

# **Official Traditions Manual of the Saskatoon Engineering Students’ Society Inc**

## **Article I      Definitions**

### **Section 1      According to Constitution**

1.1 These definitions reside in the Constitution and are copied here for reference.

- (a) “U of S” shall hereafter refer to “the University of Saskatchewan”;
- (b) “The Society” shall hereafter refer to “the Saskatoon Engineering Students’ Society”;
- (c) “SESS” and “S.E.S.S.” shall be the equivalent of “the Society”;
- (d) “Members” shall hereafter refer to “SESS Members”;
- (e) “Executive” shall be the equivalent of “Executive Officers”;
- (f) “The Board” shall hereafter refer to “the SESS Board of Directors”;
- (g) “USSU” shall hereafter refer to “the University of Saskatchewan Students’ Union”;
- (h) “Constitution” shall hereafter refer to “the Constitution of the SESS”;
- (i) “Policy Manual” shall hereafter refer to “the Policy Manual of the SESS”;
- (j) “Commissioner” shall be the equivalent of “Commissioning Officer”;
- (k) “Discipline” shall be the equivalent of “Program”;
- (l) “Students” shall hereafter refer to “students in the College of Engineering at the U of S”.

### **Section 2      According to Policy**

2.1 For all other terminology used in this Policy Manual, the following definitions shall provide clarity.

- (a) “The Original Board” shall hereafter refer to “ the conglomerate entity composed of the President, Vice-President Student Affairs, Vice-President Logistics, Vice-President Finance of the SESS, and the presidents or representatives of the Agriculture/Bioresource Engineering Students’ Society, Chemical Engineering Students’ Society, Canadian Society for Civil Engineers, U of S Student Chapter, Physics Students’ Society, Institute of Electrical and Electronics Engineers, U of S Student Branch, Environmental Engineering Students’ Society, Geological Engineering Students’ Society, the Mechanical Engineering Students’ Association, and the Chair of the First Year Council.”;
- (b) “School day” shall hereafter refer to “any day where classes are held in session”;

- (c) “General Assembly” shall hereafter refer to “the conglomerate entity composed only of active Members of the Society in attendance at a General Meeting.”;
- (d) “Present Assembly” shall hereafter refer to “the conglomerate entity composed of all voting members present at the Meeting in question”;
- (e) “Affiliated Groups” shall hereafter refer to “the conglomerate entity that comprises of any and all groups, clubs, charities, committees or teams that represent a portion of the student body within the College of Engineering and actively co-operate with the SESS” and “Student Interest Groups” as referenced in the Constitution;
- (f) “Scrutineer” shall hereafter refer to “an impartial person who watches over the Elections Returning Office’s ballot”.

## **Article II      Sport Awards**

### **Section 1      Qualifications**

- 1.1 Sport Awards are categorized into two different awards. Qualifications for these awards are as follows:
  - (a) Block E – awarded for accumulating 100 points;
  - (b) Gold E – awarded for accumulating 200 points.
- 1.2 The following sections describe the point distribution for university and college sports. To qualify for the following points an applicant must participate in at least 75% of the scheduled games.

### **Section 2      Campus Recreation Sports**

- 2.1 Individuals participating in campus recreation sports will be honored the following number of sport points:
  - (a) League sport (2 Terms) – 25 points;
  - (b) League sport (1 Term) – 15 points;
  - (c) League sport playoffs – 5 points;
  - (d) League sport captain – 5 points;
  - (e) League sport winner – 5 points;
  - (f) League sport official – 5 points;
  - (g) Tournament sport – 5 points;
  - (h) Tournament sport captain – 2 points;
  - (i) Tournament sport winner – 2 points;

(j) Tournament sport official – 5 points;

(k) Sports coordinator – 5 points.

2.2 Sports coordinators may include, but is not limited to, a league manager or coordinator of officials.

### **Section 3 College of Engineering Sports**

3.1 Individuals participating in College of Engineering specific sports will be honored the following number of sport points:

(a) League sport – 15 points;

(b) League sport playoffs – 5 points;

(c) League sport captain – 5 points;

(d) League sport winner – 5 points;

(e) League sport official – 5 points;

(f) Tournament sport (e.g. HVC) – 5 points;

(g) Tournament sport captain – 2 points;

(h) Tournament sport winner – 2 points;

(i) Tournament sport official – 5 points;

(j) Recreation Board Commissioner – 50 points;

(k) Hockey League Commissioner – 50 points.

