



CARLETON STUDENT ENGINEERING SOCIETY



POLICY MANUAL

Date Revised: January 28th, 2020



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Revision History

Date	Update/Revision	Update Done By
March 22, 2017	Formatting update to reflect current branding scheme	Julia Dalphy (President 16-17)
May 8, 2018	Updated Conference Delegate Policy & Transition Policy	Owen MacIntosh (VP Internal 18-19)
October 31, 2018	Added the Miscellaneous Conference Fund Policy & Credit Card Policy, Updated the Student Group Policy	Owen MacIntosh (VP Internal 18-19)
November 27, 2018	Added Leo's Policy Updated Office Policy	Owen MacIntosh (VP Internal 18-19)
October 8, 2019	VP External description updated to include the signing of the CFES Optional Accountability Contract; Office Policy update implemented	Andre Lawrence (VP Internal 19-20)
January 28, 2020	Transition Policy updated; "Deliberation Period" section added to Elections Policy.	Andre Lawrence (VP Internal 19-20)



Council Descriptions Policy

1.0 Definitions

1. The purpose of this policy is to list the duties and responsibilities of the Councillors of the Carleton Student Engineering Society.
2. In this policy:
 - a. "Society" shall be known as the Carleton Student Engineering Society.
 - b. "Members" shall be any member of the Society in good standing.
 - c. "VP" shall be known as Vice-President.
 - d. "CASG" shall be known as the Carleton Academic Student Government.
 - e. "Faculty" shall refer to the Faculty of Engineering and Design.
 - f. "Program Representatives" shall include all Councillors that represent a Carleton Undergraduate Engineering Program.

2.0 Executive Officers

1. The Executive Officers of the Society shall consist of the following:
 - a. President;
 - b. Vice-President Academic;
 - c. Vice-President Internal;
 - d. Vice-President External;
 - e. Vice-President Publications;
 - f. Vice-President Services;
 - g. Vice-President Finance; and,
 - h. Vice-President Social.

3.0 Program Representatives

1. The Program Representatives of the Society shall consist of the following:
 - a. Communications Engineering Representative
 - b. Mechanical Engineering Representative
 - c. Aerospace Engineering Representative
 - d. Biomedical and Mechanical Engineering Representative
 - e. Biomedical and Electrical Engineering Representative
 - f. Electrical Engineering Representative
 - g. Software Engineering Representative
 - h. Sustainable and Renewable Energy Engineering A Representative
 - i. Sustainable and Renewable Energy Engineering B Representative
 - j. Environmental Engineering Representative
 - k. Civil Engineering Representative
 - l. Architectural Conservation and Sustainability Engineering Representative
 - m. Engineering Physics Representative



- n. Computer Systems Engineering Representative
- o. First Year Representative (2)

4.0 Duties and Responsibilities

1. Each **Councillor** shall:
 - a. Perform weekly office hours as scheduled by the Office Manager
 - b. Attend by-weekly Council Meetings
2. Each **Executive Officer** shall:
 - a. Perform all the duties inherent and incident to their office;
 - b. Have such other powers and duties as may be required by the Council from time to time; and,
 - c. Execute any mandate handed to the Officer by the members at a meeting of the Members, unless the mandate is later revoked by the members or by unanimous resolution passed by the Council.
3. The **President** shall:
 - a. Be the Chief Executive Officer of the Society;
 - b. Have the general and active management of the affairs of the Society;
 - c. See that all orders and resolutions of the Council, the Executive, and the Members are carried into effect;
 - d. Be an ex-officio member of every committee of the Society of which the President is not a voting member;
 - e. Where the Chair is the subject of a question arising at a meeting of the Executive, Council or Members, perform the duties and exercise the powers of the Chair;
 - f. Communicate with the engineering and related student groups within Carleton;
 - g. Coordinate Council and Executive transition and orientation events; and,
 - h. Oversee media relations.
4. The **VP Academic** shall:
 - a. Liaise with and ensure engineering representation on University bodies;
 - b. Supervise the operation of the study lounge;
 - c. Organize all internal engineering competitions;
 - d. Coordinate competition training for OEC/CEC competitors with the Faculty
 - e. Oversee the activities of National Engineering Week; and,
 - f. Manage any outreach programs to elementary and secondary school students.
 - g. Manage and update the Textbook and Exam Libraries.
5. The **VP External** shall:
 - a. Facilitate communication and liaise with engineering societies and organizations external to Carleton University;
 - b. Correspond with professional organizations;
 - c. Recruit and ensure adequate representation at sanctioned engineering conferences;
 - d. Coordinate community and charity events; and



- e. Sign the CFES optional Accountability Contract upon election.
- 6. The **VP Finance** shall:
 - a. Have custody of the funds and security of the Society;
 - b. Keep, or cause to be kept, full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Society in the books belonging to the Society;
 - c. Under the direction of the Council, supervise and control the deposit of money, the safekeeping of securities and the disbursement of the funds of the Society;
 - d. Render to the Council, and to the Executive, at regular meetings, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Society;
 - e. Coordinate the Student Group Funding Process with student groups and Council; and,
 - f. Ensure an annual review engagement or audit of the Society's financial practices and books are conducted by the Society's public accountant.
- 7. The **VP Internal** shall:
 - a. During the absence of disability of the President, perform the duties and exercise the powers of the President;
 - b. Make provisions to obtain all names of present members of the Society;
 - c. Be custodian of the corporate seal of the Society, delivering it only when authorized by a resolution of the Council and to such person or persons as may be named in the resolution;
 - d. Oversee the workings of the different committees of the Society, and coordinate the activities of those committees;
 - e. Be a non-voting member of every committee of the Society of which VP internal is not a voting member;
 - f. Give notice of all meetings of the Members;
 - g. Be responsible for the procurement and distribution of the Steins to graduating students;
 - h. Be responsible for filing annually for corporation status;
 - i. Organize a First Year Conference (FYC) that displays how to get involved in the Carleton Engineering Community to first year students;
 - j. Supervise and mentor the First Year Councillors/Directors in planning and implanting the First Year Event;
 - k. Handle the nomination process for honours awarded by the Society;
 - l. Oversee the nomination and election process for the Society;
 - m. Oversee and maintain the Society's email list; and,
 - n. Organize the Iron Ring Day Reception.
- 8. The **VP Publications** shall:
 - a. Recruit and oversee publications staff;
 - b. Solicit content for all publications;
 - c. Supervise the production of all publications, including but not exclusive to:
 - i. Iron Times,
 - ii. Handbooks,
 - iii. Passport,
 - d. Coordinate the advertising activities among publications;
 - e. Ensure the Society events are recorded;
 - f. Update and maintain the content of the website;



- g. Collect and manage designs for EngWear.
- 9. The **VP Services** shall:
 - a. Oversee the operation of service centres such as:
 - i. Alexander's Office,
 - ii. Leonardo's Lounge,
 - iii. The Student Group Resource Centre
 - b. Recruit Leonardo's management personnel and volunteers;
 - c. Manage the equipment loan program (ELP);
 - d. Oversee the Textbook Trade;
 - e. Manage and update the Textbook Library; and,
 - f. Coordinate the procurement and sales of EngWear.
- 10. The **VP Social** shall:
 - a. Ensure and oversee the holding of the following events:
 - i. Reflections, the end of year banquet,
 - ii. Whirlwind, the fall semi-formal dance,
 - b. Coordinate the CSES subsidized athletic teams;
 - c. Organize other social events; and,
 - d. Recruit volunteers to help in the organization of social events.
- 11. The **Program Representatives** shall:
 - a. Liaise with and report to Council the interests, ideas, concerns and general input of the students within their respective programs through class announcements and other means;
 - b. Sit on their respective Departmental Board as student representatives of the Society and CASG and report to Council regarding any relevant proceedings;
 - c. Sit on the Engineering Faculty Board as student representatives of the Society and CASG and report to Council regarding any relevant proceedings;
 - d. Endeavor to fill directorship positions within the Society; and,
 - e. Be encouraged to attend stream society meetings for their respective program and report to Council any relevant proceedings.
- 12. The **First Year Representatives** shall:
 - a. Liaise with and report to Council the interests, ideas, concerns and general input of the students within the first year engineering student body through class announcements and other means;
 - b. Endeavor to fill directorship positions within the Society; and,
 - c. Plan and run a social event focused on first year students.



Electoral Code

1.0 Preamble

1. The rules and regulations contained herein are applicable to elections of the Carleton Student Engineering Society for the following:
 - a. Executive Officers
 - b. Program Representatives
 - c. First Year Representatives
 - d. Referenda
2. The headquarters for the election shall be the current head office of the Carleton Student Engineering Society, and all rules, regulations, documents, and notices will be available there.
3. Questions or comments should be directed to the Chief Electoral Office at ceo@cses.carleton.ca.

2.0 Definitions

1. "Society" shall refer to the Carleton Student Engineering Society
2. "Council" shall refer to the Society's Council members
3. "General Elections" shall refer to the Society's standard General Elections
4. "Fall Elections" shall refer to the standard by-election in the Fall term
5. "Run-Off Elections" shall refer to the elections occurring at the Annual General Meeting
6. "CEO" refers to the position of Chief Electoral Officer
7. "Writ" shall refer to the Writ of Elections or the Writ of Referenda
8. "Candidate" shall refer to any individual seeking office for the position of an Executive Officer, Program Councillor, or First Year Councillor
9. "Committee" shall refer to the "Yes" and/or "No" committee for any referenda.
10. "Electoral Committee" shall refer to the Electoral Committee
11. "Campaigning" shall be defined as the process of distributing, advertising, soliciting, or making any sign or gesture so as to exhort or convince any member of the Society to support, by ballot or any other means, any candidate in an election, by-election, or referendum.



3.0 Chief Electoral Officer (CEO)

1. Appointment:
 - a. The position of CEO shall be posted through the Society's standard means of communication.
 - b. Interviews for the position of CEO shall be conducted by the President, Vice-President Internal, and a Councillor at large.
 - c. Recommendation(s) for the position of CEO shall be presented at a meeting of Council, at which Council will ratify the position by a majority vote.
2. The CEO shall be entrusted to:
 - a. Conduct elections, run-off elections, and referenda in an honourable, fair, and thorough manner, and shall not exhibit or exercise any political or other bias in favour of, or against, any candidate.
 - b. Communicate with Carleton's Senate (clerkofsenate@carleton.ca) to ensure that sufficient information, including but not limited to the following, is provided in a timely manner in accordance with Carleton's Senate Elections Policy:
 - i. Documentation signed by the President and VP Internal of the Society proving their status as CEO;
 - ii. The requested timeline during which online balloting shall occur;
 - iii. The Writ of Elections;
 - iv. The candidates' names and platforms;
 - c. Communicate with the University's VP of Students and Enrolment (vpstudents@carleton.ca) to seek approval for the Referendum in question, if pertaining to membership fees, at least four (4) months prior to the proposed Referendum timeline.
 - d. Communicate with the Dean of Carleton University's Faculty of Engineering and Design (FED) to seek support of the question of the Referendum, if pertaining to membership fees.
 - e. Communicate with the Associate Dean's Office of Carleton University to request the most updated enrollment numbers for all streams of engineering programs.
 - f. Act as the impartial chair on the Electoral Committee.
 - g. Ensure that all rulings of the Electoral Committee are made known to all candidates and members of the Society within two (2) business days.
 - h. Ensure that all candidates or committees receive the necessary Elections or Referendum material, including, but not limited to:
 - i. The Writ of Elections or Referendum;
 - ii. The Electoral or Referendum Guidelines; and
 - iii. The Electoral or Referendum budget template (Appendix A).



