

Official Policies of the Saskatoon Engineering Students' Society Inc.

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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”;
- (m) “The Original Board” shall hereafter refer to “ the conglomerate entity composed of the President, Vice-President Student Affairs, Vice-President Communications, Vice-President Finance of the SESS, and the presidents or representatives of the 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.”;



- (n) “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 cooperate with the SESS”;
- (o) “School day” shall hereafter refer to “any day where classes are held in session”.

Section 2 According to Policy

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

- (a) “General Assembly” shall hereafter refer to “the conglomerate entity composed only of active Members of the Society in attendance at a General Meeting.”;
- (b) “Present Assembly” shall hereafter refer to “the conglomerate entity composed of all voting members present at the Meeting in question”;
- (c) “Store” shall hereafter refer to “The E Store”;
- (d) “Regular business hours” shall hereafter refer to “the period of the day beginning at 8:30 and concluding at 16:30”;
- (e) “Campus media” shall hereafter refer to “any and all forms of information distribution, including but not limited to printed newspapers, printed handouts, and printed newsletters on campus”;
- (f) “Social media” shall hereafter refer to “internet-based applications that allow for the widespread distributions of and interactions with user-generated content”;
- (g) “Traditions” shall hereafter refer to “the Traditions Manual of the SESS”;
- (h) “Start Up 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, actively cooperate with the SESS, and have either never been a group, club, charity, committee, or team before, or have not been active for a minimum of five (5) years.”

Section 3 Definition of Duties for Meeting Officials

3.1 Meeting Chair:



- (a) The Chair of a Meeting is to call the Meeting to order and ensure that the Secretary of the Meeting in question records the time in the Meeting minutes;
- (b) The Chair of a Meeting is to verbally state each motion as it is offered from the present assembly, seek a second, open the motion for discussion and ensure that the Secretary of the Meeting in question records it in the Meeting minutes;
- (c) The Chair of a Meeting is to count the number of votes for, against, and abstaining from each motion and verbalize the result to the Secretary and present assembly of the Meeting;
- (d) The Chair of a Meeting is to verbally recognize speakers from the present assembly of the Meeting in question before addressing the Meeting in general;
- (e) The Chair of a Meeting is to present the agenda of the Meeting in question as prepared by the Secretary of said Meeting to the present Assembly and field amendments from the present assembly, as well as facilitate it's formal acceptance by the present assembly by means of proposing a motion to the present assembly;
- (f) The Chair of a Meeting is to present the minutes from the last occurrence of the Meeting in question, and field a motion to the present assembly such that they are accepted;
- (g) If the Chair of a Meeting has voting rights in the Meeting in question, the Chair is allowed to exercise these rights if and only if it will not affect the results (i.e., voting to a draw);
- (h) In the event of a draw in the vote of the present assembly, the Chair is to personally remove their bias and cast a deciding vote based only on the information and discussion provided on the motion in the current Meeting. Personal biases, past events not discussed in the Meeting, information the Chair may be party to that is not discussed in the Meeting, and professional expertise are not to be considered in the casting of this vote.

3.2 Meeting Secretary:



- (a) The Secretary of a Meeting is to record the minutes of the Meeting in question, including all motions, vote counts, main points of discussion, reports, times of call to order and dismissal of the present assembly, and adjournments;
- (b) The Secretary of a Meeting is to count all votes for, opposing, and abstaining from a motion and ensure that the count matches that given by the Chair.

Article II Policy on Policy

Section 1 According to Constitution

1.1. This Policy Manual is a supporting document to the Constitution. No part of the Policy Manual may be interpreted in a sense contradictory to the Constitution. All Constitution sections that make reference to this Policy Manual are outlined here:

- (a) Article II Section 1.1 (a);
- (b) Article II Section 1.2 (b);
- (c) Article IV Section 3.1;
- (d) Article V Section 2.3;
- (e) Article V Section 2.6;
- (f) Article V Section 2.14 (a);
- (g) Article V Section 2.14 (c);
- (h) Article V Section 2.15;
- (i) Article V Section 3.2 (c);
- (j) Article V Section 3.2 (d);
- (k) Article V Section 3.3;
- (l) Article V Section 4.1;
- (m) Article VI Section 2.1;
- (n) Article VII Section 1.1;
- (o) Article VIII.



Section 2 Procedure to Change Policy

- 2.1 Policy amendments may be submitted to the Board for voting after a reading at Council.
- 2.2 Policy amendments may be submitted by any Active Member of the SESS.
- 2.3 Proposed additions or changes to policy must be provided to the Secretary of Council at least one (1) week prior to the Council meeting at which the amendment is to be read. All policy amendments shall be filled out on the form attached as Appendix A.
- 2.4 Proposed additions or changes to policy must be made available to Active Members at least three (3) school days prior to Council Meetings.
- 2.5 At the Council meeting in which the policy amendment is read, members of Council shall discuss the proposed amendment. If the individual proposing the amendment agrees, the amendment may be modified during this reading.
- 2.6 If Council agrees by a majority on the proposed policy amendment, the Board shall consider the policy amendment at the next Board Meeting. If a policy amendment that is advised by Council is not adopted by the Board, the Board must justify their reasoning to Council at the next Council meeting.
- 2.7 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.

Section 3 Procedure to Change Traditions

- 3.1 Tradition's amendments may be submitted by any Active Member of the SESS.
- 3.2 Proposed additions or changes to traditions must be provided to the Secretary of Council at least one (1) week prior to the Council meeting at which the amendment is to be read. All traditions amendments shall be filled out on the form attached as Appendix A.
- 3.3 Proposed additions or changes to traditions must be made available to Active Members at least three (3) school days prior to Council Meetings.
- 3.4 At the Council meeting in which the traditions amendment is read, members of Council shall discuss the proposed amendment. If the individual proposing the amendment agrees, the amendment may be modified during this reading.



- 3.5 If Council agrees by a majority on the proposed traditions amendment, the proposed amendment stands.
- 3.6 The Traditions Manual will be considered amended as of the date of the most recent addition or change to its contents. It will be dated accordingly.

Article III Membership

Section 1 Active Membership

- 1.1 The active members of the SESS shall be all students currently registered at the University of Saskatchewan in an undergraduate engineering program.
- 1.2 Active members of the SESS pay fees as outlined in Article IX.

Section 2 Honourary Membership

- 2.1 Honourary Members of the SESS shall include the following:
 - (a) all graduates of the University of Saskatchewan, College of Engineering;
 - (b) anyone recommended by a unanimous vote of the Council and voted on unanimously by the Board;
 - (c) the Dean of the College of Engineering, University of Saskatchewan; acting as the honourary President of the SESS.

Article IV Executive Officers

Section 1 All Executive Officers

- 1.1 All Executive Officers shall be elected as per Article VIII.
- 1.2 Executive Officers that are removed from office 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 filled. The process for filling an Executive Officer's position is in Article VIII.
- 1.3 An Executive Officer may be removed from office for any of the following reasons:
 - (a) Resignation;
 - (b) Three (3) unexcused absences from meetings identified as mandatory by the President and/or Board;



- (c) Unsatisfactory performance according to a petition signed by two-thirds (2/3) of the Board, where one (1) signature must be from another Executive Officer;
- (d) Unsatisfactory performance according to a petition signed by one-tenth (1/10) of the active membership;

1.4 Duties and responsibilities of each Executive Officer shall include the following:

- (a) Be an Active Member of the SESS during the term they are serving;
- (b) Occupy only one (1) position within the Society;
- (c) Not occupy any position within a Discipline Society or Affiliated Group that would give the Executive Officer a representative position on the Board;
- (d) Serve a fourteen (14) month term, from February 1st in the year they are elected to April 1st the year after they are elected;
- (e) To work in tandem with the Incoming Executive from February 1st in the year after they are elected to April 1st the year after they are elected;
- (f) To provide the Incoming Executive with a report detailing the required information necessary to complete their duties.

Section 2 President

- 2.1 The role of the President is to supervise and preside over the affairs of the SESS in a manner deemed appropriate by the Board.
- 2.2 Duties and responsibilities of the President shall include the following:
 - (a) ensure appropriate representation at all constituted and affiliated committees of the SESS;
 - (b) represent the SESS to all colleges in the University of Saskatchewan;
 - (c) be the official spokesperson for the SESS on all occasions;
 - (d) represent the SESS at meetings of the Faculty of Engineering, along with the Vice-President Student Affairs;
 - (e) act as the Elections Returning Officer, if the position is vacant;



- (f) be responsible for the maintenance and enforcement of the Constitution and Bylaws, and the Policy Manual of the SESS;
- (g) be responsible for all decisions and actions of the Executive, and have veto power over the individual decisions of the Executive.;
- (h) oversee the First Year Council;
- (i) maintain communication with Council Officials;
- (j) maintain communication with Board Officials.

Section 3 Vice-President Student Affairs

- 3.1 The role of the Vice-President Student Affairs is to gauge and act upon the academic needs and concerns of the students, and to support college recruitment.
- 3.2 Duties and responsibilities of the Vice-President Student Affairs shall include the following:
 - (a) act as President upon the demise, removal or resignation of the President, until such a time as a new President is selected as specified in Article VIII;
 - (b) act as the official SESS student liaison to faculty and other Colleges regarding academic affairs, grievances, teaching quality, curriculum and marking policies;
 - (c) promote scholarships and competitions as well as be responsible for the administration of affiliated scholarships and awards;
 - (d) coordinate student involvement in events sponsored or organized by the Faculty of the College of Engineering;
 - (e) coordinate recruitment events such as Experience US and What Is Engineering, with the Engineering Students' Center and the Recruitment and Development Commissioner;
 - (f) represent the SESS at meetings of the Faculty of Engineering, along with the President;
 - (g) the booking of rooms for all tutorial sessions;
 - (h) oversee the Mentorship Commissioner, Academic Commissioner, First Year Priorities Commissioner, and the Recruitment and Development Commissioner.



Section 4 Vice-President Finance

- 4.1 The role of the Vice-President Finance is to manage the financial operations of the SESS.
- 4.2 Duties and responsibilities of the Vice-President Finance shall include the following:
- (a) change the combination to the Safe and Accounting Software upon taking office;
 - (b) prepare the annual budget of the SESS, which shall include the actual expenditures from the previous year and a preliminary budget for the upcoming year, and submit them to the Board by September 1st;
 - (c) prepare the budgets of each financial operation with the cooperation of the Executive and Commissioners of the SESS;
 - (d) keep proper financial records and accounts according to Article XIV;
 - (e) prepare a year-end financial report and a financial statement for the Information Services Corporation of Saskatchewan before leaving their term of office;
 - (f) oversee the Store Operations Commissioner and the Store Finance Commissioner.

Section 5 Vice-President Corporate Relations

- 5.1 The role of the Vice-President Corporate Relations is to build relations with industry and represent the values of the SESS to the public.
- 5.2 Duties and responsibilities of the Vice-President Corporate Relations shall include the following:
- (a) foster professional relationships with industry, government, professional societies, and all other external relations of the SESS outside of the University of Saskatchewan;
 - (b) maintain communication with the Association of Professional Engineers and Geoscientists of Saskatchewan in conjunction with Vice-President External Affairs;
 - (c) compile and distribute a sponsorship package to industry to increase interest in becoming sponsors of the SESS;



- (d) organize professional development events throughout the year, including the Industry Mixer, and assisting the Vice-President Events with Winter Formal;
- (e) be responsible for any solicitations relating to SESS social and academic events;
- (f) oversee the Career Development Commissioner, and Charity Commissioner.

Section 6 Vice-President External Affairs

- 6.1 The role of the Vice-President External Affairs is to oversee and direct all external representation of the SESS.
- 6.2 Duties and responsibilities of the Vice-President External Affairs shall include the following:
 - (a) represent the SESS to outside bodies and individuals, in association with the President;
 - (b) maintain communication with the Canadian Federation of Engineering Students and the Western Engineering Students' Societies Team;
 - (c) maintain communication with the Association of Professional Engineers and Geoscientists of Saskatchewan in conjunction with Vice-President Corporate Relations;
 - (d) coordinate with the Alumni Commissioner in inviting engineering alumni to SESS events;
 - (e) be responsible for the coordination of delegations representing the SESS at funded conferences and competitions;
 - (f) be responsible for coordinating the transportation of all delegates going to SESS-funded conferences and competitions;
 - (g) represent the University of Saskatchewan at the Canadian Federation of Engineering Students President's Meeting;
 - (h) act as head delegate for the University of Saskatchewan at the Canadian Federation of Engineering Students Congress;
 - (i) attend the plenary session at W.E.S.S.T. Retreat as the head delegate;
 - (j) oversee the Policy Commissioner, Alumni Commissioner, and External Social.



