences CM Officer receives the reports.

### **24.4 Travel To and From Conferences**

The following section details the EUS' policy on transportation to and from conferences as well as contingency situations.

24.4.1 The type of transportation chosen should be based on the number of delegates, the distance traveled, the time constraints and the cost constraints. After these constraints are taken into consideration, the cheapest and most reasonable option should be chosen.

24.4.2 The final choice of the travel options is up to the discretion of the Conferences Coordinator CM Officer, in discussions with the VP External, and should be approved prior to departure.

#### 24.4.3 Air Travel

24.4.3.1 Air travel should be considered when the distance to be traveled is typically more than 1000km.

24.4.3.2 Flights should be booked as early as possible in order to reduce costs.

24.4.3.3 Delegates are expected to pay for flights in advance to be reimbursed after the conference unless the flights are booked as a group by the Conferences

Coordinator.

#### 24.4.4 Bus

- 24.4.4.1 Bus transportation should be considered for travel when there are only a few (less than 3) delegates, or when there are a substantial number of delegates (more than 20).
- 24.4.4.2 In the case of limited delegates, commercial bus lines should be considered.
- 24.4.4.3 For a larger number of delegates, bus rentals should be considered.
- 24.4.4.4 Costs are to be paid by all or a single delegate to be reimbursed at a later date.

#### 24.4.5 Vehicular Travel

- 24.4.5.1 There are two types of vehicular travel to be considered; these are privately owned vehicles and rental vehicles.
- 24.4.5.2 Vehicles should be used for travel for short range and midrange travel.
- 24.4.5.3 Privately Owned Vehicles
  - 24.4.5.3.1 Privately owned vehicles are not to be used unless absolutely required as liability is increased.
  - 24.4.5.3.2 When used, the owner and all users should be reimbursed for the cost of fuel and tolls.
  - 24.4.5.3.3 For compensation, the owner of the vehicle is entitled to a proportional cost of an oil change.
  - 24.4.5.3.4 The amount total that is reimbursable is proportional to the distance traveled.
  - 24.4.5.3.5 The cost of a complete oil change shall be reimbursed after 5000 km are driven.
  - 24.4.5.3.6 The amount of the rebate shall not exceed to the cost of a single oil change.

#### 24.4.5.4 Rental Vehicles

- 24.4.5.4.1 Rental vehicles are more favorable for use than privately owned vehicles although they are more expensive.
- 24.4.5.4.2 When used, compensation is to be granted for fuel, tolls, and the complete cost of the rental.
- 24.4.5.4.3 The highest level of insurance should be purchased at the time of the rental.
- 24.4.5.4.4 Rental vehicles shall not be used for

personal use and should be picked up and returned within the shortest period of time.

- 24.4.5.4.5 It is preferable that at least one person in the rental vehicle has Canadian Auto Association (CAA, of BCAA) coverage. All persons driving the vehicle shall be covered by insurance.

#### 24.4.5.5 Vehicular Contingencies

During vehicular travel, problems can occur.

- 24.4.5.5.1 All speeding tickets are to be covered by the person who was driving the vehicle at the time of the infraction.
- 24.4.5.5.2 This situation applies to both personal vehicles and rental vehicles.
- 24.4.5.5.3 Actions for all other situations shall be solved at the discretion of the VP External, VP Finance, and Conferences Coordinator CM Officer.

#### 24.4.6 Other Forms of Transportation

- 24.4.6.1 Ferries and trains, among other types of transportation, should be considered for travel to and from a conference.
- 24.4.6.2 The type of travel should first be approved by the Conferences CM Officer, in discussions with the VP External.
- 24.4.6.3 Costs incurred can be refunded.