- i. Present the results of the election to Council, and the members of the Society at large, only after the Electoral Committee passes a resolution approving the election results.
- j. Present any and all appeals to an outside organization to ensure fairness. Outside organizations can include but are not limited to ESSCO, CFES, CASG, CUSA.

5.0 Electoral Committee

- 1. Appointment
 - a. The Electoral Committee shall be made up of three (3) neutral individuals, each with voting rights, and shall be struck at a Council meeting prior to the presentation of the Writ of Elections or Referenda.
 - b. Council shall appoint two neutral members of the Society, none of which may be an Executive Officer, Program Representative, First Year Representative, or member intending to become an Officer or Councillor of the society, to fill the remaining two spaces, by passing a resolution with a majority vote.
 - i. Any member of Council shall be permitted to present a name for appointment, provided that the nominee has provided prior written consent.
 - c. The CEO shall hold one voting position in the Electoral Committee.
 - d. The committee members shall serve terms for the entire Society year unless otherwise removed by a resolution by the members or Council of the Society.
- 2. Authorities:
 - a. The committee must accept all requests for appeal of its decisions, and protests or complaints regarding candidate or committee conduct, and must convene to address all such requests provided that they occur before results of the election or referendum are presented to Council.
 - b. Has the final say in all election and referenda rules and regulations pertaining to campaigning, election processes, as well as any interpretation of the rules and other issues that may arise during the election or referendum.
 - c. Can defer decisions to, or consult with the Ombudsman of Carleton University
- 3. Meetings:
 - a. The committee shall only convene with all of its members present, and may convene without giving proper notice.
 - b. Quorum for the Electoral Committee shall be three (3) members with voting status.

6.0 Timeline of General Elections

- 1. Nomination Period



- a. Nomination forms will be available and accepted for a period at the election headquarters, the period of which shall be determined by the writ.
 - b. The Nomination Period shall not exceed five (5) academic days.
- 2. All-Candidates Meeting
 - a. A meeting to brief the candidates on the Writ and Regulations, and introduce the candidates to the Electoral Committee
 - b. This meeting serves as the official cut-off time for nominations.
 - c. All candidates must be present for the All-Candidates Meeting, which will take place at election headquarters. Failure to attend this meeting without prior notice to the CEO will result in forfeiture of nomination.
- 3. Campaigning
 - a. Campaigning by candidates will occur for a period of time (ie. the Campaign Period) determined by the writ.
 - i. Campaigning shall be at least five (5) academic days, but no more than ten (10) academic days.
 - b. Campaigning regulations include:
 - i. In-class campaigning is subject to the approval of the CEO, and permission of the instructor for that class
 - ii. Campaign expenses per candidate shall not exceed \$20 CAD, and all receipts must be made available to the Electoral Committee upon request.
 - iii. There is no size restriction on posters. If a large roll of paper is purchased, the campaign expense shall be pre-rated to the amount used (ie. if 100m of paper is purchased for \$10 and only 25m is used, the campaign expense should be \$2.50).
 - iv. Campaigning in the Society Office and Leonardo's Lounge is prohibited.
 - v. Damaging or marking any property of CSES or Carleton University is not permitted.
 - vi. Destroying, defacing, or damaging the campaign material of another candidate or committee is strictly prohibited and may result in a strike and prescribed by the Electoral Committee.
 - vii. Posters are not permitted on glass doors or windows, or any painted surface—this is a Carleton University regulation
 - viii. No CSES property may be used, except in the form of services that must be paid for, such as photocopying or printing, and must be given a value in the Campaign Budget.
 - ix. CSES Poster Boards may be used only under the strict guidelines of the CEO
 - x. All posters must be removed by 23:59:50h on the last day of the Voting Period



- xi. Candidates are not permitted to do any form of campaigning outside of the specified Campaign Period
 - 1. Exceptions include answering questions regarding specific points of their platform.
- 4. Campaign Budget Submission
 - a. A budget of campaign expenditures will be due 24 hours before polling is to commence.
 - i. This budget must be submitted to the CEO via email, at ceo@csees.carleton.ca.
 - b. Failure to submit a budget will result in a strike to be prescribed by the Electoral Committee.
- 5. Town Hall Meeting
 - a. A meeting shall be held during the Campaign Period to serve as the official all candidates debate for the Election in question.
 - b. The location and timing of this meeting shall be included in the Writ.
 - c. The CEO shall oversee and administer the Town Hall to ensure its accessibility to all members.
- 6. Polling
 - a. Polling will commence for a period as determined by the Writ.
 - i. Polling shall immediately following the Campaign Period
 - b. Polling shall not exceed five (5) days
- 7. Penalties
 - a. Failure to attend the All Candidates Meeting without prior notice to the CEO will result in a forfeiture of nomination
 - b. Failure to adhere to the campaigning regulations may result in a strike against the candidate, as prescribed by the CEO in the Writ of Elections and Electoral Guidelines document.
- 8. Appeals & Protests
 - a. Any candidate who wishes to appeal a decision made by the CEO or Electoral Committee may do so by submitting a letter to the Electoral Committee, and sending a copy to the Society Council
 - b. Any candidate who wishes to protest a particular action taken by another candidate may do so by submitting a letter to the Electoral Committee, and sending a copy to the Society Council
 - c. The Society Council will have the final say on all rulings of appeals and protests decisions, as decided by a 2/3 majority vote.



7.0 Timeline of Fall By-Elections

1. Definition
 - a. Fall By-Elections may be held in order to fill the offices of the First Year Councillors and any other offices vacant at the time of the Election.
2. The Fall By-Elections shall follow the same regulations as set forward in Section 5.0 (Timeline of Standard Elections).

8.0 Deliberation Period

1. Definitions
 - a. The purpose of this policy is to provide guidelines for the proceedings surrounding a deliberation period during a Carleton Student Engineering Society (CSES) meeting of the members.
 - b. In this policy:
 - i. "Deliberation Period" shall refer to a period of time in which deliberation between members shall take place.
 - ii. This discussion will be administered by the Chair of the meeting of the members;
 1. The President will appoint a new Chair if there is a conflict of interest with the current Chair, for the duration of the Deliberation Period;
 2. The members may vote to remove and replace the current Chair, with a majority vote, for the duration of the Deliberation Period, if they believe there is a conflict of interest.
2. Guidelines
 - a. A Deliberation Period may be requested prior to a By-Election or a Run-Off Election.
 - b. The length of time for which the Deliberation Period will take place is 15 minutes; this period can be extended by passing a resolution with a majority vote.
 - c. This period is for the discussion of any of the candidates in the upcoming By-Election or Run-Off Election. This discussion is limited to:
 - i. Discussion about the validity of the candidates for the vote; and,
 - ii. Expressing concerns for any of the candidates of the vote.

9.0 Run-Off Elections

1. Definition



- a. Run-Off Elections may be held in order to fill any vacant offices remaining following the completion of the General Elections.
 - b. The Run-Off Election shall be administered by the CEO.
2. Timeline
- a. Run-Off Elections may be held at the Annual General Meeting of the members as an item of Business
 - i. The VP Internal shall include in the public announcement of the Annual General Meeting the position(s) remaining to be ratified and the candidate eligibility.
3. Nomination
- a. A member seeking nomination at the Run-Off Election must be nominated by two other members present at the meeting, or their proxy, eligible to nominate said candidate as defined below:
 - i. An executive candidate may be nominated by any member in good standing with the Society;
 - ii. A Stream Councillor candidate may be nominated by any member in good standing with the Society whose stream of engineering is the same of the office which the candidate is seeking.
4. Voting
- a. All members and their proxies present at the Annual General Meeting shall be eligible to vote.
 - i. Any member may vote for an executive candidate.
 - ii. Any member whose stream of engineering is the same as the office which a Stream Councillor candidate is seeking may vote for said candidate.

10.0 Election Nomination Requirements

- 1. The following section applies to General and By-Elections.
- 2. Executive
 - a. Signatures from at least 1% of the total Society membership, rounded up to the nearest whole number, are required order to be considered a valid nomination form.
 - i. I.e. if there are 4000 members of the Society, then at least 40 signatures would be required for the student seeking nomination for an Executive office.
- 3. Program Representatives
 - a. Signatures from at least Xx % of the total number of students enrolled in that respective stream, rounded up to the nearest whole number, is required in order to be considered a valid nomination form.



- i. I.e. if there are 300 mechanical engineering students, then at least xx signatures would be required for the student seeking nomination for the Mechanical Engineering Stream Representative office.
- 4. First Year Representatives
 - a. Signatures from at least 1% of the membership of the Society in their first year of studies, rounded up to the nearest whole number, are required in order to be considered a valid nomination form.
 - i. I.e. if there are 1000 first year engineering students, then at least 10 signatures would be required for the student seeking nomination for one of the First Year Representative offices.

11.0 Timeline of Referenda

- 1. Calling a Referendum
 - a. All members of the Society shall be eligible to vote in Referenda
 - b. In order to call upon a Referendum:
 - i. A two-thirds (2/3) majority vote of Council is required, and must specify the text of the Referendum; or
 - ii. A majority vote at a General Meeting (GM) is required, and must specify the text of the Referendum; or
 - iii. A petition with signatures of at least 10% of the Society's membership must be presented to the Society Council, and must specify the text of the Referendum
 - c. The Referendum question must be positively phrased, so that a vote of "yes" signifies agreement with the initiative proposed, and a vote of "no" signifies disagreement with it.
 - d. All Referenda must be administered by the Society's Chief Electoral Officer (CEO)
 - e. In order to be considered successful (i.e. passed), the Referendum must have a majority "yes" vote from a total voter turnout of least 10% of the Society's membership.
 - i. If pertaining to membership fees, the Referendum must be passed by Carleton University's Board of Governors, with a total voter turnout at specified by their ancillary fee regulations.
- 2. Committee Formation
 - a. The Society shall allow the creation of a "yes" committee and a "no" committee for each Referendum question
 - b. Each committee may be comprised of no more than five (5) members, except in the case that the Referenda is called according to point 8.1.(b).i), in which case



the Society shall assume the role of either the “Yes” or “No” committee as they prefer.

c. Committee Formation Period:

- i. The Committee Formation Period shall start two (2) days before the regular Nominations Period, and end two (2) days before it.
- ii. A Committee Membership Request Form must be submitted to the CEO during the Committee Formation Period.

d. Committee Orientation Meeting

- i. The CEO shall hold a Committee Orientation Meeting for those who submitted a Committee Request Form, in conjunction with (either directly before or after) the regular All-Candidates Meeting, which will take place at election headquarters
- ii. The CEO shall select the members of the Committee from those who submitted a Committee Request Form, and announce them at the Committee Orientation Meeting, as its first agenda item.
- iii. All selected committee members must be present for the remainder of the Committee Orientation Meeting, unless prior notice to the CEO has been given
- iv. The remainder of the meeting will be to brief the official committees on the Writ and Regulations of the Referendum, and introduce them to the Electoral Committee
- v. This meeting serves as the official cut-off time for Committee Formation Request Forms.