### **Section 4 Huskie Athletics**

4.1 Individuals participating in Huskie Athletics will be honored the following number of sport points:

(a) League sport – 30 points;

### **Section 5 Application Process**

5.1 The Recreation Board Commissioner will make applications available from November 1 to November 15 each academic year.

5.2 Applicants must complete a sport point applications thoroughly and accurately.

### **Section 6 Distribution Process**

6.1 The Recreation Board Commissioner will tabulate sports points at the end of each academic year.

- 6.2 Sports Awards will be presented to the recipients in the fall of the next academic year at the Annual SESS Christmas Formal.

### **Article III    Social Awards**

#### **Section 1        General**

- 1.1 Social awards are presented yearly to deserving applicants who have contributed considerable time and effort toward SESS social events. Recipients are required to submit a written application to the Vice-President Events. Eligibility will be determined using the following point scheme.

#### **Section 2        Council**

- 2.1 Council positions will be honored the following number of social points:
- (a) President – 400 points;
  - (b) Executive – 350 points;
  - (c) Commissioner – 150 Points;
  - (d) Chair – 150 points;
  - (e) Board Members not already receiving points– 150 points;
  - (f) First Year Council Members – 75 points;
  - (g) Sno-Golf Commissioner – 75 points;
  - (h) Discover Representative – 50 points.
- 2.2 Typically the positions of First Year Council and Sno-Golf Commissioner only require one term on Council therefore the social points have been halved.
- 2.3 Points will only be awarded to the person who consistently attends on behalf of the affiliated organizations or Discipline. Points will not be awarded to persons who are already collecting social points for holding a position within an affiliated group.

#### **Section 3        Volunteer Staff Members**

- 3.1 Volunteer staff members for the following outlets of the SESS will be honoured the following number of social points:
- (a) Store – 25 points;
  - (b) Student Newspaper – 25 points;
  - (c) Sno-Golf – 25 points;
  - (d) Tank Krew – 25 points;

- (e) Photography – 25 points;
  - (f) Member of Social Committee – 25 points;
  - (g) University Councillor – 25 points;
  - (h) Tutors – 15 points.
- 3.2 A maximum of 25 social points will be awarded to a staff member per year.
- 3.3 To ensure sufficient contribution and earning of social points, applicants will need to provide approval of the overseeing Commissioner or Executive to be awarded these points.

#### **Section 4      Affiliated Group Organizing Committees**

- 4.1 Social points can also be obtained through involvement in Spectrum, E<sup>3</sup>, Discover and various conferences that may be hosted by the College of Engineering.
- 4.2 Applicants will need to provide approval of the overseeing Commissioner or Executive to be awarded these points.
- 4.3 The following is a breakdown of how points will be awarded to the various levels of involvement in the said conferences:
- (a) Conference Organizing Chair – 200 points;
  - (b) Conference Executive – 150 points;
  - (c) Conference Director – 75 points;
  - (d) Conference Delegate – 50 points;
  - (e) Conference Volunteer – 25 points;
  - (f) Discover Chair – 150 points;
  - (g) Discover Executive – 100 points;
  - (h) Discover Volunteer – 25 points;
  - (i) Spectrum Coordinator – 200 points;
  - (j) Spectrum Executive – 150 points;
  - (k) Spectrum Director – 75 points;
  - (l) Spectrum Volunteer – 25 points.
- 4.4 A maximum of 25 social points will be awarded to a volunteer per involvement per year.

## **Section 5      Volunteers and Participations**

- 5.1 Social points can also be obtained through attendance and volunteering as a worker for all Engineering social events. The following points will be awarded:
- (a) Volunteering – 10 points per event;
  - (b) Attendance – 5 points per event.
- 5.2 If you work an event, you cannot collect points for attending it as well.
- 5.3 The exception point quantity is made for certain events. The following points will be awarded for the following events:
- (a) SEC – 20 points for volunteering and 10 points for participating;
  - (b) Pi-Throw – 20 points for volunteering;
  - (c) R & P Activities – 10 points per activity;
  - (d) Any trip organized by the External Social Commissioner– 30 points for attending;
  - (e) Sno-Golf – 20 points for volunteering and 10 points for participating;

## **Section 6      Qualifications**

- 6.1 Social awards are categorized into three different awards:
- (a) Social Block E;
  - (b) Social Gold E;
  - (c) Gold Beaver.
- 6.2 The Qualifications for a Social Block E Award are as followed:
- (a) Minimum of 400 social points;
  - (b) Presented to an applicant who has shown a high level of participation at engineering social events.
- 6.3 The Qualifications for a Social Gold E Award are as followed:
- (a) Minimum of 800 social points;
  - (b) Presented to an applicant who has shown a high level of participation with considerable organizational leadership.
- 6.4 The Qualifications for a Gold Beaver Award are as followed:
- (a) Minimum of 1500 social points;

- (b) Applicant must also have Block and Gold Sports E's;
- (c) Highest award given to an SESS member;
- (d) Given to an applicant who has shown dedication and leadership to SESS social functions above and beyond the call of duty;
- (e) Whether a person has displayed these characteristics will be the decision of the selections board.