Section 7 Vice-President Communications

- 7.1 The role of the Vice-President Communications is to act as the official liaison to all the Student Discipline Societies and Affiliated Groups.
- 7.2 Duties and responsibilities of the Vice-President Communications shall include the following:
- (a) to find out and advertise events being organized by all the Student Discipline Societies and Affiliated Groups;
 - (b) print and distribute the weekly SESS newsletter, the Eng-Info;
 - (c) to make sure the program and student group description are up to date in the annual engineering handbook;
 - (d) to oversee the editing and updating of the SESS EDI Handbook;
 - (e) be responsible, in conjunction with the Morale Commissioner and Tank Commissioner, for the spirit building and morale boosting for the Council;
 - (f) oversee the EDI Commissioner, Eng Info Commissioner, Morale Commissioner and the Tank Commissioner.

Section 8 Vice-President Administration

- 8.1 The role of the Vice-President Administration is to manage the SESS office, publications, and all of its related operations.
- 8.2 Duties and responsibilities of the Vice-President Administration shall include the following:
- (a) act as the secretary of the Executive, and facilitate the appointment of Officials for the Council and all General Meetings;
 - (b) over the summer, edit and print the annual engineering handbook to be available for the first day of classes;
 - (c) oversee solicitations regarding publications of the Society excepting the Eng-Info;



- (d) be responsible for the upkeep of the SESS office and its equipment;
- (e) post copies of the minutes of the Council and any General Meetings in a conspicuous location within one (1) week of the meeting;
- (f) coordinate the annual membership drive for the SESS;
- (g) oversee the Website Commissioner, Information Technology Commissioner, Lounge Commissioner, Sustainability Commissioner and the Yearbook Commissioner.

Section 9 Vice-President Events

- 9.1 The role of the Vice-President Events is to organize and promote events within the College of Engineering.
- 9.2 Duties and responsibilities of the Vice-President Events shall include the following:
 - (a) coordinate all social functions as directed by the Council, except for those defined in the duties of other members of the Council;
 - (b) tabulate participation points for the purpose of determining social award recipients no later than November 15;
 - (c) set up and plan a social calendar for the upcoming academic year in consultation with the outgoing Vice Presidents Events, Lounge Commissioner, External Social Commissioner, and other members of the Council before May 15;
 - (d) gain contacts with other student groups' social executive members and organize social events with the other groups;
 - (e) obtain Server Intervention Training;
 - (f) be responsible for obtaining and ensuring the cooperation with the insurance and licensing needed for all events;
 - (g) oversee the Recreation Board Commissioner, Volunteer Commissioner, Photography Commissioner, and Sno-Golf Commissioner.

Section 10 Executive Meetings



10.1 A quorum of an Executive Meeting shall be attended by at least two-thirds (2/3) of the Executive Officers.

10.2 Meetings will be held every two (2) weeks, or more frequently if needed.

Article V Commissioning Officers

Section 1 All Commissioning Officers

1.1 All Commissioning Officers shall be appointed by the Board.

(a) In the case that Commissioning Officer applications are received after November 15th, they will then be appointed by a two-thirds (2/3) majority vote of the Executive,

1.2 Commissioning Officer Positions which are not filled will either be absorbed by or delegated by the Executive Officer responsible for the position.

1.3 Duties and responsibilities of all Commissioning Officers shall include the following:

(a) be an Active Member of the SESS over the term they are serving;

(b) receive direction from the Executive Officer to which they are assigned;

(c) report all activities and decisions to the Executive Officer to which they are assigned;

(d) uphold the Constitution and Bylaws and the Policies of the society;

(e) provide their replacements with a report on the position at the end of their term along with any relevant files, instructions or paperwork required for them to perform their position properly.

1.4 All Commissioning Officers may be subject to recall if they have been found to be negligent in performing the duties of their position through the following procedure:

(a) Before any formal processes begin to remove the Commissioner from Council, the Commissioner should be confronted verbally about concerns regarding their performance from the Executive member they report to;

(b) If after a one (1) week period, the Commissioner has still been found to be neglecting their duties, the matter shall be brought to the attention of the Executive and a meeting shall be scheduled between the Executive and the Commissioner to review the complaint, the Commissioner is allowed to speak;



- (c) From the meeting, the Executive will make a recommendation to the Board for the next Board meeting including minutes from the meeting with the Commissioner;
- (d) The Board shall vote on the removal of the Commissioner. A two thirds (2/3) majority shall be required for removal;
- (e) Following the removal of a Commissioner, the application process for selection of a replacement shall immediately commence;
- (f) If the Commissioner who has been removed would like to dispute the decision, he or she may go to the Board to present his or her case.

Section 2 Academic Commissioner

- 2.1 The role of the Academic commissioner is to organize tutorials for engineering students.
- 2.2 Duties and responsibilities of the Academic Commissioner shall include the following:
 - (a) keep the tutor list up to date and accurate for students;
 - (b) determine which classes need tutorials and find tutors for the tutorials;
 - (c) distribute, collect, and compile tutorial feedback forms at tutorials;
 - (d) report all activities and decisions to the Vice-President Student Affairs.

Section 3 Alumni Commissioner

- 3.1 The role of the Alumni Commissioner is to maintain contact with alumni of the University of Saskatchewan, College of Engineering.
- 3.2 Duties and responsibilities of the Alumni Commissioner shall include the following:
 - (a) send updates to alumni about the society's activities and accomplishments;
 - (b) organize joint events for alumni and current students;
 - (c) report all activities and decisions to the Vice-President External Affairs.

Section 4 Career Development Commissioner



- 4.1 The role of the Career Development Commissioner is to promote employment opportunities to engineering students.
- 4.2 Duties and responsibilities of the Career Development Commissioner shall include the following:
 - (a) organize the Campus Career Expo in conjunction with the Vice-President External and Student Employment and Career Centre (SECC);
 - (b) act as the official society liaison to the Student Employment and Career Centre (SECC) and other Colleges regarding student recruitment, career, and self-development activities and events;
 - (c) promote opportunities involving student work or study exchanges;
 - (d) raise awareness regarding job postings and recruitment systems on campus;
 - (e) be readily available during a majority of the summer months for the planning of Campus Career Expo in conjunction with the SECC;
 - (f) report all activities and decisions to the Vice-President Corporate Relations.

Section 5 Charity Commissioner

- 5.1 The role of the Charity Commissioner is to organize fundraising initiatives for charities.
- 5.2 Duties and responsibilities of the Charity Commissioner shall include the following:
 - (a) Coordinate the organization of all charity fundraising events including Pi-Throw;
 - (b) Report all decisions and activities to the Vice-President Corporate Relations.

Section 6 Store Finance Commissioner

- 6.1 The role of the Store Finance Commissioner is to manage the finances of the society store.
- 6.2 Duties and responsibilities of the Store Finance Commissioner shall include the following:
 - (a) to do monthly inventory on all assets of the store;
 - (b) to keep track of all finances for the store;
 - (c) to look into acquiring new merchandise for the store;
 - (d) to manage the online store;



- (e) to deal with all advertising that falls to the store merchandise;
- (f) report all activities and decisions to the Vice-President Finance.

Section 7 Store Operations Commissioner

7.1 The role of the Store Operations Commissioner is to manage the operations of the society store.

7.2 Duties and responsibilities of the Store Operations Commissioner shall include the following:

- (a) manage the store till;
- (b) ensure the Store is operated during appropriate school hours;
- (c) to do cash outs as needed;
- (d) the reordering of existing merchandise;
- (e) to make sure the display case is filled with only current items for sale;
- (f) report all activities and decisions to the Vice-President Finance.

Section 8 External Social Commissioner

8.1 The role of the External Social Commissioner is to organize social events which involve student groups outside of the society.

8.2 Duties and responsibilities of the External Social Commissioner shall include the following:

- (a) plan and coordinate all out of the city social events as directed by the Vice-President Events (i.e., Hockey Trip, Ski Trip, Small Town Dry);
- (b) report all activities and decisions to the Vice-President External Relations.

Section 9 First Year Priorities Commissioner

9.1 The role of the First Year Priorities Commissioner is to address the academic and social needs of first year students in the College of Engineering.

9.2 Duties and responsibilities of the First Year Priorities Commissioner shall include the following:

- (a) act as Chair of the First Year Council;



- (b) act as the official liaison between the first years and the society regarding all specific first-year issues and communications;
- (c) facilitate the election of First-Year council;
- (d) assist the Vice-President Student Affairs with the planning of Engineering First Year Orientation;
- (e) provide the Vice-President Student Affairs with Course Outlines and learning objectives for core first-year classes;
- (f) report all activities and decisions to the Vice-President Student Affairs.

Section 10 Information Technology Commissioner

10.1 The role of the Information Technology Commissioner is to maintain and develop the media and technology provided by the society.

10.2 Duties and responsibilities of the Information Technology Commissioner shall include the following:

- (a) be responsible for the maintenance of the society's computer hardware and software, as well as the other technological devices used by the society;
- (b) work with the Website Commissioner to develop online tools and databases for the use of the society;
- (c) report all activities and decisions to the Vice-President Administration.

Section 11 Lounge Commissioner

11.1 The role of the Lounge Commissioner is to maintain the Engineering student lounge and its equipment.

11.2 Duties and responsibilities of the Lounge Commissioner shall include the following:

- (a) ensure that the society lounge is kept in a clean and functional state;
- (b) be responsible for the upkeep and maintenance of the entertainment systems;
- (c) be responsible for the security and congenial atmosphere of the lounge;
- (d) be responsible for the planning and execution of society run pubs held in the student lounge in conjunction with the Vice-President Events;



- (e) report all activities and decisions to the Vice-President Administration.

Section 12 Recreation Board Commissioner

- 12.1 The role of the Recreation Board Commissioner is to generate and promote opportunities to become involved in sporting activities.
- 12.2 The duties and responsibilities of the Recreation Board Commissioner shall include:
 - (a) represent the interests of students on the Recreation Board of Campus Rec;
 - (b) coordinate the participation of engineering students in sporting events;
 - (c) be responsible for the maintenance and storage of all sporting equipment owned by or borrowed on behalf of the society;
 - (d) oversee the distribution of sports awards at the Christmas Formal;
 - (e) report all activities and decisions to the Vice-President Events.

Section 13 Morale Commissioner

- 13.1 The role of the Morale Commissioner is to develop and maintain the morale of students.
- 13.2 The duties and responsibilities of the Morale Commissioner shall include:
 - (a) responsibility for the morale boosting and R&P squad activities of the society;
 - (b) organization of stunts which are creative and utilize engineering principles;
 - (c) being responsible for aiding the Tank Commissioner in the transportation and protection of the Tank;
 - (d) report all activities and decisions to the Vice-President Communications.

Section 14 Photography Commissioner

- 14.1 The role of the Photography Commissioner is to generate and maintain a collection of photographic memorabilia of the society's activities and functions.
- 14.2 Duties and responsibilities of the Photography Commissioner shall include the following:



- (a) capture all pertinent events and activities of the society through dynamic media for a permanent remembrance of the event for the benefit of future generations of the society;
- (b) post current photographs in a centralized venue for the immediate enjoyment of the members;
- (c) work actively with any publication's editor (Student Newspaper, Handbook, Eng-Info, Yearbook, Web Page, etc.) who requires photographs;
- (d) report all activities and decisions to the Vice-President Events.

Section 15 Recruitment and Development Commissioner

- 15.1 The role of the Recruitment and Development Commissioner is to aid in recruitment of High School Students to the College of Engineering;
- 15.2 Duties and responsibilities of the Recruitment and Development Commissioner shall include the following:
 - (a) aid the Vice-President Student Affairs in the planning and execution of all recruitment events sponsored by the College of Engineering;
 - (b) report all activities and decisions to the Vice-President Student Affairs.

Section 16 SEC Commissioner

- 16.1 The role of the SEC Commissioner is to plan the annual Saskatoon Engineering Competition (SEC).
- 16.2 Duties and responsibilities of the SEC Commissioner shall include the following:
 - (a) organize and direct an SEC Committee;
 - (b) be charged with the ultimate planning of SEC, to be held in November;
 - (c) report all activities and decisions to the Vice-President External Affairs.

Section 17 Sno-Golf Commissioner

- 17.1 The role of the Sno-Golf Commissioner is to plan the event Sno-Golf.
- 17.2 Duties and responsibilities of the Sno-Golf Commissioner shall include the following:
 - (a) be a student enrolled in his or her first year of engineering;



- (b) organize and direct a Sno-Golf Committee composed of first year engineering students;
- (c) be charged with the ultimate planning of Sno-Golf;
- (d) report all activities and decisions to the Vice-President Events.

Section 18 Tank Commissioner

18.1 The role of the Tank Commissioner is to maintain the official vehicle of the society.

18.2 Duties and responsibilities of the Tank Commissioner shall include the following:

- (a) be responsible for the maintenance, operation, and equipping of the society Tank;
- (b) provide adequate storage for the Tank;
- (c) ensuring sponsor logos on the Tank are up to date and appropriate;
- (d) report all activities and decisions to the Vice-President Communications.