3. Campaigning

- a. Campaigning by committees will occur for a period of time (ie. the Campaign Period) determined by the writ.
- b. Campaigning regulations include:
 - i. In-class campaigning is subject to the approval of the CEO, and permission of the instructor for that class
 - ii. Campaign expenses per committee shall not exceed \$150 CAD, and all receipts must be made available to the Electoral Committee upon request.
 - iii. There is no size restriction on posters. If a large roll of paper is purchased, the campaign expense shall be pre-rated to the amount used (ie. if 100m of paper is purchased for \$10 and only 25m is used, the campaign expense should be \$2.50).
 - iv. Campaigning in the Society Office and Leonardo’s Lounge is prohibited.
 - v. Damaging or marking any property of CSES or Carleton University is not permitted.



- vi. Destroying, defacing, or damaging the campaign material of another candidate or committee is strictly prohibited and may result in a strike and prescribed by the Electoral Committee.
 - vii. Posters are not permitted on glass doors or windows, or any painted surface—this is a Carleton University regulation
 - viii. No CSES property may be used, except in the form of services that must be paid for, such as photocopying or printing, and must be given a value in the Campaign Budget.
 - ix. CSES Poster Boards may be used only under the strict guidelines of the CEO
 - x. All posters must be removed by 23:59:50h on the last day of the Voting Period
 - xi. Candidates are not permitted to do any form of campaigning outside of the specified Campaign Period
 - a. Exceptions include answering questions regarding specific points of their platform.
4. Campaign Budget Submission
- a. A budget of campaign expenditures will be due 24 hours before polling is to commence.
 - b. Failure to submit a budget will result in a penalty to be prescribed by the Electoral Committee.
5. Town Hall Meeting
- a. A meeting shall be held during the Campaign Period to serve as the official all committees debate for the Referendum in question.
 - b. The location and timing of this meeting shall be included in the Writ of Referenda.
 - c. The CEO shall oversee and administer the Town Hall to ensure its accessibility to all members.
6. Polling
- a. Poling will be done in conjunction with the Societal Elections' polling system and timeline, as determined by the Writ
 - b. Polling shall not five (5) days, all of which must fall on a school day
7. Penalties
- a. Failure of the committee to attend the Committee Orientation Meeting without prior notice to the CEO will result in a forfeiture of the committee's campaigning rights
 - b. Failure to adhere to the campaigning regulations may result in a strike against the committee, as prescribed be the CEO in the Writ of Referenda and Electoral Guidelines document.
8. Appeals & Protests



- a. Any committee who wishes to appeal a decision made by the CEO or Electoral Committee may do so by submitting a letter to the Electoral Committee, and sending a copy to the Society Council
- b. Any committee who wishes to protest a particular action taken by another committee may do so by submitting a letter to the Electoral Committee

12.0 Slates

1. Definition
 - a. An executive slate shall be defined as a group of two (2) to eight (8) individuals campaigning for different Executive Offices who share a common vision for the Society.
 - b. A Program Representative slate shall be defined as a group of two (2) to four (4) individuals campaigning for different program councillor offices within the same department who share a common vision for the Society.
 - c. A first year slate shall be defined as a group of two (2) individuals campaigning for the first year offices who share a common vision for the Society.
2. Eligibility
 - a. Candidates seeking office are permitted to work together and organize a slate to further advance their individual campaign.
 - i. Candidates wishing to form a slate must inform the CEO of their membership in a slate on their nomination form.
3. Campaigning
 - a. Candidates may make reference to the slate in which they belong in their campaign material.
 - b. All members of a slate may share common campaign material.
4. Penalties
 - a. Each member of a slate shall be disciplined for any violations of the Electoral Regulations on an individual basis.


13.0 Neutrality of the Society

1. The Society shall remain neutral with regards to:
 - a. Elections
 - i. The Society may not endorse any candidate or group of candidates running its elections,
 - ii. The Society should encourage voting in its elections, but may not campaign on behalf of any singular or group of candidates



- iii. An elected officer of the Society is permitted to personally endorse any candidate or group of candidates running its elections
- b. Referenda
 - i. The Society may not endorse the “Yes” or “No” committees, unless the Referendum was called in accordance with 8.1.(b).i), in which case the Society holds the rights of the committee and can campaign regularly.
 - ii. The Society should encourage voting in its referenda, but may not campaign on behalf of the “Yes” or “No” committees, unless the Referendum was called in accordance with 8.1.(b).i), in which case the Society holds the rights of the committee and can campaign regularly.
 - iii. The Society may provide general statistics, research, and information regarding the Question, so long as it is delivered in a neutral way, and is non-partisan to either committee (ie. cannot be presented as “These facts show that this is needed:” or “These facts show that this is not needed:”; must be presented as “Here are the facts:”), unless the Referendum was called in accordance with 8.1.(b).i), in which case the Society holds the rights to campaign regularly.

Appendix A: Budget Template

Carleton Student Engineering Society Elections or Referendum Budget				
 CARLETON STUDENT ENGINEERING SOCIETY		Candidate:		
		Position Seeking:		
		Election Period:		
Item	Price (\$CAD)	Quantity	Total	
			\$ -	
			\$ -	
			\$ -	
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Meetings Policy

1.0 Definitions

1. The purpose of this policy is to provide guidelines for the Carleton Student Engineering Society's meeting schedule and expectations.
2. In this policy:
 - a. "Society" shall refer to the Carleton Student Engineering Society (CSES)
 - b. "Council" shall refer to the Society's Council members
 - c. "Chair" shall refer to the Chair of the Society as appointed by Council.
 - d. "Secretary" shall refer to the Secretary of the Society as appointed by Council.

2.0 General

1. Meetings are to be scheduled through the cooperation of the Chair and the VP Internal.
 - a. Meetings shall be announced at least 72 hours prior to the meeting, along with the agenda to be approved.
2. There are four (4) types of meetings:
 - a. Executive Meeting: meeting where only the Executive is required to take part
 - b. Council Meeting: meeting where entire Council is required to take part
 - c. General Meeting ("GM", Meeting of the Members): meeting where all members-at-large are encouraged and invited to attend, and the content is designed for updating the members and conducting business privy to GMs
 - i. Additional information on General Meetings is as outlined in the Constitution
 - d. Special Council Meeting: meeting that requires the normal attendance and participation of Council however for a specific purpose that does not involve a typical meeting agenda nor reports.
3. Speaking Rights
 - a. Any Society member in Good Standing has the right to speak at any meeting
 - i. Any guest to the meetings may be granted speaking rights if agreed upon by voting members in attendance of the meeting by a majority vote.
2. Open Sessions
 - a. Any member in good standing with the Society shall be permitted to be present at an Open Session during a meeting.



3. Closed Sessions

- a. A motion to go “in-camera” is required to enter a Closed Session by passing a majority vote.
- b. Any non-voting member shall be asked to remove themselves from the room during the Closed Session. Only voting members and those guests or members invited by a majority vote (before going in-camera) of the voting membership to attend the Closed Session may attend

3.0 Attendance

1. Attendance by the Executive is mandatory for every meeting. Council is only required to attend Council meetings.
 - a. Regrets: If a voting member cannot attend a mandatory meeting, they are asked to submit their formal regrets to the Chair and Secretary 24 hours beforehand, unless deemed an emergency by the Chair.
 - i. Formal regrets must consist of the following 2 parts:
 1. Announcement to the Chair and indicating your legitimate reason for being absent.
 2. Your report that you would regularly have given at the meeting had you been in attendance, or a link to it, specifically. The Chair will read your report at the meeting on their behalf.
 - ii. Acceptable regrets will allow for said member to be marked as “Regrets” on that meeting’s Attendance record
 - iii. A member of Executive or Council that misses a meeting without sending proper regrets will be considered negligent in their duties, and shall be marked as “Absent” on that meeting’s Attendance record
 - iv. Recourse (“Three Strikes Rule”) should be used shall a member miss (ie. be marked “Absent for”, either by not sending regrets or sending illegitimate regrets) enough meetings (as so judged by the President, or Committee Chair) of any Committee, General, Council, Executive, or combination of those listed meetings (that they were to attend). This Recourse means that the President must draft and call to question a resolution calling for that Councillor’s removal
 1. It is the responsibility of the Chair to call upon the Recourse by notifying Council, should their records indicate the need
 2. Attendance shall be taken by the Chair via Signed-In Attendance Form and be in the minutes in the following 2 places:
 - a. Listed and categorized at the beginning on the document under an “Attendance” heading



- i. Categories should include: Voting, Non-Voting; and Present, Regrets, Absent
- b. As an Appendix that includes a scan of the actual Signed-In Attendance Form

4.0 Agenda Preparation

1. The agenda to be approved at each meeting shall be distributed by the Chair to the members expected to be in attendance at the meeting at least 72 hours prior to the meeting.
 - a. At this point, the Chair shall make public on the Society website the agenda of the meeting.
 - b. The agenda shall be divided into Open and Closed Sessions, if applicable.
2. Any Executive Officer, Councilor, or member wishing to insert an item into the agenda must contact the Chair (chair@cses.carleton.ca) at least 72 hours prior to the meeting stating the nature of the business to be addressed.
3. The Chair shall ensure that all reports, documents pertaining to Business at Hand are available at least 72 hours prior to the meeting, to be distributed with the agenda of the meeting.

5.0 Meeting Format

1. The meeting will be set out by the Chair so to follow Constitutional guidelines.
2. Additionally to that, the meeting shall abide by the following schedule:
 - a. Approval of the Agenda: the agenda is approved and modified at this stage
 - i. Both approving and amending the agenda requires a majority vote
 - ii. After approving the Agenda, no further modifications may be made.
 - b. Approval of Minutes: approval of any outstanding meeting minutes from past meetings of the same type (i.e. Executive meeting minutes at Executive meetings; Council meeting minutes at Council meetings; General Meeting minutes at General Meetings)
 - i. Approval of past minutes requires a majority vote
 - c. Special Content (presentation & submissions by invited or approved guests): special guests can make their presentation at this point. Questions may be asked after the guest has finished, and should be recorded in the minutes. If they are using a document to report with, it should be included as an Appendix in the minutes. If they are presenting solely verbally, they should be recorded in the minutes as normally done.