## **Section 7      Application Process**

- 7.1 The Vice-President Events will tabulate Social Points at the end of each academic year.
- 7.2 Applicants must complete the Social Points application thoroughly. All approvals from overseeing commissioners should be provided where necessary.
- 7.3 Applicants will only claim for points that have been earned during that academic year (i.e. if you obtain a position for the next academic year, you will not claim points for that position until the end of your term).

## **Section 8      Distribution Process**

- 8.1 Social Points will be tabulated and the Social Awards will be presented to the recipients the fall of the next academic year at the Annual SESS Christmas Formal.
- 8.2 The Selections committee for the Gold Beaver will be the Joint Executive. The decision to honor a person with this rare award will be made with the outgoing and incoming Executive of that academic year. If an application for the Gold Beaver is received during the academic school year then that application will not be reviewed until the Joint Executives meet.

## **Article IV      Engineering Jackets**

### **Section 1      General**

- 1.1 A copy of the jacket policy will be distributed with every jacket sold.
- 1.2 The official Engineering Jackets shall be:
  - (a) Red Bomber Jacket;
  - (b) Red Stadium Jacket;
  - (c) Black Discipline Jackets.

### **Section 2      Bomber (Poofie) Jacket**

- 2.1 The Bomber (Poofie) Jacket is defined as follows:
  - (a) Red in color with white piping;

- (b) Black 5 oz. Quilt lining;
  - (c) Knit cuffs & waistband;
  - (d) Domed closure (snaps).
- 2.2 Rocket Crest is defined as follows:
- (a) Chenille crest, sewn to the jacket, left front chest.
- 2.3 Thorough Crest is defined as follows:
- (a) Chenille crest, sewn on right front chest, aligned with Rocket Crest.
- 2.4 Engineering Crest is defined as follows:
- (a) Comes sewn to the jacket;
  - (b) Centered on the back of the jacket.
- 2.5 Year of Graduation is defined as follows:
- (a) Sewn on the right sleeve, starting approximately 5 cm from the top of the shoulder;
  - (b) Question marks are available if the year is in doubt.
- 2.6 Social and Sport E's are defined as follows:
- (a) E's are twill or felt crests;
  - (b) E's are worn over the pocket, with the Gold E offset and partially covering the Block E;
  - (c) Social E's are worn on the right, and Sports E's are worn on the left;
  - (d) Social E's are awarded by the Vice-President Events, and Sports E's are awarded by the Recreation Board Commissioner;
  - (e) No cost to student.
- 2.7 Discipline Crests are defined as follows:
- (a) May be purchased by only second year students or above;
  - (b) May be placed anywhere on the Jacket.
- 2.8 Huskies Sports Crests are defined as follows:
- (a) Issued to a student in the College of Engineering who is also a part of the Huskie Athletics program (part of a team or organized sports event);
  - (b) Issued by coach/manager of said Huskie team.

2.9 Miscellaneous Crests are defined as follows:

- (a) Crest collected from other colleges, companies, countries etc;
- (b) May be placed anywhere on the Jacket, wherever there is room;
- (c) As the Jacket is worn in public the crests should meet with the image of the college and should not contain any material that is discriminatory towards any individual or group. Should the crest not meet with the desired image of the College, a representative from the Executive will contact the owner and request the crest to be removed.

2.10 Arm Bars are defined as follows:

- (a) Refer to Section 5.

### **Section 3 Stadium Jacket**

3.1 The Stadium Jacket is defined as follows:

- (a) Red in color;
- (b) Black Nylon lining;
- (c) Domed closure (snaps);
- (d) Hooded, Drawstring;
- (e) Drawstring Waist;
- (f) Velcro Sleeve Cuffs.

3.2 Thorough is defined as follows:

- (a) Embroidered on the front left chest;
- (b) 8.89 cm (3 1/2") height;
- (c) Black outline.