Section 19 Website Commissioner

19.1 The role of the Website Commissioner is to maintain the official website of the society.

19.2 Duties and responsibilities of the Website Commissioner shall include the following:

- (a) update and maintain the society website. This shall include ensuring that the online calendar is accurate and up to date, and providing online versions of the most recent society Constitution & Bylaws, Policies, and Traditions;
- (b) report all decisions and activities to the Vice-President Administration.

Section 20 Yearbook Commissioner

20.1 The role of the Yearbook Commissioner is to produce the Yearbook of the society.

20.2 Duties and responsibilities of the Yearbook Commissioner shall include the following:

- (a) produce the annual Engineering Yearbook;
- (b) organize the distribution of yearbooks to society members eligible to receive them, including graduates;



- (c) report all decisions and activities to the Vice-President Administration.

Section 21 Volunteer Commissioner

21.1 The role of the Volunteer Commissioner is to find volunteers to help out with the SESS

21.2 Duties and responsibilities of the Volunteer Commissioner shall include the following:

- (a) Creating and maintaining a list of people willing to volunteer at SESS Events and Activities throughout the year;
- (b) Contacting people on the list in advance of events needing volunteers;
- (c) Reporting all decisions and activities to the Vice-President Events.

Section 22 Mentorship Commissioner

22.1 The role of the Mentorship Commissioner is to organize and oversee the Mentorship Program.

22.2 Duties and responsibilities of the Mentorship Commissioner shall include the following:

- (a) be responsible for organizing and overseeing the mentorship program;
- (b) report all activities and decisions to the Vice-President Communications.

Section 23 EDI Commissioner

23.1 The role of the EDI Commissioner is to promote equity, diversity, and inclusivity within the SESS and the College of Engineering.

23.2 Duties and responsibilities of the EDI Commissioner shall include the following:

- (a) be responsible for promoting equity, diversity, and inclusivity within the SESS and at any events planned by the SESS;
- (b) be responsible for the editing and updating of the SESS EDI Handbook.;
- (c) work in conjunction with the Vice-President Student Affairs;
- (d) report all activities and decisions to the Vice-President Communications.

Section 24 Sustainability Commissioner

24.1 The role of the Sustainability Commissioner is to promote and oversee the sustainability actions of the SESS.



24.2 Duties and responsibilities of the Sustainability Commissioner shall include the following:

- (a) Be responsible for promoting sustainability events within the SESS
- (b) Consult with the SESS about their actions and how to make them more sustainable
- (c) Report all activities and decisions to the Vice-President Administration

Section 25 Policy Commissioner

25.1 The role of the Policy Commissioner is to help develop policy and work with external partners

25.2 Duties and responsibilities of the Policy Commissioner shall include the following:

- (a) be responsible for developing policy changes needed in the SESS Constitution and Policy Manual;
- (b) Learn and know Robert's Rules of Order;
- (c) Communicate with the Canadian Federation of Engineering Students and the Western Engineering Students' Societies Team alongside the Vice-President External Affairs;
- (d) report all activities and decisions to the Vice-President External Affairs.

Section 26 Eng-Info Commissioner

26.1 The role of the Eng-Info Commissioner is to compile and edit the weekly SESS newsletter, the Eng-Info.

26.2 Duties and responsibilities of the Eng-Info shall include the following:

- (a) be responsible for editing the weekly SESS newsletter, the Eng-Info, as directed by the Vice-President Communications;
- (b) report all activities and decisions to the Vice-President Communications.

Article VI Board of Directors

Section 1 Definition of the Board of Directors



- 1.1 Definition of the Board of Directors is to be pursuant to the Constitution.
- 1.2 Meetings of the Board of Directors are only to be attended by Board Members and Board Officials. In the case that the highest-ranking position in one of the Program Societies is split between two parties, both parties will be permitted to attend meetings, but only collectively receive a single vote and a single set of speaking rights. Any other non-member party must be expressly invited by the Board for official purposes in order to attend a meeting.
- 1.3 Official purposes for the invitation of Members or non-member parties to a Board Meeting include but are not limited to:
 - a) Affiliated Groups application to the Board;
 - b) Disciplinary hearings;
 - c) Presentations to the Board regarding sponsorship, conferences, etc.

Section 2 Term

- 2.1 The term of office for all Board Members shall be one (1) year. The start date of this term shall be the last day of second semester classes, or when all Discipline Presidents have been voted in.

Section 3 Board of Directors Officials

- 3.1 Board Chair:
 - a) The duties of the Board Chair will be to chair all meetings of the Board and aid the Board Secretary in developing the agenda for Board Meetings;
 - b) The Board Chair must be in attendance of the first Board Meeting of the school year, and nominated by an active Member of the Original Board at that meeting;
 - c) Appointment of the Board Chair must be by a majority vote of the Board at the Meeting in which they are nominated. Duties of the Board Chair commence immediately after their appointment;
 - d) The Board Chair can operate through proxy of any active Member of the Board appointed by the Chair before a Board Meeting if unable to attend the Meeting.
- 3.2 Board Secretary:
 - a) Duties of the Board Secretary will be to organize the location and time of all Board Meetings, set the agenda for these Meetings and record minutes for Board Meetings;
 - b) The Board Secretary must be in attendance of the first Board Meeting of the school year, and nominated by an active Member of the Original Board at that Meeting;



- c) Appointment of the Board Secretary must be by a majority vote of the Board at the Meeting in which they are nominated. Duties of the Board Secretary commence immediately after their appointment;
- d) The Board Secretary can operate through proxy of any active Member of the Board appointed by the Secretary before a Board Meeting if unable to attend the Meeting.

Section 4 SESS Representative for the Board

4.1 The order in which the SESS Executive shall be placed on the Board will be as follows:

- 1) President;
- 2) Vice-President Student Affairs;
- 3) Vice-President Finance;
- 4) Vice-President Communications;
- 5) Vice-President Corporate Relations;
- 6) Vice-President External Affairs;
- 7) Vice-President Administration;
- 8) Vice-President Events.

Section 5 Proxy

- 5.1 If a director is unable to attend a Board Meeting then a proxy must be sent on their behalf.
- 5.2 A proxy must be an engineering student in his or her society, club, group, or an individual who already sits on the Board.
- 5.3 No Director may be a proxy for more than one (1) person.
- 5.4 An email must be sent to the Secretary if a proxy is being used. The email must include the name of the proxy, his or her year of study, their discipline of study, their phone number, as well as their email address.

Section 6 Application Process for Affiliated Groups

- 6.1 Affiliated Groups are eligible for application for a seat on the Board.
- 6.2 Each Affiliated Group may apply to have their president or a representative sit on the Board through the following procedure:



- (a) Obtain and fill out the form from Appendix B. The form must be submitted to the Chair of the Council at least one (1) week before the next Council Meeting;
- (b) The Council will discuss the application at the next Council Meeting. A representative from the Affiliated Group will speak to why their presence on the Board will improve student representation. After the representative is given a chance to speak, they will be given a chance to answer any questions that Council may have;
- (c) The Council will vote on whether or not that Affiliated Group should be allowed to present their case to the Board, a two thirds (2/3) majority vote is required;
- (d) At the next Board Meeting, the Board will vote on whether or not that Affiliated Group should gain a seat on the Board. A two thirds (2/3) majority vote of the Original Board will result in the applicant being successful;
- (e) If successful, the Affiliated Group will be notified by email immediately following the meeting of their successful application. A representative from that Affiliated Group will then attend the next Board Meeting;
- (f) If unsuccessful, the Affiliated Group will be notified by email, according to the form found in Appendix C.

6.3 Affiliated Groups wishing to maintain a position on the Board shall complete the following procedure:

- (a) In the event that an Affiliated Group wishes to sit on the Board for consecutive years, they must email the Chair of the Board within the last month of their term of the Board;
- (b) The Board will consider the re-application of that Affiliated Group at the first meeting with the incoming Original Board;
- (c) The Board will vote on whether or not that Affiliated Group should remain on the Board and a two thirds (2/3) majority vote will result in that group remaining on the Board;
- (d) If the applicant is not successful, they may apply again with the regular application procedure for the next meeting.



Section 7 Emergency Vote

- 7.1 An emergency vote can be called by any voting representative on the Board of Directors by emailing the motion to the Board Secretary. The Board Secretary and Board Chair will review the motion and decide if it is time sensitive.
- 7.2 In the case that there is a time sensitive motion that must be discussed by the Board of Directors, the following can be used as a method to pass or fail a motion without a meeting, assuring that all board members are notified and all respond with a two thirds (2/3) majority vote in order to pass the motion:
 - (a) an email addressed to the Board Secretary;
 - (b) a letter to the Board Secretary;
 - (c) a text message to the Board Secretary.

Article VII Council

Section 1 Council Meetings

- 1.1 A quorum of a Council Meeting must be attended by one-half (1/2) plus one (1) of the Executive.
- 1.2 All motions put forward must be accompanied by a representative at the meeting at which the motion appears.
 - (a) In the case that a representative not be present at the meeting at which the motion appears the motion shall only be tabled once before the motion is removed from the table.
- 1.3 Council Meetings are open to all Members of the Society. Active Members in attendance at a Council Meetings are given a vote on all motions made.
- 1.4 In order for a non-member party to attend a Council Meeting, the Council Secretary must be notified. Non-member parties are not given a vote at Council.
- 1.5 Non-member parties in attendance at Council that are Students of the College of Engineering are given inherent speaking rights.
- 1.6 In order to address Council, non-member parties that do not have inherent speaking rights must be given the speaking rights of an active Member of the Society or a non-member party with speaking rights in attendance of that Council Meeting.
- 1.7 All individuals outlined in Article XII Section 3.1 (a) through (d) are encouraged to attend every Council Meeting.



- 1.8 If one (1) of the individuals stated in Article XII Section 3.1 (a) through (d) cannot attend a meeting they are required to send a report to the Council Secretary.

Section 2 Council Officials

2.1 Council Chair:

- a) The duties of the Council Chair will be to chair all meetings of the Council, aid the Council Secretary in developing the agenda for Council Meetings, and be Acting Chair of General Meetings until the Chair of the General Meeting is appointed;
- b) The Council Chair must be in attendance of the first Council Meeting of the school year, and nominated by an active Member of the Society at that Meeting;
- c) Appointment of the Council Chair must be by a majority vote of the Council at the Meeting in which they are nominated. Duties of the Council Chair commence immediately after their appointment;
- d) The Council Chair can operate through proxy of any active Member appointed by the Chair before a Council Meeting if unable to attend the Meeting.

2.2 Council Secretary:

- a) Duties of the Council Secretary will be to organize the location and time of all Council Meetings, set the agenda for these Meetings, record minutes for Council Meetings, and be Acting Secretary for General Meetings until the Secretary of the General Meeting is appointed;
- b) The Council Secretary must be in attendance of the first Council Meeting of the school year, and nominated by an active Member of the Society at that Meeting;
- c) Appointment of the Council Secretary must be by a majority vote of the Council at the Meeting in which they are nominated. Duties of the Council Secretary commence immediately after their appointment;
- d) The Council Secretary can operate through proxy of any active Member appointed by the Secretary before a Council Meeting if unable to attend the Meeting.

Section 3 General Meetings

3.1 The Annual General Meeting shall take place no later than November 15.

3.2 Forum shall be a special case of a General Meeting;

- (a) Forum is subject to all Policy regarding General Meetings, with the exception of;
 - i) No changes to the Policy Manual or Constitution can occur at Forum;



ii) Only the topic proposed in the agenda of Forum shall be discussed during the Meeting.

- 3.3 Members of the General Assembly are required to register with the Acting Secretary or Secretary of the General Meeting.
- 3.4 General Meetings are open to all Members of the Society.
- 3.5 In order for a non-member party to attend a General Meeting, the Secretary of the General Meeting must be notified. Non-member parties are not given a vote at General Meetings.
- 3.6 Non-member parties in attendance at General Meetings that are Students of the College of Engineering are given inherent speaking rights.
- 3.7 In order to address the General Assembly, non-member parties that do not have inherent speaking rights must be given speaking rights by the General Assembly or a non-member party with speaking rights in attendance of that General Meeting.
- 3.8 Agendas for every General Meeting shall be given to each voting member, no less than one (1) weeks before the meeting.

Section 4 Officials of General Meetings

4.1 Chair of a General Meeting:

- a) The duties of the Chair of a General Meeting will be to chair the Meeting, and oversee the duties of the Secretary of that General Meeting;
- b) The Chair of a General Meeting must be in attendance of the Meeting, and nominated by an active Member of the Society at that General Meeting;
- c) Appointment of the Chair of the General Meeting must be by a majority vote of the active Members attending the General Meeting in which they are nominated. Duties of the Chair of the General Meeting commence immediately after their appointment, and conclude at the end of the General Meeting they are chairing.

4.2 Chair of Forum regarding Elections as outlined in Article VIII shall be the Elections Returning Committee Chair.

- a) The duties of the Chair of an Elections Forum shall be the same as the duties of the Chair of a General Meeting.