- d. Action Items Update: Executive and Council provide update on their past type meeting Action Items
- e. Executive Reports: Executives report the advancement of their portfolio items and address the progress of their mandates.
- f. Questions for the Executive: Anyone with Speaking Rights is permitted to ask questions to the Executive relevant to their report, responsibilities, or mandate.
- g. Council Reports (if applicable): Program Representatives and First Year Representatives report the advancement of their portfolio items and address the progress of their mandates, as well as any concerns they have received from their constituents and progress made on their special projects they may have taken on. They should also include any announcements that they had since the last Council meeting.
- h. Questions for Council: Anyone with Speaking Rights is permitted to ask questions to the Program Representatives and First Year Representatives relevant to their report, responsibilities, or mandate.
- i. Unfinished Business (if applicable): Any business that was moved from Business at Hand or Other Business to Unfinished Business from a previous meeting will be concluded here
- j. Business At Hand: The matters that need to be resolved are discussed here. Items discussed in this section must be submitted to the Chair at least 72 hours prior to the meeting. Resolutions are discussed and derived here.
- k. Other Business: Any point brought up during the meeting not submitted to the Chair within the aforementioned timeline may be discussed here.
- l. Motions: This section is devoted to the voting on Motions and to discuss their effects. Some Business at Hand discussions may lead to Motions in this section.
- m. Announcements: Announcements pertaining to the Executive, Program Representatives', or Stream Representatives' mandates may be made at this point.
- n. Adjournment: To close the meeting, a motion to adjourn must be passed
 - i. Approval to adjourn requires a majority vote.

6.0 Timing & Location

- 1. Timing:
 - a. During the summer (May – August, inclusive), it is expected that
 - i. The Executive meet at least once per month, during the four month summer period.
 - ii. Council meet at least twice over the course of the four month summer period.



- b. During the Fall/Winter (September - April, inclusive), it is expected that weekly meetings occur, with Executive and Council meetings on alternating weeks. This means that the Executive meets once a week (ie. Executive and Council meetings), and the Council meets with them every two weeks (ie. Council meetings only).
2. Duration:
 - a. Unless voted otherwise by the voting members at the meeting, no meeting shall extend beyond 9:00 PM. All items left on the agenda at this point shall be dealt with as Unfinished Business at the next meeting of the same type.
3. Location
 - a. The meeting room should be big enough to hold the entire Executive, Council, Chair, Secretary, and any members-at-large who make it known in advance that they wish to attend.

6.0 Minutes

1. Minutes of each meeting are to be typed up and sent to the members of that type meeting by the Secretary at latest 72 hours before the next meeting of that type occurs.
2. Minutes of each meeting are to be approved at the next meeting of the same type.
 - a. Only members who were present at the meeting whose minutes in question are being passed may move to pass said minutes.
3. Approved minutes are to be posted on official CSES forums (such as: Wiki, website) no later than 72 hours after their approval.

7.0 Action Items

1. Action Items are a list of concrete tasks that reporting members have noted need to be accomplished / addressed, or have stated that they will accomplish / address during the course of a meeting.
2. The Secretary and Chair must note Action Items throughout the meeting, and compile them in a document to be sent out 72 hours after the meeting ends to best ensure they are addressed



Flightsuit Policy

1.0 Objective

1. CSES identifies that the objectives of the Flightsuit Program are to:
 - a. Promote continuing involvement within the CSES and affiliated student groups,
 - b. Increase Carleton Engineering's visibility both on campus and at external events, and
 - c. Increase pride and teamwork within the engineering community

2.0 Flightsuit Committee

1. The Flightsuit Committee is a self-administered organization, completely separate of the CSES.
2. The Flightsuit Committee is the sole body responsible for the administration of the Flightsuit Program
3. The Flightsuit Committee shall administer the majority of the Flightsuit program, including:
 - a. Awarding flightsuit status
 - b. Distribution of the flightsuits and flightsuit patches
 - c. Updating of the C-Eng passport in conjunction with VP Publications

3.0 CSES Support

1. CSES supports the Flightsuit Program by:
 - a. Providing annual capital for the purchase of new flightsuit, accompanying patches, and service fees.
 - b. Publishing the C-Eng Passport allowing students to track their engineering community involvement
 - c. Providing annual subsidy for new flightsuit purchases
 - d. Storing the extra patches and flightsuits on the behalf of the Flightsuit Committee and allowing the Flightsuit Committee access to the storage facility
2. CSES support is conditional upon reimbursement of provided capital
3. CSES is not bound to provide this support and may, at Council's discretion, withdraw its support at any time.



University & Faculty Relations Policy

1.0 Definitions

1. The purpose of this policy is to provide consistent communications between the Society and the University and Faculty administrations.
2. In this policy:
 - a. "Society" refers to the Carleton Student Engineering Society (CSES)
 - b. "Administration" shall mean any or all of the following:
 - i. The Chancellor;
 - ii. The President of the University;
 - iii. A Vice-President of the University;
 - iv. The Dean of the Faculty of Engineering and Design; and,
 - v. An Associate Dean of the Faculty of Engineering and Design
 - c. "official communications" shall refer to any letter, presentation, meeting or other communications dealing with the business of the Society.
 - d. "official opinion of the Society" means the opinion of the Society as determined by, in order of paramountcy:
 - i. The Members at a meeting of the Members
 - ii. The Council; and
 - iii. The Executive.
 - e. "University Executive" shall refer to:
 - i. The Chancellor;
 - ii. The office of the President of the University; and,
 - iii. The office of any Vice-President of the University.
 - f. "staff" includes Officers, employees, or volunteers

2.0 General Communications with the Administration

1. Any official communications presented to the Administration expressing the official opinion of the Society on a given matter must be done by an Executive Officer
2. Any presentations made to the Board of Governors or the Senate, any committee thereof, expressing the official opinion of the Society shall be presented by an Executive Officer



3.0 Meetings with the Administration

1. All requests to meet with the Administration to discuss Society business must be initiated by and through the President of the Society
 - a. Academic Society business may be initiated by and through the VP Academic
2. The President or VP Internal must attend all meetings with the Administration and, if possible, attend with at least one other Executive Officer.
 - a. The VP Academic shall attend when the meeting is an academic related issue.
The President may attend academic related issues at their discretion
3. The President, VP Internal, or VP Academic will inform the Council in advance of all meetings with the Administration and provide an account of the meeting to the Council as soon as possible after the meeting.



Transition Policy

1.0 Definitions

1. In this Policy:
 - a. "Society" shall refer to the Carleton Student Engineering Society (CSES);
 - b. "Executive" shall refer to the Carleton Student Engineering Society's Executive Officers
 - c. "Executive-elect" shall refer to the most recently elected Executive that have yet to start their term of office;
 - d. "Officer" shall refer to the Chief Electoral Officer (CEO), Accountability Officer, Chair & Secretary;
 - e. "Representatives" shall refer to the program Representatives and first-year Representatives of the Society;
 - f. "Representatives-elect" shall refer to the most recently elected Representatives that have yet to start their term of office;
 - g. "Councilors" shall refer to the Executive and the Representatives that sit on Council;
 - h. "Councilors-elect" shall refer to the most recently elected Councilors that have yet to start their term of office;
 - i. "Director" shall refer to the Society's hired or appointed volunteers that work under the supervision of the Executive;
 - j. "Transition" shall refer to the series of events resulting in the transference of knowledge as well as the subtle nuances of the applicable position from the current Councilors, Officers and Directors, to the Councilors-elect and newly hired/appointed Officers and Directors;
 - k. "Transition Reports" shall refer to the document drafted by Councilors, Officers and Directors to act as a resource during the Transition of the Councilors-elect and newly hired/appointed Officers and Directors;
 - l. "Meeting" shall not refer to the description set out in the CSES Constitution but instead will be described individually in Sections 4 & 5 of this policy, unless otherwise stated;
 - m. "CCR" shall refer to the Carleton University Co-Curricular Record; and,
 - n. "school year" shall refer to the period of time commencing on the first day of the fall term and ending on the last day of the winter examination period, as determined by Carleton University.

2.0 General

1. Responsibilities
 - a. The President and VP Internal are responsible for initiating the Transition by presenting the President-elect and VP Internal-elect with a copy of the Transition Policy and their Transition Reports the day after the unofficial General Election results have been posted.



- i. The Transition Reports from the President and VP-Internal can be partially incomplete when given to the President-elect and VP Internal-elect upon initiation of the Transition.
 - b. The responsibility of organizing Transitions belongs to the President-elect and VP Internal-elect.
 - c. The President and VP Internal shall assist the President-elect and VP Internal-elect in any capacity possible, especially in regard to organizing the Councilors.
 - d. The VP Finance-elect is responsible for preparing a draft budget to present to the Executive-elect with assistance from the VP Finance if needed.
 - e. The Councilors are responsible for obtaining signed agreements from their respective Councilors-elect, indicating that they have been sufficiently transitioned.
 - i. Councilors are exempt from this responsibility if and only if their respective Councilors-elect positions are vacant after the end of the Annual General Meeting.
 - f. Officers and Directors are responsible for completing the requirement of a complete Transition as defined by Section 2, Item 2a.
 - i. Officers and Directors are exempt from completing the requirements outlined in Section 2, Items 2b to 2d of the Transition Policy.
- 2. Transition shall be comprised of the following aspects and conducted in any order
 - a. Transition Reports
 - b. Position to Position-elect Meeting
 - c. Councilors to Councilors-elect Meeting
 - d. First Meeting of the Councilors-elect
- 3. Timing
 - a. As per the CSES Constitution (Part IX, Article 2, Section 2.1, part a) The Annual General Meeting must be held within the last two weeks of March. This means Transition will start the first day after the General Election results are posted and MUST be completed by the Annual General Meeting.
 - i. If a Councilors-elect position is vacant after the General Election is complete, the deadline for completion of the Transition shall align with the end of the school year.
 - b. A Transition can take place at separate times or can be organized into a “retreat” format taking place over a whole day

3.0 Transition Reports

- 1. Description
 - a. The Transition Report is a document that outlines the accumulation of the events, services, and projects that occurred throughout the term of the Councilor, Officer, or Director.
 - b. The key to a good Transition Report is that it is constantly updated as projects occur and that it is started from the beginning of Councilor's, Officer's or Director's term.
 - c. Each Councilor, Officer, or Director shall create their own Transition Report.



- d. A soft copy of the Transition Reports shall be stored in a secure location(s) or locations and archived appropriately.
 - i. The President and VP Internal shall take responsibility for archiving the Councilors' Transition Reports.
 - ii. The Executive shall take responsibility for archiving the Transition Reports written by the Officers and Directors under their supervision.
- 2. Transition Reports should include the following content
 - a. A "how to accomplish your projects guide" that outlines everything needed for someone to complete the standard mandates of that Councilor, Officer or Director. This should be written so that it can be transitioned from year to year with minor edits as changes in the operation of the Society occur.
 - b. A journal like account outlining the projects as they happen, and any unique problems that the Councilor, Officer or Director encountered along the way specific to their term
 - c. Descriptions of any Officer or Director positions that were under the subordinate to that Executive.
 - i. Section 3.0, Item 2c of the Transition Policy only applies to the Executive.
 - d. References to where to find any supporting documents that would assist in accomplishing any of the Councilor's, Officer's or Director's projects.
 - e. A list of key contacts for any of the Councilor's, Officer's or Director's projects.
- 3. Format
 - a. It will be up to the discretion of the President and VP Internal at the beginning of their term if current format for Transition Reports will continue to be used.
 - b. It is recommended that instead of starting from scratch each year that the Councilors, Officers and Directors edit and build off of what the previous Transition Report already has.