3.3 "Engineering U of S" is defined as follows:

- (a) 8.89 cm (3 1/2") height;
- (b) White on black letters;
- (c) Centered on Back;
- (d) "U of S" inside arched "Engineering".

3.4 Name Embroidering is defined as follows:

- (a) Optional;

(b) May be placed anywhere on the jacket.

3.5 Social and Sports E's are defined as follows:

(a) Refer to Section 2.6.

3.6 Arm Bars are defined as follows:

(a) Refer to Section 5.

#### **Section 4 Black Discipline Jacket**

4.1 The Discipline Jacket is defined as follows:

- (a) Black in color with gray lining;
- (b) Polyester water proof shell with elastic waistband;
- (c) Pockets and Jacket fastened with zippers.

4.2 The Jacket may be embroidered as follows:

- (a) Only on the left front chest;
- (b) With the University of Saskatchewan wording and logo;
- (c) And or the Program or College of the wearer.

#### **Section 5 Jacket Arm bars**

5.1 Regulations regarding Arm bar distribution:

- (a) Arm bars are jacket specific: the chenille arm bar is for the Bomber Jacket, and the Gray arm bar is for the Stadium Jacket;
- (b) Arm bars are earned by participation in various events. The director of the event or organization, or suitable member of the executive, must sign-off on the participants Arm bar request form;
- (c) Arm bars that have been authorized will be ordered and/or distributed. If there is a question about the eligibility, the concerned Executive will settle the matter;
- (d) Once arm bars are ready to be distributed, the Store Commissioner will notify the student of such, at which time the requested arm bars will be made available.

5.2 Arm bars are sewn on the left sleeve starting about 5 cm from the top of the shoulder. Overflow arm bars go on the right sleeve under the graduation year.

5.3 Special or new arm bars must be proposed to the Executive and passed by a simple majority.

5.4 This is a listing of the arm bars and the qualifications of each. All arm bars are for purchase, unless otherwise noted in the description. In order to receive the awarded Council and Executive arm bars,

no more than 3 Council meetings in a term or more than 5 Council meetings in a year, may be missed, without acceptable reason.

- (a) **Executive Position** – Awarded after ratification and having served two hours per semester in Store. Must be approved by Store Commissioner;
- (b) **Council Position** - Awarded after ratification and having served two hours per semester in Store. Must be approved by Store Commissioner;
- (c) **Affiliated Groups** - To be issued to affiliated groups, to be awarded as the affiliated group leader deems appropriate;
- (d) **Second Degree** – Available to those registered in a second degree while completing their Engineering Degree;
- (e) **GRAD COORD** – May be purchased after he/she has been elected to the position in their program society;
- (f) **BBLB** – For dedicated Orientation volunteers. Must be approved by the Vice-President Student Affairs;
- (g) **BILL NYE** – For those who help with two or more tutorial sessions that are organized through the Vice-President Student Affairs. Must be approved by the Vice-President Student Affairs or Academic Commissioner;
- (h) **BLEED RED** – awarded to any Engineering Student who donates blood for the Eng/Ag Blood Drive. If unable to donate during this time, the arm bar will also be awarded to any student who donates to the Canadian Blood Services a sum total of three (3) times between their entrance to the College of Engineering and their convocation.
- (i) **S.E.C. Dir** – Must have been a member of the Saskatoon Engineering Competition organizing committee;
- (j) **C.E.C.** – Must have attended the conference as a SESS Delegate;
- (k) **C.E.C. CHAMP** – For those who place first in their competition at C.E.C.;
- (l) **C.F.E.S.C.** – Must have attended the C.F.E.S. Congress as a SESS Delegate;
- (m) **C.F.E.S.C. EXEC** - Must be on the C.F.E.S.C. organizing committee;
- (n) **W.E.C.** - Must have attended the conference as a SESS Delegate;
- (o) **C.F.E.S. CDE** – Must have attended the C.F.E.S. Conference on Diversity in Engineering;
- (p) **W.E.S.S.T. EXEC** – Must be on the W.E.S.S.T. Executive;
- (q) **W.E.S.S.T. EM** - Must have attended W.E.S.S.T. Executive's Meeting, and be approved by the Vice-President External Relations.