4.3 Secretary of a General Meeting:

- a) The duties of the Secretary of a General Meeting will be to record the minutes of the General Meeting, and oversee the registration of Members in attendance of the General Meeting;



- b) The Secretary of a General Meeting must be in attendance of the Meeting, and nominated by an active Member of the Society at that General Meeting;
- c) Appointment of the Secretary of the General Meeting must be by a majority vote of the active Members attending the General Meeting in which they are nominated. Duties of the Secretary of the General Meeting commence immediately after their appointment, and conclude once the minutes of that Meeting are submitted to the Council Chair.

Section 5 First Year Council Meetings

- 5.1 A quorum of First Year Council Meetings must be attended by at least fifty percent (50%) plus one (1) of First Year Council Members.
- 5.2 Voting Members of First Year Council are:
 - a) First Year Director;
 - b) First Year Secretary;
 - c) Representative Members of First Year Council;
 - d) Term for voting members of First Year Council is to be one semester.
- 5.3 First Year Council shall meet once a week. First Year Priorities Commissioner shall assist in facilitating and organizing these meetings.
- 5.4 First Year Council Meetings are open to all First-Year students in the College of Engineering, and the First Year Priorities Commissioner.
- 5.5 In order for a non-member party to attend a First Year Council Meeting, the First Year Council Secretary must be notified. Non-member parties are not given a vote at First Year Council.
- 5.6 Non-member parties in attendance at First Year Council that are Students of the College of Engineering are given inherent speaking rights.
- 5.7 In order to address First Year Council, non-member parties that do not have inherent speaking rights must be given the speaking rights of an active Member of the Society or a non-member party with speaking rights in attendance of that First Year Council Meeting.

Section 6 First Year Council Officials

- 6.1 First Year Director:
 - a) The duties of the First Year Director will be to attend all First Year Council Meetings and Board Meetings, and ensure that there is communication between the two entities;



- b) The First Year Director must be in attendance of the first First Year Council Meeting of the school year, and nominated by an active Member of the Society at that Meeting;
- c) Appointment of the First Year Director must be by a majority vote of the First Year Council at the Meeting in which they are nominated. Duties of the First Year Director commence immediately after their appointment;
- d) The First Year Director can operate through proxy of any active Member appointed by the First Year Director before a First Year Council Meeting if unable to attend the Meeting.

6.2 First Year Council Secretary:

- a) Duties of the First Year Council Secretary will be to record minutes for First Year Council Meetings;
- b) The First Year Council Secretary must be in attendance of the first First Year Council Meeting of the school year, and nominated by an active Member of the Society at that Meeting;
- c) Appointment of the First Year Council Secretary must be by a majority vote of the First Year Council at the Meeting in which they are nominated. Duties of the First Year Council Secretary commence immediately after their appointment;
- d) The First Year Council Secretary can operate through proxy of any active Member appointed by the Secretary before a First Year Council Meeting if unable to attend the Meeting.

6.3 Representative Members of First Year Council:

- a) Duties of the Representative Members of First Year Council are to solicit the passing of information between all governing levels of the SESS, and the First Year Students of the College of Engineering, and to attend First Year Council Meetings;
- b) Representative Members of First Year Council are to be appointed through elimination voting process by a large representative population of First Year students in the College of Engineering, facilitated by the First Year Priorities Commissioner. Duties of Representative Members of First Year Council commence immediately following their appointment.
 - i) In the case that a seat on First Year Council becomes vacant, the First Year Priorities Commissioner can appoint a First-Year student in the College of Engineering to fill that seat.
- c) All First-Year Representatives must be ratified at a Council meeting.

Article VIII

Executive Officer Elections Policy

Section 1

Purpose



1.1 The purpose of these policies is to govern all elections of the SESS. This includes the following positions:

- (a) S.E.S.S. President;
- (b) S.E.S.S. Vice-Presidents;
- (c) Members of Student Council;
- (d) Student Member of University Council.

Section 2 Candidates and Nominations

2.1 For the positions of President or Vice-Presidents of the SESS:

- (a) all nominees and all nominators must be Active Members of the SESS;
- (b) all nominees will be subject to one hundred (100) dollar deposit;
 - (i) A nominee shall have their deposit returned at the end of elections period, less the amount deemed by the Elections Returning Committee to be forfeited by the nominee.
- (c) all nominees must have credit for at least twenty-four (24) credit units at the University of Saskatchewan at the end of Term 2 in their first year in the College of Engineering;
- (d) all nominees and campaign managers assume responsibility to follow the SESS Constitution and all SESS Policies;
- (e) all nominees and campaign managers assume the responsibility to promote the image of the nominee and the Society in a positive manner, subject to the discretion of the Elections Returning Committee and all SESS Policies;
- (f) all nominees must ensure that their nomination forms, found in appendix D, are filled out completely;
 - (i) Falsification of the nomination form shall be considered grounds for immediate removal from all election's activity, including presence on the ballot;
- (g) the President and Vice-Presidents currently in office shall not sign nomination forms;



(h) in the event that no one is nominated for a certain executive position, the position shall be open to every Active Member.

2.2 For the positions of Member of Student Council of the College of Engineering:

- (a) all nominees and all nominators must be registered as undergraduate students in the College of Engineering;
- (b) the Member(s) of Student Council currently in office shall not sign nomination forms;
- (c) all nominees must ensure that their nomination forms are filled out completely with the student number, full name, and signature of the nominee and all nominators in the space provided on the form.

2.3 Nominees shall submit their nominations before the time prescribed by the Elections Returning Committee. All nomination forms for elected positions shall have ten (10) nominators on their form.

2.4 No person running for an elected position shall be eligible to nominate anyone seeking the same position.

2.5 No person shall be eligible to run for more than one (1) position on the Executive.

2.6 Nominations must be open for a minimum of one (1) week prior to the beginning of the campaign.

2.7 Nominations shall close at 4:30 PM on the final day of nominations.

2.8 The names of the nominees shall not be released until the Elections Returning Committee approves their candidacy.

2.9 If any candidate wishes to withdraw from an election after approval by the Elections Returning Committee, the Elections Returning Committee must receive written notice of the withdrawal from the candidate.

2.10 The names of the nominators may only be released by the nominee.

2.11 If at the time of closing no nominations have been received for any one (1) position, the nominations for that position only shall be reopened for a duration determined by the Elections Returning Committee.

2.12 If at the time of closing only one (1) nomination has been received for any one (1) position, the nominations for that position may be reopened at the discretion of the Elections Returning Committee for a duration determined by the Elections Returning Committee.

Section 3 Campaigning Guidelines and Procedures



- 3.1 There shall be no advertising by or on behalf of any candidate seeking election before 12:00 AM of the first day of campaigning, or during the voting period.
- 3.2 Campaign material to be posted for each candidate shall be limited on campus to twenty (20) posters, eight and a half (8½) inches by eleven (11) inches in size, and two (2) banners.
- 3.3 The use of electronic mail for campaigning purposes is strictly prohibited.
- 3.4 During campaigning social media advertising follows the same regulations as posted materials.
- 3.5 During voting, social media advertising is allowed on the following platforms only, as long as the following regulations are followed:
 - (a) SESS website;
 - (i) all candidates for each position will have their names posted at the top of the home page, with a link to their platform;
 - (ii) all candidates for each position will have their names posted at the top of the home page, with a link to their platform;
 - (iii) positions will be listed in order as per Article V section 4 sub-section 4.1 of the Constitution;
 - (iv) candidates shall be listed under each position in alphabetical order by last name.
 - (b) SESS Facebook Page:
 - (i) all candidates for each position will have their names posted at the top of the home page, with a shortened link to their platform on the SESS website;
 - (ii) positions will be listed in order as per Article V section 4 sub-section 4.1 of the Constitution;
 - (iii) candidates shall be listed under each position in alphabetical order by last name.
 - (c) Personal Facebook Page:
 - i) A candidate must notify the Elections Returning Committee (ERC) if they are planning on creating a personal Facebook Page;
 - a. Personal Facebook Page's content will be monitored very closely by the ERC;
 - b. Must not relay any false information;
 - c. Are not demeaning to other candidates, SESS, or the College of Engineering;
 - d. Posts to must be approved by the ERC prior to being posted;
 - e. Candidates and campaign managers are under no circumstances permitted to pay any business or entity to help promote their platform.
 - ii) Failure to follow these guidelines will be dealt with by the ERC as in Article VIII Section 4.



- iii) Personal Facebook Pages must be deleted by 11:59pm on the final day of elections.
- 3.6 All social media platforms will be closely monitored by the Elections Returning Committee and must comply with all other points in Article VIII, Section 3.
- 3.7 The time period for campaigning shall be no less than three (3) days.
- 3.8 All candidates must be given equal opportunity to use SESS facilities during their campaign.
- 3.9 The candidate is responsible for removing all advertising on their behalf prior to midnight, on the final day of elections. This responsibility may take the form of participation in a group effort as stated by the Elections Returning Committee.
- 3.10 Any third party found by or reported to the Elections Returning Committee as publishing material referencing candidates or the Election shall be approached using the following procedure:
 - i) The Elections Returning Committee shall inform the candidate of the published material;
 - a. If no candidate is referenced in the published material, the Elections Returning Committee assumes the responsibilities of a candidate to pursue the following;
 - ii) The candidate will then have four (4) hours, between 8:00 AM and 10:00 PM, to approach the third party and request that they remove the published material;
 - iii) If the third-party refuses to remove published material, a meeting will be arranged between the candidate and the third party, with the Elections Returning Committee mediating, in order to resolve the issue;
 - iv) If the candidate does not demonstrate the appropriate effort to resolve the issue, the candidate is eligible for removal from the ballot at the discretion of the Elections Returning Committee.
 - a. In the case that voting is already in progress, and a candidate is removed from the ballot, all votes for said candidate will be discarded.
- 3.11 All campaign material must:
 - (a) be posted in the engineering building, or Affiliated Group spaces;
 - (i) Campaign material in Affiliated Group spaces shall only be published if all candidates are given equal opportunity to publish in that space;
 - (b) be authorized by the Elections Returning Committee;
 - (c) comply with poster policy in Article X;
 - (i) No stickers of any kind may be used.



- 3.12 All materials referring to SESS Elections and/or candidates fall under the jurisdiction of the SESS, and are subject to SESS Elections Policy.
- 3.13 No candidate, nor any representative of a candidate, may deliberately cover, destroy, damage, deface or remove campaign material of any other candidate.
- 3.14 Under no circumstances shall a candidate, or his/her representative, deliver campaign speeches in regularly scheduled classes or labs.
- 3.15 Character defamation and personal attacks by any candidates against another is prohibited, and the response of the Society to any such act shall be at the discretion of the Elections Returning Committee.
 - (a) Character defamation is any malicious, insulting or unsubstantiated mention of the abilities and/or relationships of any other candidates, individual members of the Society, the Society in general, or students of the College of Engineering on a general or individual basis.
- 3.16 There shall be at least one (1) open forum to which all candidates are invited and be given an opportunity to address the engineering student body, outlining his/her election platform. All candidates and disciplines must be informed of the time and location of each forum. The Elections Returning Committee shall plan, advertise and mediate the forums.
 - (a) Minutes shall be taken at all open forums, and distributed once approved by the Elections Returning Committee.

Section 4 Elections Returning Committee

- 4.1 The Elections Returning Committee shall be comprised of the following members:
 - (a) The Elections Returning Committee Chair;
 - (b) Two (2) to five (5) other members consisting of at least:
 - (i) One (1) current Board Member;
 - (ii) One (1) past or present Executive Member;
 - (1) The current Board Member and the past or present Executive Member can be the same person.
 - (2) Other members can consist of graduate students in the College of Engineering.
- 4.2 The Elections Returning Committee Chair must be an Active Member of the SESS and selected by the Executive.
- 4.3 The Elections Returning Committee Chair shall be responsible for the following:
 - (a) impartial chairing of all election forums;



- (b) promoting and advertising of elections;
 - (c) organizing online voting or preparation and printing of ballots;
 - (d) obtaining the list of all engineering undergraduate students and their SESS membership status;
 - (e) if online voting is not being used, recruitment and scheduling of polling clerks;
 - (f) if online voting is not being used, ensuring that all polling instructions are followed;
 - (g) if online voting is not being used, recruitment of SESS members for ballot counting;
 - (h) ensuring that all Policies pertaining to elections and referenda are followed;
 - (i) the interpretation of the Elections Policy.
- 4.4 The Elections Returning Committee Chair shall determine if all nominees meet the terms of Section 2 of this article.
- 4.5 The Elections Returning Committee shall determine if all nominees meet the terms of Section 3 of this article.
- 4.6 The Elections Returning Committee, if approached by a potential candidate, may provide that person with information pertaining to the election procedure and available positions.
- 4.7 The Elections Returning Committee shall not encourage or recruit candidates for election.
- 4.8 The Elections Returning Committee shall remain impartial and shall not support any candidate during the campaign.
- 4.9 The Elections Returning Committee shall not vote in a general election at any of the polling booths or online if online voting is used.
- 4.10 Prior to counting the ballots, the Elections Returning Committee Chair shall vote privately in the presence of the Elections Returning Committee. In the case of more than two (2) candidates for a position the candidates shall be ranked in preferential order. The Elections Returning Committee Chair's ballot shall be sealed in an envelope and only opened and counted in the case of a tie.
- 4.11 All violations of election procedures arising from the first day of campaigning up to the date of the final ballot shall be dealt with by the Elections Returning Committee.
- 4.12 Violations of Elections Policy shall be grounds for removal from elections, as decided by the Elections Returning Committee.
- (a) Violation of Elections Policy can be grounds for Enforcement under Article XXIV if the Elections Returning Committee deems it necessary due to the nature of the violation.