4.0 Position to Position-elect Meeting

- 1. General
 - a. These Meetings are intended to be one on one Meetings between the current Councilors and the Councilors-elect.
 - i. These Meetings can be held individually (i.e. the Meetings don't all have to occur simultaneously).
 - b. The importance of these Meetings is for the Councilors to impart the training and debriefing required for the Councilors-elect to hypothetically begin their term the day after their respective Meetings.
 - c. The Transition Report should be looked over, discussed, and a copy given to the Councilors-elect during this time.
 - d. The Policy Manual should be looked over and understood, with special attention given to policies that directly impact the portfolio of the Councilors-elect.
 - e. The following modifications to the "Position to Position-elect Meeting" definition shall be made for Officers and Directors:
 - i. These Meetings are intended as a one on one Meetings between the Executive and their newly hired Officers or Directors.



- ii. All other aspects of this meeting remain the same, as defined in Section 4, Items 1b to 1d of the Transition Policy while still holding true to Section 4, Item 1e(i) of the Transition Policy.
- 2. Location
 - a. These Meetings can be held at any location that satisfies both parties involved. It is recommended however, that the location be somewhat less boisterous and loud than usual engineering student hangouts. Examples of good locations are the CSES Office (especially the meeting room), the SGRC, or an empty classroom
- 3. Timing
 - a. These Meetings are required to be the first meetings of the Transition process. This allows for the Councilors-elect and newly hired/appointed Officers or Directors to be briefed properly for any work they will need to take part in to fulfill the responsibilities of their position.

5.0 Councilors to Councilors-elect Meeting

- 1. General
 - a. In this Meeting both the Councilors and the Councilors-elect meet in their entirety
 - b. The discussion is meant to include the following main sections:
 - i. Councilors give an overview of the previous year's major projects
 - ii. Main issues that the Councilors-elect can foresee, and advice regarding such issues from the Councilors; and,
 - iii. General questions that will draw upon the experience of the Councilors to answer and any other concerns that the Councilors-elect may have
 - 1. Questions pertaining to the specifics of a particular Councilor's position should be reserved for the "Position to Position-elect Meeting"
- 2. Location
 - a. This Meeting need not be formal, and as such can take place in a comfortable relaxed setting. Examples would include a restaurant, pub, the SGRC, or a house.

6.0 First Meeting of the Councilors-elect

- 1. General
 - a. This Meeting is meant for the Councilors-elect to meet in an official setting for the first time. It is importance that the Councilors-elect be the only members present unless others are invited as advisors.
 - b. The intent of this Meeting is outlined as follows:
 - i. To introduce the various members of the Councilors-elect and to become familiar with them;



- ii. To introduce the interaction between the different positions and how that interaction will affect the operation of the Society;
 - iii. To establish the goals of the entire Society and the direction of the Society moving forward; and,
 - iv. To establish a budget to present at the Annual General Meeting
 - c. It is recommended to have a Chair and Secretary for this meeting to assist with keeping the meeting productive and recorded for reference for the Councilors-elect.
- 2. Location
 - a. This Meeting is meant to be formal, and therefore should be held in a location that lends itself to a professional meeting. Good examples would be the Dean's Boardroom or the SGRC
- 3. Timing
 - a. This meeting should be scheduled to take 4-5 hours with the intent of having the Councilors-elect become accustomed to one another.

7.0 Inadequate Transitions

- 1. Definition
 - a. A Transition can be considered inadequate if:
 - i. The Councilor, Officer or Director fails to complete the list of responsibilities applicable to their Transition as outlined in Section 2, Item 1 of the Transition Policy, without due cause;
 - ii. The Transition from the Councilor, Officer or Director fails to include the criteria applicable to their Transition as defined in Section 2, Items 2a and 2b, Section 3 and Section 4 of the Transition Policy, without due cause;
 - iii. The Transition from the Councilor, Officer or Director fails to meet the deadline requirements outlined in Section 2, Item 3 of the Transition Policy without due cause; or,
 - iv. The Transition from the Councilor, Officer or Director meets any combination of the criteria for an inadequate Transition as defined in Section 7, Item 1a of the Transition Policy.
- 2. Inadequate Transition Validation & Recourse
 - a. If a Transition is deemed inadequate the subject Councilor, Officer or Director shall not receive any acknowledgement of their involvement with the Society, respective to the position for which their Transition was inadequate, in the CCR.
 - b. Claims for inadequate Councilor Transitions can only be made by the affected Councilor-elect.
 - c. Claims for inadequate Officer or Director Transitions can be made by:
 - i. The Executive to which said Officer or Director is subordinate upon review of the transition report.
 - ii. An Officer or Director who feels their supervising Executive failed to satisfy the requirements of Section 4.0 of this Transition Policy.



- d. The President and VP Internal shall assume responsibility for receiving, investigating and validating claims of inadequate Transitions.
 - e. Should a claim for inadequate Transition be made against the President or VP Internal, or against an Officer or Director subordinate to the President or VP Internal, the VP Finance shall assume the President's or the VP Internal's responsibility for receiving, investigating and validating said claim(s), so as to prevent a conflict of interest.
3. Appeal of Inadequate Transitions
- a. An appeal to the claim of an inadequate Transition can be made by the affected Councilor, Officer, or Director if it is felt that the criteria defined in Section 7, Item 1a of the Transition Policy does not apply to the Transition in question.
 - b. The appeal to such a claim is to be evaluated during a Council Meeting duly called for this purpose.
 - i. The criteria for this Meeting are defined as stated in the CSES Constitution (Part III, Article 5).
 - c. This Council Meeting shall be chaired by the Society's Chair.
 - i. In the event that the Chair is being held accountable for an inadequate Transition, a member at large, approved by the Council by majority resolution, shall serve in the Chair's stead.
 - d. The Councilor, Officer or Director under scrutiny shall be granted 5 minutes to make their case to the Council members present at the meeting.
 - i. The addition of more time can be granted at the discretion of the Chair.
 - e. The President and VP Internal shall be granted 5 minutes to present the results of their investigation for the claim of inadequate Transition.
 - i. The addition of more time can be granted at the discretion of the Chair.
 - ii. The VP Finance shall take the place of the President or VP Internal in such cases where a conflict of interest is present, as outlined in Section 7, Item 2e of the Transition Policy.
 - f. Council will be granted 10 minutes to discuss the legitimacy of the claim of inadequate Transition.
 - i. The addition of more time in this discussion period can be granted at the discretion of the Chair.
 - g. Council may, by a majority resolution, decide whether or not to appeal the claim of inadequate Transition.
 - h. The decision made by Council shall not be subject to any further appeals.



The Gong Policy

1.0 Definitions

1. In this policy:
 - a. "Society" refers to the Carleton Student Engineering Society (CSES)
 - b. "Gong" shall be known as the large gong
 - c. "Travel Gong" shall refer to the small gong
 - d. "The Gongs" shall be known to include the Gong and the Travel Gong
 - e. "Gongdom" shall be known as the Gong cover or Gong bag

2.0 Gong Usage

1. The Gongs and all gong related affairs shall be the responsibility of the President
2. The Gong shall be used for major events of the Society and the Engineering Community, including but not exclusive to:
 - a. Opening and Closing ceremonies of EngFrosh
 - b. Reflections
 - c. First Year Conference
 - d. Meetings of the Members
 - e. Conferences CSES is hosting
 - f. National Engineering Week
3. The President shall be responsible for ringing The Gong unless they are unable to attend a major event in which case they may choose an appropriate replacement
 - a. Exceptions to this rule are outlined below:
 - i. Hosting Conference Chairs may ring The Gong at Opening and Closing Ceremonies of their conference
 - ii. The VP Academic or their Competition Chairs may ring the Gong to commence the beginning the Carleton Engineering Competition
4. The Travel Gong shall be used for conferences and minor events of the Society and may be borrowed by other student groups
 - a. To borrow the Travel Gong, the following steps must be taken:
 - i. A request must be emailed to the President
 - ii. Upon approval, sign the Gong Contract
 - iii. Put a deposit down as prescribed in the contract
 - b. The borrower of the Travel Gong is responsible for it's well-being and is accountable for any damages to or theft of the Travel Gong and it's related paraphernalia



5. The Gong must remain in the Gongdom when not on display or in use
6. When not in use, the Gong shall be displayed for any and all members to see within the Office



Student Group Policy

1.0 Definitions

1. The purpose of this policy is to provide guidelines for the affiliation of student groups.
2. In this policy:
 - a. "Society" shall be known as the Carleton Student Engineering Society.
 - b. "President" shall be known as the President of the Society
 - c. "VP" shall be known as Vice-President.
 - d. "Student Group" shall refer to any group of Carleton University undergraduate students that is recognized by the Society.

2.0 Classifications

1. The Society shall provide two separate classes of affiliation to interested student groups at Carleton:
 - a. Engineering Affiliated Student Group, and;
 - b. Non-Engineering Affiliated Student Group.
2. In order to classify as an engineering affiliated student group the aim of the student group shall be to provide an academic and/or social environment related to the field of study in engineering in an effort to enhance the university experience and more than 50% of the student group's membership must also be regular members of the Society.
3. The class of non-engineering affiliated student group shall be given to any student group that does not meet the criteria to be considered as an engineering affiliated student group

3.0 Resources

1. All classes of affiliation shall have access to the following resources at the discretion of the associated Executive Officer:
 - a. Fall President's Meeting at the discretion of the President;
 - b. Ad Promotion at the discretion of the VP Publications;
 - c. Student Group Meeting Space at the discretion of the VP Services, and;
 - d. First Year Conference/Student Group Fair at the discretion of the VP Internal.
2. Only the Engineering Affiliated Student Groups shall have access to the following resources, at the discretion of the associated Executive Officer:
 - a. 50\$ worth of free club printing at the discretion of the VP Services;
 - b. Student Group Funding at the discretion of the VP Finance;



- c. Miscellaneous Conference Fund at the discretion of the VP External, and;
 - d. Advanced Equipment Loan Program at the discretion of the VP Services.
- 3. The availability of the resources that the Society are able to provide may differ from year to year, it is the duty of the VP Internal and/or President to inform each affiliated student group the resources the Society can provide them upon certification.
 - a. Additionally, it is the duty of the VP Internal to update this policy to reflect any changes.

4.0 Certification of a Student Group

1. All student groups must certify on an annual basis with certification ending on April 30th of the academic year.
2. Certification applications are reviewed and approved by the VP Internal and/or President.
 - a. If either the VP Internal or President is a member of a student group in question the other of the two shall be in charge of affiliation approval.
 - b. In the situation where both the VP Internal and President are members of the student group in question, the decision for approval will be given to Council.