- (r) **W.E.S.S.T. AGMR** - Must have attended W.E.S.S.T. AGM Retreat as approved by the Vice-President External Relations;
- (s) **YEARBOOK** - Must have helped put together the Yearbook. Must be approved by the Yearbook Commissioner;
- (t) **PHOTOGRAPHY** - Must have helped take pictures at events. Must be approved by the Photography Commissioner;
- (u) **EIDHL Captain** - To be awarded to those who are captain of an Engineering Inter-Discipline Hockey League team for an entire season. To be approved by Hockey Commissioner and Vice-President Logistics;
- (v) **EIDHL** - To be awarded to those who played in the Engineering Inter-Discipline Hockey League team for an entire season. To be approved by Hockey Commissioner and Vice-President Logistics;
- (w)  **$\pi$ -Throw** - To be issued to members of the Pi-Throw Committee. To be approved by Charity Commissioner and Vice-President External Relations;
- (x)  **$\pi$ -Throw Vol** – For dedicated  $\pi$ -Throw volunteers. To be approved by Charity Commissioner and Vice-President External Relations;
- (y) **SAL** - (Student At Large) To be issued to students who volunteer to be a Student At Large and to sit on one (1) USSU Board. To be approved by the President;
- (z) **SA** – For those who have worked as a Student Ambassador for the University of Saskatchewan. Must be approved by a member of the Executive;
- (aa) **PCO** – Available to those registered in the Professional Communication Option;
- (bb) **EEO** – Available to those registered in the Engineering Entrepreneurship Option;
- (cc) **E.P.I.P.** – Available to those who have completed the Engineering Professional Internship Program;
- (dd) **TANK CREW** - Must have helped the Tank Commissioner with the tank. Must be approved by the Tank Commissioner;
- (ee) **R & P** - Available to those who have participated in the R & P program, with the approval of the Morale Commissioner;
- (ff) **ELEANOR** - For having successfully 'acquired' the Ag Bag Drag car during the time in which it is 'accessible' according to the Morale Boosting Policy;
- (gg) **Q** - For an original cool gadget or invention for use within a SESS sanctioned event, office, or lounge;

- (hh) **RED EYE** - For those who have helped create TWO issues of the Red Eye paper. Must be approved by the Red Eye Editor;
- (ii) **SALES** - For those who have worked two shifts in the Store in a year, must be approved by the Store Commissioner;
- (jj) **SNO GOLF** - Must have been on the organizing committee for Sno-Golf. Must be approved by the Sno-Golf Commissioner or Vice-President Events;
- (kk) **SPECTRUM** - Must have volunteered for Spectrum;
- (ll) **SPECTRUM<sup>2</sup>** - Must have volunteered for two Spectrums;
- (mm) **SPECTRUM<sup>3</sup>** - Must have volunteered for three Spectrums;
- (nn) **SPECTRUM GOD** - Must have been the coordinator of Spectrum;
- (oo) **SPECTRUM EXEC** - Must have been on the executive of Spectrum;
- (pp) **SPECTRUM DIR.** - Must have been a Spectrum Director;
- (qq) **VETERAN** - Must have been continually involved with the SESS over a 5 year period, must have held at least 2 positions on council or executive, must have received both gold Sports and Social E's and have compiled an additional 200 Social Points and 180 Sports Points on top of the Awarded E's. Must be wise about the SESS policies and understand the general purpose of the SESS. A written submission sent to the President, at which time the Joint Executive will decide on the request;.
- (rr) **40 BEER** - To be awarded to those who complete the 40 Beer challenge according to the rules and witnessed by a member of the Executive;

## **Article V      College Tie**

- 1.1 The official college tie of the SESS shall be the Mackenzie dress tartan. The tie should be worn proudly in remembrance of Dr. C.J. Mackenzie, the first Dean of the College of Engineering at the University of Saskatchewan.

## **Article VI      Morale Boosting**

- 1.1 The Morale Boosting Policy governs the morale boosting activities of the Agriculture Students' Association (ASA) and the SESS. This policy is a separate document that is kept by the Vice-President Logistics and/or the Morale Commissioner.
- 1.2 Before every Morale Boosting Event the form in Appendix A shall be filled out.
- 1.3 For Morale Boosting Events that require the Sheaf:
  - (a) In return for the Sheaf not printing about events until after their completion, the Sheaf shall be contacted and old issues of the Sheaf shall be requested;

(b) Only old issues of the Sheaf shall be used in Morale Boosting Events.

## Appendix A – Stunt Proposal Form

Describe the proposed stunt concisely and precisely.

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**Proposed By:** \_\_\_\_\_  
**Morale Commissioner**

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

**Approved By:** \_\_\_\_\_  
**VP Logistics**

\_\_\_\_\_  
**Other Executive Member**