- 4.13 Any complaints concerning the Elections Returning Committee will be dealt with by the outgoing SESS Executive and must be formally filed at any time during the election or within five (5) days immediately following the election.

Section 5 Voting Procedure on PAWS

- 5.1 The Elections Returning Committee Chair must arrange for voting to take place on the Voting tab on PAWS for all Active Members of the SESS.
- 5.2 Voting must be available for students for a minimum of two (2) days.

Section 6 Voting Procedure in the Case that PAWS is Unavailable

- 6.1 Polling clerks shall be a member of the SESS and must adhere to the following polling instructions:
- (a) ask students for their validated student card. It must be shown before a student receives any ballots;
 - (b) check students' name on the list of undergraduate engineering students;
 - (c) give student appropriate ballots according to SESS membership status;
 - (d) stroke the students' name off of the list;
 - (e) instruct each voter to mark the ballot, fold and place it in the ballot box.
- 6.2 Polling stations shall be open according to the following guidelines:
- (a) polling stations shall be open for a period of seven (7) hours per day;
 - (b) all polling stations shall be open at 9:00 AM on each election day;
 - (c) all polling stations shall be open a minimum of two (2) days.
- 6.3 The polling station shall contain:
- (a) Two (2) copies of the polling instructions;
 - (b) a list of all undergraduate engineering students and their SESS membership status;
 - (c) a seal which is to lock the ballot box before the polls open and is not to be removed;
 - (d) one (1) set of election ballots;
 - (e) a polling clerk timesheet;



- (f) a set of pencils.

Section 7 Voting Eligibility

- 7.1 Only Active Members of the SESS shall be eligible to vote in the President and Vice-President elections of the SESS.
- (a) Membership sales shall be put on hold from the time nominations are finished, to when the results are posted,
- 7.2 All undergraduate engineering students shall be eligible to vote in Member of Student Council (MSC) and Student Member of University Council elections.
- 7.3 Elections shall be held by secret ballot.

Section 8 Vacancy

- 8.1 Any vacancy which occurs before November 1 shall occasion the calling of an election.
- 8.2 If a vacancy exists on or after November 1, the Executive may appoint a member to fill that position subject to the approval of the Board.
- 8.3 Any vacancies which occur after the general election, but before the commencement of classes the following academic term, may be temporarily filled by appointment of the Board.
- 8.4 An election shall be held as soon as possible in the following academic term to fill the position that has been temporarily occupied.

Article IX Payment of Fees

Section 1 Membership Fees

- 1.1 Membership Fees shall be \$30.00.

Section 2 Locker Fees

- 2.1 Locker fees shall be charged at every rental and renewal of lockers.
- (a) For rentals made between 1 September and 1 April, locker fees shall be \$30.00 for SESS members and \$40.00 for all non-members
- 2.2 All locker rentals shall expire on 15 April every year unless the tenant extends the rental over the summer.



- 2.3 A tenant may extend the rental of a locker over the summer months for no additional charge, by making a request to the Executive. In this case,
- (a) The rental may be renewed for the subsequent academic year between 1 September and 15 September.
 - (b) An extended rental that is not renewed shall expire on 15 September.
- 2.4 A deposit of \$10.00 is required for a first-time rental of a locker. This deposit shall be repaid to the individual upon the return of their lock.
- 2.5 All Executive, Commissioners, or Affiliated Student Groups for which storage may be required will be given a locker at no cost, as determined by the Executive.

Section 3 Conference Fees

- 3.1 All Conference Delegates shall be subject to the following fees, Delegate Fees, Accountability Fees, and Promotions Fees.
- (a) The Executive reserves the right to add addition fees onto Conference Delegates as deemed appropriate by the Executive;
 - (b) Any person who is mandated to go to a conference, by either their description in Policy, or by the Board, shall not have to pay transportation or delegate fees;
 - (c) Conference Observers shall have to pay Observers Fees instead of Delegate Fees;
 - (d) Conference Observers shall also have to pay for Transportation Costs.
- 3.2 Delegate Fees shall be set by the Conference Organizing Committee, and will be divided equally between all delegates.
- 3.3 Observer Fees shall be set by the Conference Organizing Committee, and will be divided equally between all observers.
- 3.4 Accountability Fees shall be fifty (50) dollars, and will be returned to delegates with the submission of an Accountability Report, which must be approved by the Vice-President External Relations.
- 3.5 Promotions Fees shall be ten (10) dollars, and will go towards the purchase of University of Saskatchewan paraphernalia, to be traded at conferences.
- 3.6 Transportation Costs shall be covered by the Society for all persons selected by a selections committee to go to a conference as a delegate.
- 3.7 All persons selected by a selections committee to go to a conference as a delegate that are not classified as SESS members (see Article III Section 1) will be subject to a non-member fee of thirty (30) dollars.



Article X Poster Policy

Section 1 Posters

- 1.1 All posters must be approved by a member of the Executive before posted and must have a stamp of approval on them.
- 1.2 All posters stamped for approval must comply with all applicable policies of the University of Saskatchewan and College of Engineering.
- 1.3 Posters approved by the Executive must be posted on approved bulletin boards only.
- 1.4 Failure to place approved posters on designated bulletin boards will result in the posters being removed without notice by a member of the Executive.
- 1.5 Repeated failure to comply with this policy will result in refusal by the Society to approve posters.

Article XI Referenda

Section 1 Notice

- 1.1 Notice of the referendum must be received by the Chief Referendum Officer (CRO) no later than three (3) weeks prior to the expected vote of the referendum issue.
- 1.2 Notice of the referendum question, voting location, and voting hours must be posted no less than five (5) school days before the voting is to take place.

Section 2 Chief Referendum Officer

- 2.1 The CRO must be an Active Member of the SESS and selected by the Executive.
- 2.2 The CRO shall be responsible for the following:
 - (a) impartial chairing of all referendum forums;
 - (b) promoting and advertising of elections;
 - (c) organizing online voting or preparation and printing of ballots;
 - (d) obtaining the list of all engineering undergraduate students and their SESS membership status;
 - (e) if online voting is not being used, recruitment and scheduling of polling clerks;
 - (f) if online voting is not being used, ensuring that all polling instructions are followed;



- (g) if online voting is not being used, recruitment of SESS members for ballot counting;
- (h) ensuring that all Policies pertaining to referenda are followed;
- (i) the interpretation of the Referenda Policy.

- 2.3 The CRO shall remain impartial and shall not support any side during the campaign.
- 2.4 The CRO shall not vote in a general election at any of the polling booths or online if online voting is used.
- 2.5 Prior to counting the ballots, the CRO shall vote privately in the presence of a scrutineer. The CRO's ballot shall be sealed in an envelope and only opened and counted in the case of a tie.
- 2.6 Any complaints concerning the CRO will be dealt with by the outgoing SESS Executive and must be formally filed at any time during the referendum or within five (5) days immediately following the referendum.
- 2.7

Section 3 Campaigning

- 3.1 No advertising on a referendum issue can appear on behalf of either side prior to midnight (12:00 am) of the day prior to the SESS giving full notice of the referendum issue.
- 3.2 No advertising, articles or references on a referendum issue may appear in any campus media on the day(s) of the referendum. All such material must be removed prior to midnight (12:00am) on the night before the vote is to be taken.
- 3.3 All advertising material to be posted in the engineering building must be authorized by the CRO, and comply with poster policy in Article X. No stickers of any kind may be used.
- 3.4 No speeches or referendum issues may be delivered in regularly scheduled classes or labs.
- 3.5 Notice of any public forum on the referendum issue must be given to the CRO. Representatives of both sides must be invited to attend.
- 3.6 Any violation of Section 2 shall result in the outcome of the referendum not binding to the Board. All violations shall be investigated by the CRO and the Board shall determine if any violations warrant rejection of the referendum result.
 - (a) If deemed appropriate by the Board, violation of Referenda Policy can be grounds for Enforcement under Article XXIV

Section 4 Voting Procedure on PAWS



4.1 The CRO must arrange for voting to take place on the Voting tab on PAWS for all eligible voters.

4.2 Voting must be available for students for a minimum of two (2) days.

Section 5 Voting Procedure in the Case that PAWS is Unavailable

5.1 Polling clerks shall be a member of the SESS and must adhere to the following polling instructions:

- (a) ask students for their validated student card. It must be shown before a student receives any ballots;
- (b) check students' name on the list of undergraduate engineering students;
- (c) give student appropriate ballots according to SESS membership status;
- (d) stroke the students' name off of the list;
- (e) instruct each voter to mark the ballot, fold and place it in the ballot box.

5.2 Polling stations shall be open according to the following guidelines:

- (a) polling stations shall be open for a period of seven (7) hours per day;
- (b) all polling stations shall be open at 9:00 AM on each election day;
- (c) all polling stations shall be open a minimum of two (2) days.

5.3 The polling station shall contain:

- (a) Two (2) copies of the polling instructions;
- (b) a list of all undergraduate engineering students and their SESS membership status;
- (c) a seal which is to lock the ballot box before the polls open and is not to be removed;
- (d) one (1) set of election ballots;
- (e) a polling clerk timesheet;
- (f) a set of pencils.

Section 6 Voting and Returns



- 6.1 Referenda will be presided over by the CRO outlined in this Policy Manual. The CRO shall have the powers as previously outlined in Section 2.
- 6.2 Ballots shall consist of an unbiased statement of question which requires a yes/no answer.
- 6.3 Only Active Members of the SESS shall be allowed to vote in a referendum of the SESS.
 - (a) In the event of a college wide referendum, all undergraduate students in the College of Engineering shall be allowed to vote in a referendum.
- 6.4 A referendum shall only be considered valid if there is a minimum voter turnout of ten percent (10%).
- 6.5 The result of the referendum is binding and takes precedence over decisions of the Board, the Executive, the Council, and General Meetings.

Article XII Organization of the Society

Section 1 Levels of Structure

- 1.1 The structure of the Society shall include the following levels of structure:
 - (a) The SESS Board of Directors;
 - (b) The SESS Council;
 - (c) The SESS Executive Officers.

Section 2 The Board of Directors

- 2.1 The Board shall consist of:
 - (a) A representation of the Executive Officers that shall be as close to, without exceeding, one-third (1/3) of the Board. The order of selection for representation on the Board shall be outlined in Article VI Section 2;
 - (b) The President or representative of each of the following Discipline Societies:
 - (i) Canadian Society for Civil Engineering, U of S Student Chapter;
 - (ii) Chemical Engineering Students' Society;
 - (iii) Environmental Engineering Students' Society.
 - (iv) Geological Engineering Students' Society;



- (v) Institute of Electrical and Electronics Engineers, U of S Student Branch;
- (vi) Mechanical Engineering Students' Association;
- (vii) Physics Students' Society;
- (c) A President or representative of those Affiliated Groups who apply and are approved by the Board;
- (d) The First Year Director.

Section 3 The Council

3.1 Members of the Council shall consist of the following:

- (a) All members of the Board;
- (b) All Executives that are not members of the Board;
- (c) A President or representative of all Affiliated Groups that are not members of the Board;
- (d) All Commissioners;
- (e) Any Active Member of the Society.

Section 4 Executive Officers

4.1 Each SESS Executive Officer shall be elected by a secret-ballot vote open to all Active Members of the SESS. The Executive Officers shall be as follows:

- (a) President;
- (b) Vice-President of Student Affairs;
- (c) Vice-President of Finance;
- (d) Vice-President of Corporate Relations;
- (e) Vice-President of External Relations;
- (f) Vice-President of Communications;
- (g) Vice-President of Administration;
- (h) Vice-President of Events.

Article XIII Finances



Section 1 General

- 1.1 The purpose of these financial policies is to provide a basis for all financial operations of the SESS to ensure accountability and efficiency.
- 1.2 The SESS shall not operate a deficit.
- 1.3 The financial year of the SESS shall be from April 1 to March 30 of the following year.
- 1.4 The Chief Financial Officer of the SESS shall be the Vice-President Finance.