5.0 De-Certification of a Student Group

1. De-Certification of a student group results in all student group funding and use of resources through the Society to be suspended.
2. De-Certifications may occur when:
 - a. A student group fails to re-certify through the application process.
 - b. A student group knowingly misrepresents facts when requesting funding or resources
 - c. A student group takes actions that are contrary to the Society's Constitution, Bylaws, or Policy Manual
 - d. A student group using student group funding (SGF) for a purpose not by which they were granted the money.
 - e. A student group fails to adhere to either the Ontario Human Rights code or the Carleton University Human Rights and Procedures Policy
3. A decision to de-certify a student club must be made by a majority vote of the Society's Council, put forward by the VP Internal and/or President.



CREDIT CARD POLICY

14.0 Definition

1. The purpose of this policy is to provide guidelines for issued credit cards for the Executive Officers of the Carleton Student Engineering Society.
2. In this policy:
 - a. “Executives” shall refer to the Executive Officers
 - b. “Credit Card” shall refer to a Business Line of Credit card issued from the institution in which the society’s funds are managed.
 - c. “Society” shall be known as the Carleton Student Engineering Society.
 - d. “Financial Institution” shall refer to the current bank used by the Carleton Student Engineering Society.
 - e. “VPF” shall refer to the current Vice-President Finance.
 - f. “Council” shall refer to the society’s council members.

15.0 Approval and Spending

1. Purchases with a CSES credit card must be pre-approved.
 - a. Executives shall request approval for each expense before purchase using the form issued by the VPF.
 - b. Via the form, an approximation in cost must be submitted to the VPF within reasonable limits.
 - c. An expense must be approved by VP Finance and one of the other two (of three) signing authorities. (i.e. President or Vice President Internal).
 - d. Executives must receive a “Post-Approval Acceptance Notice” before making a purchase, via email.
 - e. Expenses that allow for payment or deposit in the form of a cheque shall not warrant the use of a CSES issued credit card.
2. Final expense values must be declared.
 - a. Once a purchase has been completed, the exact dollar amount in the form of a receipt shall be submitted to the VPF within 1 business day (i.e. if a purchase is made on Sunday, the original receipt is submitted Monday).
 - b. The final expense must be approved by the VPF.
 - c. Any deviations from the expected cost must be explained concisely to the VPF via email upon submittal of original receipt.



3. Archiving
 - a. All pre-approval forms must be archived using the folder name “Position - Finances – Credit Card” within two (2) weeks of approval on the currently used form of archiving.
4. Withdrawal
 - a. Under no circumstances will a cash withdrawal through a CSES issued credit card be acceptable, and will result in a major infraction.

16.0 Accountability

1. All Executives shall receive a credit card (to alleviate financial strain on personal finances) issued by the VPF from the financial institution in which society funds are managed.
2. The VPF shall be responsible for credit card payment.
 - a. Credit Card payment must be made before the interest charge as to avoid unnecessary costs.
 - b. Each credit card payment to the relevant financial institution must be included in the VPF’s report to Executives. This includes any discrepancies (+/- __\$) reported by the relevant Executive Officer.
 - c. A response to each pre-approval must be made within three (3) business days of submittal.
 - d. A response to each receipt submission must be made within one (1) business day of submittal.
 - e. Credit cards must expire at the end of the fiscal year (April 30st).

17.0 Unapproved Expenditures

1. Any purchase made before receiving a “Pre-Approval Acceptance Notice” shall result in an official “infraction”
 - a. Any infraction shall be presented to Council during the meeting immediately following the infraction.
 - b. Any infractions will be declared “major” or “minor” by a (2/3) majority vote of Council.
2. “Minor” Infractions.
 - a. A minor infraction shall be described as a submission of post purchase original receipts after the deadline (i.e. more than one business day after the purchase) without previous notice to VPF.
 - b. A minor infraction will result in a formal warning from Council.



- c. The relevant Executive Officer will be permitted to keep their credit card after receiving this warning.
 - d. A second infraction will result in the immediate forfeiture of the issued credit card.
- 3. “Major” Infractions
 - a. Major infractions shall be described as unapproved use of a CSES issued credit card for a personal or unnecessary expense.
 - b. If deemed a “major infraction” by Council, the credit card shall be removed and the Executive Officer will be required to use cheque request only procedures for the remainder of their term.



Refund of Membership Fees Policy

1.0 Definitions

1. Requestor – A regular member of the Carleton Student Engineering Society (the Society) requesting a refund of their fees and resignation from the Society.
2. Term – Equivalent to an academic semester, and refers to the fall, winter, or summer (spring and late summer or full summer shall all be treated identically to as the summer term) semesters.

2.0 Refund Amount

1. The amount that will be refunded will be the total CSES Membership Fees paid for the term in question as reported by Carleton University through the requestor's Carleton Central account.

3.0 Restrictions

1. The Society shall only accept written resignation addressed to VP Internal, but shall only dispense a refund of membership fees paid if the following conditions are met:
 - a. For the term that the requestor requests a refund for, the requestor must prove within reason that they have not utilized any services of the Society or benefited in any way either directly or indirectly from the Society;
 - b. The requestor's full legal name is included in the resignation letter
 - c. The requestor attaches a printout from their Carleton Central account of membership fees paid for the term the refund is requested for;
 - d. For the term that the requests of refund is for, the requestor was a regular member in good standing;
 - e. The requester has no outstanding debts, either monetarily or in any service or duty to the Society.
2. A member may only request for a refund of membership fees from the current term (defined as the term during which the written resignation was received);
3. A member may not request from the Society permanent withdrawal from the fund payment system but must contact Carleton University directly to effect such an action.



4.0 Procedure

1. The requestor shall be paid by cheque, made out to the legal name of the requestor, and must be picked up in person:
 - a. The cheque will be made available in the CSES main office for pickup during regular office hours;
 - b. The cheque will not be mailed;
 - c. The person claiming the cheque must present for verification their valid Carleton student identification card, which corresponds to the name of the requestor as, outlined in the letter of resignation.
2. Any cheque not picked up by the end of the term, which the request was made, will be rendered null and void, and the requestor will be ineligible for refund for the term for which the cheque was made out for.



Awards Policy

1.0 Definitions

1. The purpose of this policy is to provide guidelines for the selection of recipients of the Carleton Student Engineering Society year-end awards.
2. In this policy:
 - a. "Society" shall refer to the Carleton Student Engineering Society
 - b. "Council" shall refer to the Society's Council members

2.0 Spirit of the Awards

1. The spirit of the **Rohit Saxena Award** is to recognize a graduating student who has made an unparalleled contribution, in the way of vision and leadership, to the Society and its endeavours throughout their entire undergraduate career.
2. The spirit of the **Michelle McGarrity Award** is to recognize a graduating student who has made an outstanding contribution to the Carleton Engineering community through active volunteering in various clubs, societies, and organizations during their undergraduate degree.
3. The spirit of the **Steph Seemel Award** is to recognize a graduating student who has remained involved in the Carleton Engineering community during their undergraduate degree, while maintaining academic excellence.
4. The spirit of the **Philip Auclair Award** is to recognize a graduating student who has made an outstanding contribution to Leonardo's Lounge.
5. The spirit of the **Dean Bibby Thumbs Up Award** is to recognize an engineering student club or society that has demonstrated excellent achievements throughout the school year, through factors including but not limited to successful events, services, and increased membership.
6. The spirit of the **Jim Simpson Award** is to recognize the outstanding contributions to student life and success by a staff member.
7. The spirit of the **Best Student Group Head Award** is to recognize a student group head of a club or society that has demonstrated exceptional leadership.
8. The spirit of the **Tie Cutter Award** is to recognize an involved first year student with perceived poor academic standing.
9. The spirit of the **Most Involved First/Second/Upper Year/Graduating Student/Non-Engineer Award** is to recognize the outstanding involvement of a student in one of the above categories in the Carleton Engineering community.



3.0 Recipients

1. The recipient of the **Rohit Saxena Award** shall:
 - a. Be a graduating student in good standing with the Society
 - b. Have made an outstanding contribution to the society throughout their entire undergraduate degree, through:
 - i. Holding a role as a Councillor or Executive Officer
 - ii. Vision and leadership of the Society
 - iii. Exceptional work as part of holding a Directorship
2. The recipient of the **Michelle McGarrity Award** shall:
 - a. Be a graduating student in good standing with the Society
 - b. Have made an outstanding contribution to the Carleton Engineering community throughout their entire undergraduate degree, through:
 - i. Volunteering in student groups, clubs, or societies
 - ii. Active participation in the Society's events
 - iii. Positively redefining the community in one form or another
3. The recipient of the **Steph Seemel Award** shall:
 - a. Be a graduating student in good standing with the Society
 - b. Have been actively involved in the Carleton Engineering community while maintaining a high academic average (CGPA)
4. The recipient of the **Philip Auclair Award** shall:
 - a. Be a graduating student in good standing with the Society
 - b. Have demonstrated dedication to Leonardo's Lounge through active volunteering
5. The recipient of the **Dean Bibby Thumbs Up Award** shall:
 - a. Be a registered student group with the Society
 - b. Have demonstrated exceptional improvement or member engagement throughout the academic year
6. The recipient of the **Jim Simpson Award** shall:
 - a. Be a faculty or staff member of the Faculty of Engineering and Design
 - b. Have demonstrated an exceptional dedication to the academic and professional success of students
7. The recipient of the **Best Student Group Head Award** shall:
 - a. Be a student in good standing with the Society
 - b. Represent an affiliated student group in good standing with the Society
 - c. Not be the President of the Society (unless nominated for their contributions to another engineering student group)
8. The recipient of the **Tie Cutter Award** shall:
 - a. Be a first year engineering student in good standing with the society



- b. Have the largest perceived grade drop from high school to university, as deemed by the members
- 9. The recipient of the **Most Involved First Year Award** shall:
 - a. Be a first year student in good standing with the Society
 - b. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - i. Volunteering in student groups, clubs, or societies
 - ii. Active participation in the Society's events
 - c. Not be a Councilor of the Society, unless exceptionally merited
- 10. The recipient of the **Most Involved Second Year Award** shall:
 - a. Be a second year student in good standing with the Society
 - b. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - i. Volunteering in student groups, clubs, or societies
 - ii. Active participation in the Society's events
 - c. Not be a Councilor of the Society, unless exceptionally merited
- 11. The recipient of the **Most Involved Upper Year Award** shall:
 - a. Be an upper year (not first, second, or graduating) student in good standing with the Society
 - b. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - i. Volunteering in student groups, clubs, or societies
 - ii. Active participation in the Society's events
 - c. Not be a Councilor of the Society, unless exceptionally merited
- 12. The recipient of the **Most Involved Graduating Student Award** shall:
 - a. Be a graduating student in good standing with the Society
 - b. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - i. Volunteering in student groups, clubs, or societies
 - ii. Active participation in the Society's events
 - c. Not be a Councilor of the Society, unless exceptionally merited
- 13. The recipient of the **Most Involved Non-Engineer Award** shall:
 - a. Be a student not registered in a Bachelor of Engineering program
 - b. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - i. Volunteering in student groups, clubs, or societies
 - ii. Active participation in the Society's events



4.0 Selection Process

1. The VP Internal shall create a form through which members can nominate individuals for awards including, but not limited to the aforementioned ones.
 - a. This form will be accessible through all of the Society's primary communication means.
2. From the pool of recipients, Council shall determine the recipients in a non-partisan fashion.
 - a. Any award nominees who hold a position on Council will be required to leave the room during deliberation for that specific award.
3. The recipients shall be selected at a special Council meeting, called by the VP Internal, for the purpose of determining the recipients.