Section 2 Signing Authority

- 2.1 The signing authorities of the SESS shall be the President, the Vice-President Student Affairs and the Vice-President Finance.
- 2.2 No signing authority may sign a cheque addressed to him/herself.
- 2.3 Should any of the signing authorities cease to hold office, their signing power shall be immediately relinquished. A temporary signing authority may be appointed by the Board as required until a new signing authority realises the position.
- 2.4 All contracts must be signed by two (2) members of the Executive, one of which must be a signing authority.
 - (a) All contracts with new parties or new services rendered exceeding five thousand dollars (\$5,000) shall be submitted to the Board for review and comment.
 - (b) Any contracts not submitted to the Board for review and comment must be documented and reported to the Board at the next available Board meeting.
- 2.5 All expenditures exceeding five thousand dollars (\$5,000) or outside of the operating budget of the SESS shall be submitted to the Board for review and comment.

Section 3 Reimbursement Procedure

- 3.1 Where practical, the SESS shall reimburse individuals who make expenditures on behalf of the SESS. As a corollary to the above, no person shall be entitled any reimbursement from the SESS for an expense unless the Board has approved the expenditure being made.
- 3.2 Individuals seeking reimbursement for expenses shall:



(1) Fill out a Reimbursement Requisition Form (see Appendix E), available from the SESS Office, indicating the types and amounts of expenses, the reason for the expense and the pertinent financial category. The applicant shall also provide information on means of contact;

a. A ten (10) percent gratuity for food orders shall be added to Reimbursement Requisition Form.

(2) Attach original receipts to the requisition form;

(3) Deposit the requisition form in the Vice-President Finance mailbox.

3.3 An individual shall not be reimbursed if a Reimbursement Requisition Form is not submitted to the Vice-President Finance within one month of the date of purchase for the expense. An exemption to this rule may only be granted if approved by both the SESS Executive and Board of Directors.

Section 4 Lending of Capital

4.1 Pending the approval of the Board, Council may choose to lend capital to a third party for the purposes of hosting a conference or event.

(a) Where the Board deems it appropriate, the SESS may impose a compounding interest rate on loaned capital, as agreed on by the SESS and the debtor through a signed contract.

Section 5 Transparency

5.1 Any member of the SESS may have access to any of the financial records of the SESS.

5.2 To view the financial records of the SESS, a meeting with the Financial Officer of the account(s) in question must be arranged in advance.

5.3 The President shall review the financial records of the SESS at least once every month.

5.4 It shall be the responsibility of the Vice-President Finance to be familiar with all figures associated with the finances of the SESS.

5.5 The Vice-President Finance shall ensure that files and financial documents are stored, organised and presented in such a way that their meaning can be interpreted without ambiguity.

Section 6 Not-For-Profit Corporation

6.1 The SESS shall operate as a Not-For-Profit Corporation.

6.2 The Vice-President Finance shall ensure the SESS is registered with Information Services Corporation of Saskatchewan (ISC). The SESS shall submit financial document to ISC every year before May 15.

Section 7 Annual Budget



- 7.1 The Vice-President Finance shall prepare and maintain a budget for the SESS for the academic year.
- 7.2 The budget shall consist of a list of financial categories consisting of revenues and expenses, a summary of the previous year's anticipated revenues and expenses for these categories, a summary of the previous year's actual revenues and expenses and a summary of the upcoming academic year's anticipated revenues and expenses.
- 7.3 The budget shall be presented to the Board on or before September 1 of the academic year.

Section 8 Accounting

- 8.1 The SESS shall maintain its accounts in compliance with the Generally Accepted Accounting Principles (GAAP).
- 8.2 All banking accounts shall be monitored using accounting software as described in Section 9.
- 8.3 The SESS shall keep cheques and cash inside a safe, as described in Section 10, until it can be deposited at the bank.
- 8.4 The SESS shall store funds for various uses in cash boxes as required, which shall be maintained and organised according to Section 11.
- 8.5 The SESS shall maintain hardcopy ledgers to track the flow of cash between the Store cash register, the safe, and all cash boxes currently in use according to Section 12.
- 8.6 The SESS shall issue receipts to any entity from whom it receives funds, if they are requested.
- 8.7 Receipts, invoices, cheque vouchers and all other documents related to the transfer of cash shall be kept by the Vice-President Finance.
- 8.8 All accounts shall be reconciled at least once every month, and a list of outstanding cheques and other accounts payable shall be maintained by the Vice-President Finance according to Section 13.

Section 9 Accounting Software

- 9.1 The financial operations of the SESS shall be assisted through the use of accounting software.
- 9.2 The accounting software used by the SESS shall be capable of:
 - (a) Monitoring multiple accounts;
 - (b) Printing cheques;
 - (c) Delivering financial reports.



9.3 The information contained by the accounting software shall be protected by a password, which shall be determined by the Vice-President Finance and made available only to

- (a) The Vice-President Finance;
- (b) The President.

Section 10 Safe

10.1 The safe shall be protected by one (1) combination, which shall be known only by the:

- (a) Vice-President Finance;
- (b) Store Finance Commissioner;
- (c) Store Operations Commissioner;
- (d) President.

10.2 The safe combination shall be changed by the Vice-President Finance upon taking office, and may be changed at any additional time by the Vice-President Finance in conjunction with the Store Commissioner.

10.3 The key to the safe shall be kept in the safety deposit box.

Section 11 Cash Boxes

11.1 The SESS shall use cash boxes in order to handle transactions which do not involve the Store.

11.2 All cash boxes shall be prepared by the Vice-President Finance.

11.3 In the event that the Vice-President Finance is unable to prepare a cash box, the cash box may be prepared by the President and one (1) other Executive Member.

11.4 Uses for the cash boxes may include, but are not limited to:

- (a) Membership and Locker Sales;
- (b) Events;
- (c) Petty Cash.

11.5 The Membership and Locker cash box shall:

- (a) be prepared for use on or prior to 31 August;
- (b) have an initial float of two hundred and fifty dollars (\$250);



- (c) contain no more than one thousand dollars (\$1,000).
- (d) be cashed out, by the Vice-President Finance, to the Petty Cash box or the Safe every week or when the box contains more than one thousand dollars (\$1000).

11.6 Cash boxes for Events shall:

- (a) be prepared for use prior to the intended event;
- (b) have an initial float of one hundred dollars (\$100);
- (c) contain no more than one thousand dollars (\$1,000);
- (d) be cashed out, by the Vice-President Finance in conjunction with the planner of the event, to the Petty Cash box or the Safe at the conclusion of the event or when the box contains more than one thousand dollars (\$1,000).

11.7 The Petty Cash box shall contain no fewer than fifty dollars (\$50) and no more than eight hundred dollars (\$800).

11.8 Every time a cash box is prepared or cashed out, the balances and amount transferred shall be recorded in a ledger.

Section 12 Ledgers

12.1 The SESS shall employ hardcopy ledgers to track the flow of cash from the cashboxes, the Store, and the Safe.

12.2 There shall be at least one (1) entry written in the ledger for every cash box, Safe or Store which the transaction affects.

12.3 The ledgers shall contain the following headings:

- (a) Date;
- (b) Description;
- (c) Amount Debited/Credited;
- (d) Total Remaining.

12.4 Every entry in the ledger shall be initialled by the person carrying out the transaction.

Section 13 Reconciliation



13.1 The accounts of the SESS shall be reconciled at the end of every month.

13.2 The reconciliation process shall have the following structure:

- (a) The balances of all cash boxes and the safe shall be verified, and compared with the balances written in the ledgers;
- (b) The transactions for the bank account and the Accounting Software for the previous month shall be compared;
- (c) The list of outstanding cheques shall be updated;
- (d) Any additional fees, such as bank fees or costs associated with Point-of-Sale transactions shall be entered into the Accounting Software;
- (e) The known transactions involving Debit/Credit for the Store, membership and locker, and events shall be correlated with the Point-of-Sale settlements in the bank account, and thus the settlements can be attributed to either Store revenue, membership and locker Revenue, or event revenue;
- (f) The Petty Cash Box ledger items are updated into the Accounting Software;
- (g) To differentiate between membership and locker revenue, the total revenue for membership shall be determined from the SESS membership records, and the difference from the combined amount shall be attributed to locker revenue.

Section 14 Bank Accounts

14.1 The SESS shall maintain three (3) bank account:

- (a) Debit Card Account
 - (i) This account shall contain twenty (20) dollars.
- (b) Main Account
 - (i) This account shall act as the main account for the SESS.
 - (ii) All revenues shall be deposited into this account.
 - (iii) All SESS cheques shall come out of this account.



- (iv) Funds in excess of one thousand (1000) dollars can only be transferred to the Debit Card Account with the approval of the Board.

- (1) Funds less than one thousand (1000) dollars can only be transferred to the Debit Card Account with the approval of the Executive, as long as the Board is informed at the next Board Meeting.

- (v) Funds in excess of one thousand (1000) dollars can only be transferred to the Society Credit Card with the approval of the Board.

- (1) Funds less than one thousand (1000) dollars can only be transferred to the Society Credit Card with the approval of the Executive, as long as the Board is informed at the next Board Meeting.

(c) Reserve Account

- (i) This account shall act as the reserve fund for the SESS, and contain twenty thousand (20,000) dollars.
- (ii) Funds can only be transferred into the Reserve Account by a two-thirds (2/3) majority vote by the Board.
- (iii) Funds can only be transferred out of the Reserve Account with a two-thirds (2/3) majority vote by the Board, and if the following conditions are met:
 - (1) It is a deficit year;
- (iv) A detailed plan is outlined containing when the Reserve Account will be replenished.

14.2 The SESS shall maintain one Debit Card and one Credit Card.

(a) Debit Card

- (i) The Debit Card shall only have access to the Debit Card Account.
- (ii) The Debit Card shall be held by the Vice-President Finance.

(b) Credit Card

- (i) The Credit Card shall be paid off using from the Main Account.
- (ii) The Credit Card shall be held by the President.
- (iii) The Credit Card shall only be used for the following expenses:
 - (1) Conference flights
 - (2) Online purchases for store merchandise

(3) Any other purchase deemed appropriate by the Board.

14.3 All SESS cheques shall be voucher style and pre-numbered.

14.4 There shall be a deposit book maintained by the Vice-President Finance to record the deposits for each account.

14.5 The depositor shall be one (1) of the signing authorities who must sign the deposit book.

Section 15 Finances of Events and Activities

15.1 An event organiser shall submit an event budget, showing expected revenues and expenses, to the Vice-President Finance for approval before any transactions may be made, or funds released.

(a) All budgets must have projected net profit of at least ten (10) percent.

15.2 It is the responsibility of the event organiser to maintain the event budget and keep cash prior to and during the event. If the event creates a financial loss due to the gross negligence of the event organisers, they shall be held personally responsible for payment of any such excess portion as deemed appropriate by the Board.

15.3 After each event, all cash associated with the event shall be processed in accordance with Section 11.

Section 16 Store

16.1 The purpose of this section is to provide a basis for the operation of the Store.

16.2 The Store Finance Commissioner and Store Operations Commissioner shall maintain accounting books and records of the finances of the Store in collaboration with the Vice-President Finance.

16.3 There shall be no more than one thousand five hundred dollars (\$1500) kept overnight in the cash register.

16.4 A list of current prices for all Store merchandise shall be posted within the Store.

16.5 A list of scheduled hours of operation of the Store shall be posted outside of the Store window and door.

Section 17 Sports Reimbursement

17.1 The purpose of this section is to formally define policy regarding Campus Recreation teams receiving reimbursement from the SESS.

17.2 Campus Recreation teams whose roster is comprised of at least two-thirds (2/3) SESS Members may be eligible for reimbursement of the standard Campus Recreation Team Fee.



- (a) Campus Recreation activities with non-standard Campus Recreation Team Fees will be reviewed on a case-by-case basis at the end of term by the Recreation Board Commissioner and the Vice-President Communications to decide on an appropriate reimbursement amount
- 17.3 Reimbursement applications will be reviewed by the Recreation Board Commissioner on a first-come, first-serve basis, with the exception of applications with non-standard fees (17.2.1).
- (a) Once the Recreation Board Commissioner has reviewed the request and confirmed the team's eligibility to receive reimbursement, he/she will submit a request for reimbursement to the Vice-President Finance and will ensure the Team Captain receives said reimbursement.
- 17.4 17.4 Fifty-percent (50%) of the allocated budget will be reserved for Term two (2), with all remaining funds from Term one (1) carrying over to Term two (2).

Article XIV Discipline Societies Fund

Section 1 Distribution of Funds

- 1.1 Fifty (50) percent of the fund shall be distributed evenly between all discipline societies.
- 1.2 The remaining fifty (50) percent of the fund shall be distributed based on the percentage of SESS membership in each discipline.
 - (a) All SESS members that are not in a discipline are not counted in this percentage.
- 1.3 There shall be two penalties associated with this fund:
 - (a) The failure of a discipline society to provide a representative to a Board of Directors Meeting or a General Meeting shall receive a five (5) percent loss of total funds available to that society from this fund;
 - (b) The failure of a discipline society to provide a representative to a Council Meeting shall receive a two (2) percent loss of total funds available to that society from this fund;
 - a. Each discipline society is allowed to miss two (2) Council meetings per term before this penalty is applied.
- 1.4 Any and all funds that are forfeited due to penalties shall be carried over to next year's Discipline Society Fund.
- 1.5 This fund shall be awarded once a year in April.