5.0 Appearance of Awards

1. The following awards shall have the recipient's name engraved on the trophy:
 - a. The Rohit Saxena Award
 - b. The Michelle McGarrity Award
 - c. The Dean Bibby Thumbs Up Award
 - d. The Jim Simpson Award
 - e. The Philip Auclair Award
2. The following awards shall be presented to the recipients on a plaque:
 - a. The Rohit Saxena Award
 - b. The Michelle McGarrity Award
 - c. The Steph Seemel Award
 - d. The Best Student Group Head Award
 - e. The Tie Cutter Award
 - f. The Dean Bibby Thumbs Up Award
 - g. The Jim Simpson Award
 - h. The Philip Auclair Award
 - i. Most-Involved First Year Award
 - j. Most-Involved Second Year Award
 - k. Most-Involved Upper Year Award
 - l. Most-Involved Graduating Student Award
 - m. Most-Involved Non-Engineer Award



6.0 Presentation of Awards

1. All awards shall be presented at the year-end graduation banquet, *Reflections*
2. Awards shall be presented by the previous year's winner, unless unable to attend, in which case the presenter shall be selected by the VP Internal, as deemed appropriate.



Advertisement Policy

1.0 Definitions

1. The purpose of this policy is to provide guidelines for the Carleton Student Engineering Society's use of notice boards and any other advertisement medium
2. In this policy:
 - a. "Society" shall refer to the Carleton Student Engineering Society (CSES)
 - b. "Council" shall refer to the Society's Council members
3. "Advertisement" shall refer to any physical or online notice used for the purpose of promoting an event, service, or other information relevant to the general membership of the Society.

2.0 General Practices

1. Use of all designated Society notice boards is reserved for the Society, its registered student groups, university administration, and CSES-endorsed / approved events / advertisements.
 - a. Society notice boards shall be identified as such with the Society logo and by fixing a public notice to the board, stating that postering rights must be received by a member of the CSES Council by submitting a copy of the poster to be used, in accordance with Section 5.0.
2. Posters are to be tacked up, not stapled, and are to be taken down by midnight on the first school day following the event.

3.0 Acceptable Content

1. All information contained in posters must be in good taste, free of vulgarity, and non-derogatory in nature. They must also abide by university-wide policies (i.e. alcohol policy) and uphold the ideals of CSES.
2. The purpose of the notice boards is to communicate with the undergraduate engineering student body and, thus, only posters aimed at bettering their university experience will be accepted.



4.0 Use of Leonardo's Lounge

1. Digital advertisements that conform to the guidelines above may be displayed on Leo's advertising TV(s).

5.0 Approval Process

1. All posters must be approved by a member of the CSES Council. A copy of the poster must be submitted through the CSES Office, along with the relevant contact information, before beginning to post.
2. The poster copy to be retained in the "Office Binder" should be signed (printed and signature) on the back by the person who approved it.

6.0 Final Notes

1. Council reserves the right to deny and/or remove any posters or advertisements deemed to be in contravention of this policy. Any questions or inquiries may be addressed to the Society's VP Internal (internal@cses.carleton.ca).



Conference Delegate Policy

The Carleton Student Engineering Society (CSES), as part of its relations with external organizations, sends delegations under the Vice President External to conferences hosted on the provincial and national level. With the opportunity to represent the society and the university at large come several responsibilities. Therefore, each delegate chosen should be appropriate for each conference. In order to have a just delegation and appropriate attendance at such conferences, the conditions outlined in this policy must be met.

1.0 Definitions

1. In this policy:
 - a. "Society" shall refer to the Carleton Student Engineering Society
 - b. "ESSCO" shall refer to the Engineering Student Societies' Council of Ontario
 - c. "CFES" shall refer to the Canadian Federation of Engineering Students
 - d. "PEO" shall refer to the Professional Engineers of Ontario

2.0 Membership

1. Each conference delegate must be a regular member in good standing of the Society during the period of application, selection, and conference duration.
 - a. The exception to this case is a graduating, outgoing Executive Officer who may attend conferences in the year following the completion of their undergraduate degree.
 - b. A prior member of CSES in good standing who is on coop either during the conference or during the time of application for the conference.

3.0 Application

1. The Vice President External shall have the delegation application forms completed at least eight (8) weeks prior to the conference date
 - a. These forms shall be reviewed by the President prior to publication.
 - b. These forms shall be available for the public through the Society's typical communication means at least six (6) weeks prior to the conference date.
2. Applications shall be accepted for a period of no less than two (2) weeks.



3. Application forms may consist of both electronic and paper copies, but paper copies must be accessible to the public, and can be picked up in the Society's office.
4. Applications received after the deadline date shall not be considered.

4.0 Selection

1. Each applicant shall be permitted one (1) interview with the Vice President External, the time of which shall be coordinated with the former
 - a. Delegate interviews will be face-to-face except in special cases, which shall be at the discretion of the Vice President External
2. Delegate interviews will be held no later than two (2) weeks before the concerned conference
3. The Vice President External must form a Delegate Selection Squad consisting of a minimum of one (1) member who can be in attendance to all the interviews
 - a. The Delegate Selection Squad may have any number of members in attendance of the interviews, at the discretion of the Vice President External
 - b. A member applying to be a delegate for the concerned conference may not be a member of the Delegate Selection Squad.
 - c. The Delegate Selection Squad may be formed of CSES council members and/or society members
 - d. The role of the Delegate Selection Squad is to advise the Vice President External on which candidate(s) to bring to the conference, however the final decision shall be made by the Vice President External
4. Each delegate shall be chosen fairly from the collection of applications. This selection shall be based on:
 - a. Primarily, the personal interview of each candidate; and
 - b. Secondly, the application form of each candidate.
5. Careful attention should be paid to candidates interested in:
 - a. Running for available positions at the provincial or national levels; and/or
 - b. Presenting conference bids at applicable conferences; and/or
 - i. In such a case, the candidate must be willing to release information about their motives, which should include proof of proper approval from the Faculty of Engineering and Design for any conference bid.
 - c. Running for positions within the Society for the next academic year.
6. The Vice President External shall notify all candidates of either their selection or rejection within three (3) days of the last candidate's interview.
7. In case of a cancellation, the Vice President External shall select a suitable replacement. In such a case:



- a. The newly selected replacement delegate is required to meet all the conditions for a regularly selected delegate as outlined in this policy.

5.0 Information Dispersal

1. The Vice President External shall hold a first meeting for all delegates within one (1) week of the selection of delegates. In the case where a delegate may not attend, the Vice President External is responsible for providing them with all necessary information through email. At this meeting:
 - a. The Vice President External shall cover and distribute all pertinent information and documents relating to the conference, including but not limited to:
 - i. The CSES Conference Delegate Policy;
 - ii. The CSES Code of Conduct;
 - iii. Travel arrangements;
 - iv. Contact information;
 - v. What to bring;
 - vi. Preparatory reading materials (policy manuals, constitutions, delegate preparation packages, etc.).
 - b. CSES delegate fees (Section 6.1) shall be collected.
2. Any pertinent information received by the Vice President External after the first meeting of the delegates shall be distributed to the delegates as soon as possible, through email.
3. The Vice President External shall hold a second meeting for all delegates within one (1) week prior to the date of the conference. At this meeting:
 - a. The Vice President External shall reaffirm all pertinent information relating to the conference as stated in Section 5.1. as well as any new updates or new information

6.0 Fees

1. All delegates shall be required to pay a CSES Delegate Deposit of \$60, \$40 of which shall be returned provided that the delegate meets all responsibilities outlined in Section 8.
2. Conference Delegate Fees as outlined by the conference hosts shall be covered by the budget of the Vice President External
3. Travel fees and accommodation fees (if not included in the Conference Delegate Fees) shall be covered by the budget of the Vice President External. In the case where a delegate is travelling to a conference from a departure location other than the predetermined departure location, the delegate shall book their own travel arrangements and be reimbursed for the amount of travel up to, but not exceeding the amount of travel from the predetermined departure location.



4. In the event that fees or damages must be paid due to the actions of a delegate, the delegate will be held liable for payment in full.

7.0 Cancellation

1. If a delegate who is selected to attend a conference is no longer able to attend, they must inform the Vice President External.
2. If a CSES Delegate Fee (Section 6) has already been collected from the delegate, it will:
 - a. Be allocated to cover any associated cost in the charge of a replacement delegate, such as late registration fees, travel changes, etc., or,
 - b. Be returned to the initial delegate if there are no associated costs with the removal of a delegate.

8.0 Responsibility

1. The Vice President External shall distribute the CSES Code of Conduct to delegates at the first meeting for all delegates as outlined in Section 5.1 a. ii.
2. Each delegate shall sign the CSES Code of Conduct as well as all other forms required for each conference before the commencement of their stay at the conference.
3. Each delegate must meet the conditions stipulated in the CSES Code of Conduct and all other such forms signed for each concerned conference.
4. Each delegate is required to distribute meaningful information learned at the conference to members of the Society, through means which are including, but not limited to:
 - a. An Iron Times article;
 - b. A conference report;
 - c. A post to be published on the Society's website and other social media forums;
 - d. A video, to be coordinated with the Society's VP Publications; or
 - e. A workshop.

9.0 Conferences and Expected Attendees

1. The following sections indicate which conferences the Society is expected to have an official representation at, and who the appropriate delegates are that may attend them.
 - a. ESSCO Annual General Meeting – expected to be attended by the:
 - i. Vice President External (elect)
 - ii. Vice President External (outgoing)
 - b. ESSCO Presidents' Meeting – expected to be attended by the:



- i. Vice President External
 - c. CFES Presidents' Meeting – expected to be attended by the:
 - i. Vice President External
 - d. CFES Conference on Diversity in Engineering – recommended to be attended by the:
 - i. Vice President External
 - e. ESSCO PEO Students' Conference – recommended to be attended by the:
 - i. Vice President External
 - f. CFES Congress – expected to be attended by the:
 - i. Vice President External
 - g. ESSCO First Year Integration Conference – expected to be attended by the:
 - i. Vice President External
2. New conferences may be added to Section 9.1 at the discretion of the Vice President External and following the approval of Council.



Miscellaneous Conference Fund Policy

The Carleton Student Engineering Society (CSES) has a small fund intended to be used for conferences outside of the events CSES already sends an annual representation to. In order to receive funding for such conferences, the conditions outlined in this policy must be met.