Article XV Affiliated Groups Fund

Section 1 Application Process

- 1.1 All Affiliated Groups in attendance at the first Council meeting of the school year shall be eligible to apply to this Fund.



- (a) Discipline Societies are ineligible to apply for this fund.
- 1.2 Applicants for this Fund must fill out the form found in Appendix F and send the completed form to the Vice-President Finance no later than October 15th.
- 1.3 Applications shall be reviewed by the Executive before being put forward to a final vote by the Board.

Section 2 Distribution of Funds

- 2.1 This Fund shall be split up into two (2) categories:
 - (a) Category 1: Affiliated Groups;
 - (b) Category 2: Start Up Groups.
- 2.2 Category 1 Funding:
 - (a) no more than fifty (50) percent of this category can be awarded to any individual Affiliated Group;
 - (b) no more than fifty (50) percent of an Affiliated Groups budget shall be covered by this fund;
 - (c) any and all remaining funds from this category shall be carried over to the next years Category 1 Funding.
- 2.3 Category 2 Funding:
 - (a) twenty (20) percent, up to a limit of one thousand (1000) dollars, of the Affiliated Groups Fund shall be set aside for Start Up Groups;
 - (b) half of the funds available for Category 2 shall be distributed at the same time as Category 1 Funding;
 - (i) Any and all remaining funds from the first round shall be carried over to semester two (2).
 - (c) applications for all remaining funds shall send the completed form found in Appendix F to the Vice-President Finance by January 15th;
 - (i) Any and all remaining funds from the second round shall be carried over to the next years Category 1 Funding.



(d) Start Up Groups are eligible to apply for both rounds of funding.

2.4 Applications can only be sent in for one (1) category of funding.

Article XVI Keys

Section 1 Purpose

1.1 This shall apply to any keys issued or authorized by the SESS.

Section 2 Security

2.1 The Engineering Building key shall be issued only to:

- (a) Executive;
- (b) Store Finance Commissioner;
- (c) Store Operations Commissioner;
- (d) Lounge Commissioner;
- (e) Morale Commissioner;
- (f) any Council member approved by the Board.

2.2 The SESS Office/Lounge key shall be issued only to:

- (a) Executive;
- (b) Store Finance Commissioner;
- (c) Store Operations Commissioner;
- (d) any Council member approved by the Board.

2.3 The SESS Lounge key shall be issued only to:

- (a) Lounge Commissioner;
- (b) Morale Commissioner;
- (c) any Council member approved by the Board.

2.4 The Store key shall be issued only to:

- (a) Executive;



(b) Store Finance Commissioner;

(c) Store Operations Commissioner.

2.5 The Key Box key shall be issued only to:

(a) Executive.

2.6 The Display Case key shall be issued only to:

(a) Vice-President Finance;

(b) Store Finance Commissioner;

(c) Store Operations Commissioner.

2.7 The Store Cabinet key shall be issued only to:

(a) Vice-President Finance;

(b) Store Finance Commissioner;

(c) Store Operations Commissioner;

(d) President.

2.8 The Archives key shall be issued only to:

(a) President;

(b) Vice-President Administration;

(c) Alumni Commissioner.

2.9 The Morale Storage key shall be issued only to:

(a) Vice-President Communications;

(b) Vice-President Administration;

(c) Morale Commissioner;

(d) Lounge Commissioner.

2.10 The Engineering Mail Room key shall be issued only to:

(a) Vice-President Administration

2.11 All other keys shall be distributed at the discretion of the Board.



Section 3 Deposits

- 3.1 All keys issued by the SESS, including Dean's Office keys are subject to a one hundred (100) dollar deposit.
- 3.2 Keys shall not be released until the deposit is paid.
- 3.3 The deposit shall not be reimbursed until all keys are returned and accounted for.

Section 4 Dean's Office Keys

- 4.1 Dean's Office keys include the Engineering Building key, the Engineering Mail Room key, the SESS Office key, the SESS Lounge key, the 1C03.2 (EWB Office) key, and the SESS Store key.

Section 5 Procedure for key(s)

- 5.1 Obtaining Dean's Office key(s):
 - (a) Individuals requesting key(s) fill out Dean's Office Key Request form;
 - (b) Individuals requesting key(s) then pay one hundred (100) dollar deposit to Vice-President Finance or President;
 - (c) Vice-President Finance or President issues a receipt;
 - (d) Individuals present receipts as confirmation of payment to President as well as key request form for authorization. The receipt will be filed;
 - (e) Individuals submit key request form and receipt to Dean's Office;
 - (f) When notified that the key(s) has/have arrived. The individuals present the deposit card to the Dean's Office for confirmation of payment and receives the key(s).
- 5.2 Returning Dean's Office Keys:
 - (a) Keyholder returns key(s) to the Dean's Office;
 - (b) Once all keys are returned, Dean's Office signs back of SESS receipt and returns it to former keyholder;



- (c) Former keyholder presents signed SESS receipt to President or Vice-President Finance, fills out and signs SESS Key Return Form and is reimbursed the one hundred (100) dollar deposit, providing all SESS keys have been returned;

Article XVII Office Regulations

Section 1 Computer Regulations

- 1.1 The SESS office computer shall be reserved for official SESS business.
- 1.2 All SESS members have the right to use the SESS office computer so long as they are doing SESS business.
- 1.3 To maintain the integrity of the computer hardware and software:
- (a) Only the Vice-President Administration or those given permission by the Vice-President Administration shall install hardware or software on the SESS office computer;
 - (b) Business files and documents shall be saved in the appropriate Executive and Council folders; no files are to be stored anywhere else on the hard drive;
 - (c) The virus scanner shall never be disabled and must be regularly updated by the Vice-President Administration.

Section 2 Postal Service

- 2.1 All postal services for the SESS must be done through the Executive.

Section 3 Long Distance Phone Calls

- 3.1 All long-distance phone calls must be for SESS business only.

Section 4 Photocopier Regulations

- 4.1 The SESS photocopier shall be used for SESS business only. All use of the photocopier/printer shall be recorded in a log provided by the Vice-President Administration, and paid for with the following exceptions:
- (a) Use by the Executive for official SESS business;



- (b) Use by a committee organizing a charity event through the SESS;
- (c) Each Affiliated Group is allowed up to twenty (20) free pages of printing per semester, provided that they log their use:
 - (i) Free printing shall be limited to promotional material for the Affiliated Groups.

- 4.2 Use of the SESS photocopier shall be restricted to members of the Executive and those approved by the Executive.
- 4.3 Council members who need to use the photocopier must get approval from their Executive member.
- 4.4 Affiliated groups who wish to use the photocopier must request an access code from the Vice-President Administration.

Section 5 Office Supplies

- 5.1 Office supplies in the SESS office shall be used for SESS business only.

Section 6 Office Protocol

- 6.1 The office is open to all students, graduates, faculty, and support staff of the College of Engineering.
- 6.2 Office doors are to remain open during regular business hours except in the case of a meeting approved by the Vice-President Administration, or appropriate use of the office telephone.
- 6.3 Use of the office during regular business hours for non-business purposes is to be kept at a minimum and should not interfere with the operation of SESS business by the discretion of the Executive.
- 6.4 Affiliated Groups are to be given exclusive use of the office outside regular business hours by means of emailing the Vice-President Administration a minimum of forty-eight (48) hours prior to the period for which they would like to book it. Exclusive use of the office by Affiliated Groups within regular business hours must be submitted for discussion at Council and approval by the Board.
- 6.5 The priority of all Executive and Commissioners tending the office is to service members, faculty, and graduates before any other business continues.

Article XVIII Lounge Regulations

Section 1 Computer Regulations

- 1.1 The SESS lounge computer shall be reserved for SESS purposes.
- 1.2 To maintain the integrity of the computer hardware and software:



- (a) Only the Vice-President Administration and Lounge Commissioner or those given permission by the Vice-President Administration or Lounge Commissioner shall install hardware or software on the SESS lounge computer;
- (b) Video/audio files shall be saved to the hard drive only with the permission of the Vice-President Administration or Lounge Commissioner;
- (c) The virus scanner shall never be disabled and must be regularly updated by the Vice-President Administrations.

Section 2 Lounge Protocol

- 2.1 The lounge is open to all students, graduates, faculty, and support staff of the College of Engineering.
- 2.2 The Lounge Commissioner, or the Executive has the authority to temporarily restrict access to the lounge in the case of:
 - (a) The lounge is deemed by the Lounge Commissioner, or the Executive to be in a state that the cleanliness is unsatisfactory;
 - (b) The lounge is deemed by the Lounge Commissioner, or the Executive to be in a state where occupant(s) do not feel physically or emotionally safe;
 - (c) Any use that does not comply with lounge regulations.
- 2.3 Affiliated Groups are to be given exclusive use of the lounge outside regular business hours by means of emailing the Lounge Commissioner, to be approved by a member of the Executive, a minimum of forty-eight (48) hours prior to the period for which they would like to book it. Exclusive use of the lounge by Affiliated Groups within regular business hours must be submitted for discussion at Council and approval by the Board.

Section 3 Appliances

- 3.1 The appliances in the lounge are for the use of the occupants in the lounge.
- 3.2 In the interest of the maintenance and cleanliness of the appliances, no foods shall be used that have stringent odors, and food covers shall be supplied and are strongly advised for use.

Section 4 Recreational Equipment



- 4.1 Recreational equipment shall be kept in best possible working condition.

Article XIX Publications

Section 1 Publications of the SESS

- 1.1 Publications of the SESS shall include, but are not limited to, the EDI Handbook, the Yearbook, the Handbook, the Eng Info and the SESS web site.
- 1.2 All publications shall:
- (a) Comply with the Human Rights Act;
 - (b) Not contain any material that is discriminatory or has the purpose or effect of undermining the basic human dignity of any individual or group.
- 1.3 Publications must be approved by the following:
- (a) Eng-Info – all members of the Executive;
 - (b) EDI Handbook – all members of the Executive;
 - (c) Other Publications – Vice-President Administration.

Section 2 Eng Info

- 2.1 The Eng Info is to be published within the first three (3) days of each week. If the Vice-President Communications is unable to publish themselves within this time, they must appoint an Active Member to do so.
- 2.2 The Eng Info is to accept content submitted by any Commissioner, Executive, Director, or Affiliated Group that complies with policy.
- 2.3 Policy on the acceptance/rejection of content for the Eng Info is as follows;
- (a) Content depicting or describing images that may be considered disturbing or dangerous are to be rejected;
 - (b) Content depicting or describing images that may be considered offensive within reason are to be rejected. It is the duty of the Vice-President Communications to use their best discretion in this regard;



(c) Submission guidelines regarding file format and deadlines must be posted in the Eng Info before being considered grounds for rejection;

(d) Rejection for content for the Eng Info must be done by emailing the person(s) who submitted the content in question.

2.4 It is the duty of the Vice-President Communications or publisher of the Eng Info by proxy to reject any content submitted to the Eng Info that does not comply with policy.

Section 3 SESS EDI Handbook

3.1 The SESS EDI Handbook will contain suggestions, tips, and other material relevant to equity, diversity, and inclusivity within the SESS.

3.2 The SESS EDI Handbook will be available for all Executive, Commissioners, and Affiliated Groups.

3.3 The editing and updating of the SESS EDI Handbook will be overseen by the Vice-President Communications.

3.4 The SESS EDI Handbook can be edited and/or updated by any Executive.

3.5 Editing and/or updating suggestions for the SESS EDI Handbook can be submitted by all Commissioners, Affiliated Groups, or other competent person.

Article XX Composition of Selection Committees

Section 1 Commissioners

1.1 A selections committee consisting of the joint SESS Executive (incoming and outgoing) select commissioners to recommend to the Board.

1.2 The Outgoing President chairs the selection process.

Section 2 Conference Delegates

2.1 This shall apply to individuals wishing to receive SESS financial assistance to attend a national or regional conference.



- 2.2 A selections committee consisting of several past delegates, to the conference in question, shall choose conference delegates.
- 2.3 In the case that there is a shortage of past delegates, the remaining selections committee members shall be appointed according to Section 4.
- 2.4 There must be a minimum of five (5) voting members on the selection committee.
- 2.5 The Vice-President External Affairs chairs the selection process.

Section 3 SESS Administered Scholarships

- 3.1 This shall apply to individuals wishing to receive SESS administered scholarships.
- 3.2 A selections committee consisting of at least five (5) past recipients or people from different academic backgrounds shall choose Scholarship recipients.
- 3.3 In the event that the criterion in Section 3.2 is not adequate, Section 4 shall be followed.
- 3.4 The Vice-President Student Affairs chairs the selection process.

Section 4 General

- 4.1 Any selections committee not outlined in Section 1, 2, and 3 shall be composed of a minimum of five (5) members.
- 4.2 The committee members shall consist of the following persons, in preferential order:
 - (a) SESS Past President;
 - (b) Board Members;
 - (c) Executive;
 - (d) Faculty Member;
 - (e) SESS Regular Member.
- 4.3 All members of the selection committee are of equal stature.
- 4.4 Any selections committee not outlined in Sections 1, 2, and 3 shall have a chair appointed by the President.

Article XXI Composition of Selection Committees

Section 1 Duties of the Chair



- 1.1 The Chair of the Selections Committee shall be responsible for:
- (a) Organizing all selections board meetings;
 - (b) Presiding over all selections board meetings;
 - (c) Ensuring that the objectivity of the selections board is maintained;
 - (d) Making rulings on all cases of conflict of interest;
 - (e) Breaking all ties in the selection proceedings;
 - (f) Promptly contacting all applicants regarding the outcome of the selection proceedings;
 - (g) Advertising the outcome of the selection proceedings after all applicants have been notified.

Article XXII Selection Procedures

Section 1 Preliminary Procedure:

- 1.1 Chair promotes the conference, award or position available;
- 1.2 Chair set's location, date and time that applications must be submitted. A minimum time lapse of one (1) week should be present between the opening and closing of the application period;
- 1.3 If the Applicants are able to apply for more than one (1) position but can be selected for only one (1) position, they will be given the opportunity to indicate their preference. The applicant's preference will be taken into consideration when selections are made;
- 1.4 At the close of the application period, the chair is responsible for collection of the applications;
- 1.5 If interviews are required, the chair sets up an interview schedule and notifies all applicants thereof.

Section 2 Selections Committee Meeting Procedure:

- 2.1 Chair bring the meeting to order;
- 2.2 Chair reviews Selection Policy with the selections committee and discusses any questions;
- 2.3 A profile of the ideal candidate is created and criteria for the selection are developed;
- 2.4 Committee must decide whether or not names will be disclosed;
- 2.5 If interviews are required, a set of interview questions is compiled for the selections committee members to ask the candidates;



- 2.6 The applications are read by the chair or passed around for all selections committee members to read;
- 2.7 The committee shall be given the opportunity to discuss each of the applicants;
- 2.8 At the discretion of the committee, the applicants may be short listed;
- 2.9 The committee will vote on their preferred applicant;
- 2.10 From the remaining applicants, the committee will then vote on alternates;
- 2.11 Adjournment.

Section 3 Concluding Procedure:

- 3.1 The Chair must store the selections documents for a period of two (2) months from the time of the selections committee meeting;
- 3.2 Once the two (2) month wait has been observed, the Chair may dispose of the selection's documents.

Article XXIII Conference Bidding

Section 1 Conference Organizing Chair

- 1.1 This shall apply to individuals wishing to bid to host a national or regional event, such as but not limited to, Western Engineering Competition, Canadian Engineering Competition, or Canadian Federation of Engineering Students Congress.
- 1.2 A selections committee consisting of the Board shall hear the bid platform:
 - (a) The Board Chairperson chairs the selection process.
- 1.3 Any individuals wishing to chair a conference must present a bid platform to the Board, and move to bid for the conference:
 - (a) If passed by a simple majority, the mover(s) will have SESS approval to bid for the event and will be its chair(s).
- 1.4 The SESS approval of the bid in no way implies or guarantees financial support or liability for the said event.

Article XXIV Conflict of Interest

Section 1 Definition

- 1.1 A situation in which an individual has a personal interest sufficient to influence his or her objectivity of the issue at hand.



Section 2 Procedure

- 2.1 When a person finds himself or herself in a conflict of interest, then they must:
- (a) Disclose to the Chair the nature and extent of the conflict of interest;
 - (b) The remaining members of the committee or group from which the conflict of interest occurs, shall decide whether the person in conflict will be excused from the decision or the committee.
- 2.2 When a person finds another member in a conflict of interest, then they must:
- (a) Disclose to the Chair the nature and extent of the conflict of interest.
- 2.3 Applications from selection committee members will not be considered in the selection process.
- (a) In the special case of Commissioner Selections, outgoing Executive may apply for an incoming Commissioner position(s) but will not participate as a member of the committee during the selection of said position.
 - (b) In the special case that the outgoing President has applied for a position(s), the incoming President shall act as the chair during the selection of said position(s).

Article XXV Tutorials

Section 1 Definition

- 1.1 Tutorials are instructional sessions hosted by the SESS and can be sponsored by companies, or affiliated groups.
- 1.2 Tutorials are meant to outline the thought process for solving problems in each class.

Section 2 Break Down

- 2.1 Tutorials are to be at least two (2) hours and thirty (30) minutes long.
- 2.2 Common first and second year courses will have tutorials during the year.
- (a) If there is demand, a tutorial can be put on for any Engineering Undergrad Class.
- 2.3 Tutorials are financed eighty (80) dollars per session, regardless of the number of instructors.

Section 3 Tutorial Instructors



- 3.1 Instructors are expected to prepare informative materials other than suggested questions.
 - (a) Coverage of material in a semi-lecture is highly recommended.
 - (b) The emphases of tutorials are to be on solving methodology rather than a help desk session.
- 3.2 Instructors will be provided the following information for each class the tutorial is on:
 - (a) the Course Outline;
 - (b) the Learning Goals;
 - (c) the topics covered in lectures.
- 3.3 Instructors for tutorials are recommended to be upper year students, and must be proficient in the class for which the tutorial is being taught.
- 3.4 Instructors are to start each tutorial session by informing all students present about all companies or societies that are sponsoring the sessions.

Section 4 Tutorial Incentive System

- 4.1 Any Discipline Society which prepares tutorials that fulfill the standards of the SESS, shall be eligible to receive a one hundred (100) dollar incentive fee per tutorial, up to a maximum of three hundred (300) dollars per semester. The SESS will also pay the eighty (80) dollar tutorial instructor fee per tutorial. If insufficient funds are allocated for incentives in the annual budget, these amounts will be given to the first Discipline Societies which apply, until no funds remain.
- 4.2 A Discipline Society wishing to hold a tutorial shall complete the Tutorial Request Form available on the SESS Website within a reasonable time frame of the request tutorial. Requests received fewer than fourteen (14) days prior to the planned tutorial are not guaranteed to be processed.
- 4.3 The Discipline Society shall be responsible for finding capable tutorial instructors, and choosing the date and time of the tutorial. The SESS will facilitate the room booking for the tutorial.
- 4.4 The tutorial instructors are obligated to fulfill all expectations in Article XXV of the Policy Manual. In the event that the tutorial instructor receives an average mark below 60% on all attendee-completed feedback forms, the SESS will not pay either the tutorial instructor fee or the incentive fee.

Article XXVI Enforcement

Section 1 SESS Enforcement

- 1.1 Infractions of the image and security of the SESS shall include, but are not limited to:



- (a) Any unauthorized use of the names of the SESS, its publications or its associated groups;
- (b) Any unauthorized use of SESS property;
- (c) Any unauthorized violation of SESS and/or University administered lock;
- (d) Possession of unauthorized Dean's Office administered keys;
- (e) Any unauthorized accessing of the Store, Office, Lounge, Dean's Office storage, Display cases, the Morale Storage area or the Archives;
- (f) Any unauthorized morale boosting activity.

Section 2 Procedure

2.1 The following procedure shall be followed when there is an alleged violation of SESS Constitution or Policy:

- (a) The President shall be responsible for investigating all infractions;
- (b) If the President is not able to act as the Investigator due to a conflict of interest, the Executive shall appoint a new investigator;
- (c) Upon completion of the investigation, the Executive shall decide whether or not the allegations are worthy of being taken to the Board;
- (d) The Board shall ultimately decide on the outcome of the infraction based on a presentation made by the President or alternative investigator;
- (e) The accused party must be given an opportunity to present a defense to the Board when the matter is brought up;
- (f) A two-thirds (2/3) majority vote is required to ostracize a member or group.

Section 3 Punishment

3.1 Possible results of infractions include, but are not limited to:

- (a) Banishment from the SESS for the remainder of the year;
- (b) Suspension from the SESS;



- (c) Lifetime expulsion from the SESS and all of its activities;
- (d) Involvement of Campus Security;
- (e) Involvement of the Dean's Office;
- (f) Legal action pursued by the SESS.

Article XXVII Policy Manual

Section 1 Interpretation

- 1.1 The Policy Manual is a supporting document to the SESS Constitution. No part of this Policy Manual may be interpreted in a sense contrary to the SESS Constitution.
- 1.2 This Policy Manual supersedes all previous Policy Manuals of the SESS.

This Policy Manual was approved at the Board Meeting on March 13, 2015.



Saskatoon
Engineering
Students'
Society

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Appendix A – Policy/Traditions Amendments Form

Proposal

Title:

Mover:

Seconder:

Goal:

Whereas:

Also, whereas:

Be it resolved that:

BIFRT:



Appendix B – Application Form for Affiliated Groups to Become Members of the Board of Directors

Affiliated Group: _____

Name of Current President: _____ **Email:** _____

Proposed Representative: _____ **Email:** _____

Along with this form, please submit a letter outlining how your group represents students of the College of Engineering in a way which is not yet represented by the Board of Directors. Also, describe the necessity, and mutual benefit of your group's involvement on the Board of Directors letter should answer minimally the following questions:

Proving Inadequate Representation

- Have you made an attempt to meet the demands of your Affiliated Group by making motions and participating in Council Meetings of the SESS? Why was this avenue insufficient in allowing you to meet your goals?
- Have you made an attempt to meet the demands of your Affiliated Group through the Discipline Societies that represents your Group? Why was this avenue unsuccessful?
- Approximately how many members does your group have, and what are they taking? How do you feel that your Group qualifies for the Board of Directors in a way that will not result in double representation?

Demonstrating Necessity

- Does your Group put on any events that will bring in public awareness and/or notable student achievement to the College of Engineering?
- Does your Group do any events/competition off Campus? How do they benefit the College of Engineering? Why do you feel that this requires a seat on the Board of Directors?
- How will the College of Engineering benefit by your presence on the Board of Directors?
- What does the Board of Directors currently lack that your group can bring to it?

Signatures

Affiliated Group President _____ Date: _____

Affiliated Group Representative _____ Date: _____



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Appendix C – Rejection Form for Affiliated Groups to become Members of the Board of Directors

Affiliated Group: _____

Name of Current President: _____ Email: _____

Proposed Representative: _____ Email: _____

Along with this form, please submit a letter outlining how applying groups failed to prove they represent students of the College of Engineering in a way which is not yet represented by the Board of Directors. Your letter should address any of the following points that have not been met:

- Attempts to meet the demands of Affiliated Group by making motions and participating in Council Meetings.
- Attempts to meet the demands of Affiliated Group through Discipline Societies.
- Presence on the Board of Directors will not result in double representation,
- Events that will bring public awareness.
- Events that will benefit the College of Engineering.
- Presence on the Board of Directors will benefit the College of Engineering.

Signatures

SESS President _____ Date: _____

Board of Directors Chair _____ Date: _____

Appendix D – Executive Nomination Form

1. Any active member of the SESS is eligible to run for an Executive position of the Saskatoon Engineering Students' Society.
2. Nominations will be accepted for the Executive positions beginning _____ until 4:30pm on _____. The completed nomination forms are to be submitted in a sealed envelope to the ERC mailbox in the SESS office.
3. There will be a brief mandatory meeting on _____ for ALL candidates.
4. Ten (10) SESS members must sign this nomination form. Further, they must be undergraduate students currently enrolled in the College of Engineering and may not be current SESS Executive.
5. Candidates must meet with the Executive member who currently holds the position for which the nomination form is for and obtain their initials _____.

We, the undersigned, all being members of the Saskatoon Engineering students' Society, nominate _____ (SESS # _____) for the position of _____ on the SESS Executive for the ____ / ____ academic year.

Name (Printed)	Signature	SESS #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

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

SIGNATURE OF CANDIDATE

DATE

PHONE #

SESS #

EMAIL ADDRESS

CAMPAIGN MANAGER (Optional)



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Appendix E - Reimbursement Requisition Form

If you need to be reimbursed for something, fill out this form; attach original receipts to this form and place in the VP Finance mailbox.

Name:

Date:

Address:

Purpose:

Phone No:

Categories:

Items (By Category)

Amount

Additional Comments:

Item 1:

Item 2:

Item 3:

Item 4:

Item 5:

Item 6:

Item 7:

Item 8:

**Total Requested
Reimbursement:**

Attach receipts to the back of this form and place in the VP Finance mailbox. You will be contacted when your cash or cheque is ready to be picked up.

VP Finance Approval

Date



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Appendix F – Affiliated Group Fund Application

Affiliated Group: _____

Name of Current President: _____ **Email:** _____

Category (1 or 2): _____

Total Expenses: _____

Total Funds Requested: _____

Description of what requested funds are for (100 – 250 words):

Description of how the rest of your funds will be raised (100 – 250 Words):