7.0 Definitions

1. In this policy:
 - a) "MCF" shall refer to the Miscellaneous Conference Fund

8.0 Eligible Conferences

1. The event for which funding is requested must be an educational or informative event. Such events include, but are not limited to:
 - a. A conference, symposium or seminar on an educational topic
 - b. A workshop
 - c. A hackathon
2. Requested funding for events will be denied if the event is of the following form:
 - a. A competition or tournament
 - b. A social event or party
 - c. A non-conference event that already receives funding by CSES
 - d. A conference CSES already sends a delegation to (i.e. ESSCO and CFES conferences)
 - i. except in the case where the conference does not have a plenary session scheduled (ie. Conference on Diversity in Engineering). In such a case, another recognized student run engineering society at Carleton may apply to the MCF on behalf of an individual(s) who attended the conference separate from the CSES delegation.
3. The Vice President External will determine if the event for which funding was requested is valid.

9.0 Membership



1. Each conference delegate must be a regular member in good standing of the Society during the period of application, selection, and conference duration except as noted in the *conference delegate policy*.

10.0 Application

1. Funding requests for miscellaneous conferences must be done online via the google form published under the “Conferences” tab of the CSES website.
2. The request form must be completely filled. Incomplete requests will be rejected.
3. The applicant must provide a receipt with proof-of-purchase by emailing the scanned receipt to the Vice-President External and/or Vice President Finance.
4. Group applications will be accepted under the following terms:
 - a. All members of the group must be part of the same club or society
 - b. An executive of that club or society must be the one to file the request
 - c. The information of each member of the group must be included in the request
 - d. The group must provide a receipt for each members of the group. A receipt for a single member (i.e. delegate fee) will not be accepted as group receipt. A receipt for group transportation (i.e. car rental) is acceptable.
 - e. The Vice President External has the authority to deny the group application and ask for individual applications
5. Non-members of the club or society applying as a group must submit individual applications.

11.0 Funding

1. The Miscellaneous Conference Fund is a first-come, first-serve pool of money. Funding will be provided to applicants until there is no more money left in the fund.
2. Funding may only be provided for the following:
 - a. Delegate fees,
 - b. Transportation costs
 - c. Hotel costs
3. Food expenses may not receive funding
4. The Vice President External will be responsible for allocating the funds. The Vice President External must receive the approval from the President and the Vice President Finance before providing any funding.
5. The Vice President External may not give more funding than what was requested.
6. The Vice President External is not required to provide the full amount that was requested.



7. If the Vice President External denies the request or does not provide any funding, they must provide reason for their decision.
8. Funding may only be provided after a receipt with proof of purchase has been provided.
9. An applicant may request have an amount allocated to them until a receipt can be provided. The allocation may only be put on hold for a maximum of two (2) weeks. If after two weeks a receipt has not been provided, the allocated amount will return to the pool for other requests.
10. Once a receipt has been provided and the funding has been approved, the Vice President External will make a cheque request to the applicant.
11. The Vice President External has the authority to request the delegate(s) to provide meaningful information learned at the conference to members of the Society before providing funds. The information may be provided through means which are including, but not limited to:
 - a. An Iron Times article;
 - b. A conference report;
 - c. A post to be published on the Society's website and other social media forums;
 - d. A video, to be coordinated with the Society's VP Publications; or
 - e. A workshop.

12.0 Appeal

1. Should the Vice President External deny a request for funding, the applicant may appeal the decision.
2. In such a case, the applicant is entitled to an audience with (at the least) the VP External and VP Finance to discuss the decision.
3. The VP External may overturn their original denial of the request as long as it complies with section 5.0, especially 5.0-4.



Leo's Policy

1.0 Definitions

1. The purpose of this policy is to outline the operations of Leonardo's Lounge and its relationship with CSES.
2. In this policy:
 - a. "Executives" shall refer to Executive Officers.
 - b. "GM" shall refer to the Leonardo's Lounge General Managers.
 - c. "Manager" shall refer to the Leonardo's Lounge Managers.
 - d. "Society" shall be known as the Carleton Student Engineering Society.
 - e. "Leo's Lounge" shall refer to Leonardo's Lounge.
 - f. "Council" shall refer to the Society's Council members.
 - g. "CRA" shall refer to the Canadian Revenue Agency.

2.0 CSES Main Office

1. CSES shall provide a minimum of 6 hours per week of access to necessary resources within the main office during CSES office business hours to relevant Leo's GMs, Finance Manager and Junior Finance Manager. Priority will be given to VP Finance for CSES duties.

3.0 Finance

1. Leo's GMs, Finance Manager, and Junior Finance Manager shall be responsible for tracking all finances in a subset of CSES' current financial software.
2. The CSES President shall be responsible for submission of Leo's signing authority letter before the beginning of the fall term.
3. The CCSES President shall be responsible for proper transition protocol for signing authority.
4. Leo's Lounge Finance Manager shall be responsible for submission of all required information to the VP Finance for the purpose of filing taxes to the CRA.
5. VP Finance will submit and pay all taxes associated to the corporation to CRA. Leo's Finance Manager shall be responsible for reimbursing CSES for all taxes paid.



4.0 External Usage

1. Leo's GMs shall be responsible for reviewing and approving or denying all applications for use of Leo's Lounge after hours.
2. In the case that CSES uses Leo's Lounge for an event, the current VP Services and/or Leo's GMs shall approve the final condition of the facilities.

5.0 Advertisements

1. Leo's Lounge shall be responsible for displaying ads at the request of the VP Publications.
2. Leo's Lounge Managers shall possess the right to post on the CSES bulletin board at any time.
3. CSES maintains the right to remove any content posted on the bulletin board which does not conform to the publications policy.
4. Leo's Lounge shall receive permanent advertisement placement in the CSES eNewsletter.
5. The VP Services shall administer all forms of social media for Leo's Lounge on CSES related forms of media.
 - a. All posts made to social media must conform to all CSES publications by-laws.
 - b. Leo's Lounge GMs shall have the ability to make and edit posts on all forms of social media for Leo's Lounge.
 - c. CSES reserves the right to remove any posts.
6. Leo's Lounge shall be guaranteed an advertisement in the CSES handbook each year.

6.0 Leo's Lounge Access

1. Key access to Leo's Lounge shall be given to the President, VP Services, Leo's GMs and Leo's Managers.
2. The VP Services reserves the right to remove key access from Leo's GMs or Leo's Managers.

7.0 Hiring

1. VP Services shall be responsible for hiring the Leo's Lounge GMs.
2. At any such time, a Leo's GM or Manager is deemed unfit to perform his/her duties, the VP Services will maintain the right to dismiss the manager in question.



3. The Leo's GMs reserve the right to dismiss any Leo's Lounge volunteers and must notify the VP Services.

8.0 Joint Events

1. CSES in conjunction with Leo's Lounge shall organize a volunteer appreciation event each fall and winter term.
2. Each volunteer appreciation event shall fall upon a day in which there are no conflicts with other CSES organized events.
3. CSES and Leo's shall separately organize and pay for their own affairs, such as tickets for volunteers.

9.0 Reporting

1. Leo's Lounge shall be responsible for presenting a financial update at least one (1) time per month during the fall and winter terms.
2. VP Services shall be responsible for presenting these financial updates to CSES Council.
3. The VP Services shall be responsible for any additional updates that may be required throughout the academic year.
4. Leo's Lounge shall present a fiscal report to the members of the society at each general meeting. Leo's Finance Manager will provide VP Finance with monthly updates.



Office Policy

1.0 Definitions

1. The purpose of this policy is to provide guidelines for and govern aspects of the Carleton Student Engineering Society's office
2. In this policy:
 - a. "Society" shall refer to the Carleton Student Engineering Society (CSES)
 - b. "Council" shall refer to the Society's Council members
 - c. "Office" shall refer to the Society Office
 - d. "Execs" shall refer to the Executive Officers
 - e. "Office Hour Employee" shall refer to the individual on an assigned office hour shift
 - f. "Office Manager" shall refer to the Office Manager director, as appointed by the Vice President Services
 - g. "Office Staff" shall refer to all of Council, Officers, and the Office Manager director
 - h. "Openers" shall refer to Council Members or Officers or Directors with an opening office hour
 - i. "Office Rules" shall refer to the list of rules to be followed in the Office decided by Office Manager and VP Services.

2.0 General

1. The Office door shall remain closed and locked when there is no on-duty Office Hour Employee or fill-in
2. The only people with card access to the Office should be:
 - a. Execs
 - b. Office Manager
3. Do not jump over the front desk, nor damage /deface any Society furniture or office equipment.
4. The Office Manager shall strive to have all Execs open the Office for office hours so that there are no issues with office access.
 - a. In the event the Office Manager is unable to have all Openers be Execs, one of the Execs or someone with card access shall be on campus to open the Office for any Council member with an opening shift.
5. Personal belongings (including bags, coats, etc.) should be out of sight of the front desk.
6. The front desk computer is to be used only for CSES business (ie. no gaming, video-watching)



7. There shall be zero tolerance for storing, using, or being under the influence of drugs or alcohol in the office at any time.
8. There shall be zero tolerance for theft of office property or merchandise which includes but is not limited to: data, documents, and passwords
 - a. This shall be dealt with on a case by case basis, at the discretion of the President, the Office Manager, and the VP Services
 - i. Extreme cases can result in removal from Council.
9. The front desk computer is to be used only for CSES Business (i.e. no gaming, video-watching).
10. The printer is only to be used for free by Office Staff if it's CSES-related business. Otherwise, Office Staff shall pay standard printing
11. The password for the office Wi-Fi shall be reset every year.
12. Any passwords for CSES business shall be reset every year.
 - a. If any member of council is removed or has resigned, passwords relating to business in the office (including Wi-Fi and POS) should be reset immediately as a security measure.
13. No passwords are to be displayed physically in the Office.
14. Priority of computers and desk space is for those who need to conduct CSES business
 - a. Priority of the Finance computer is for the VP Finance, or on their recommendation for financial business
 - b. Priority of the Design computer is for the VP Publications, or on their recommendation for publications graphic design business
15. Any unprofessionalism or disruption of the office by any member of council such as, but not limited to swearing, excessive volume, vulgar language, and talk of alcohol, or any illegal substances, will not be tolerated in the office.
 - a. If a member of council is disobeying this point on a regular basis, the President has the right to come up with a disciplinary action upon discussion with the Office Manager.
 - i. These actions can include but are not limited to: Extra cleaning duties, VAP tickets being taken away, or Recourse as defined in article 2.11.a in this policy.
16. The Office Manager, Office Hour Employee have the right to ask anyone who is in the back of the Office who is not working on CSES-related business or being disruptive to leave.
17. Directors are not allowed in the back of the office unless they are working on CSES-related business
18. The office phone is not for personal use.
 - a. The office phone should be answered in a professional manner, and by stating that we are the Carleton Student Engineering Society



- b. If a phone call comes in for a Council member not able to take it, a proper message should be recorded for them, including a name and phone number of the caller, to be emailed to the relevant Council member or pinned to the Executive's bulletin board
 - c. Voicemails on the answering machines should be only be deleted by the person whom they are directed to, or the President in the case that they are non-specific
19. Office Hour Employees who cannot make their shift or anticipate to be late to their shift must inform the rest of the Office Staff via email 24 hours in advance, except in the case of emergency, as deemed by the Office Manager, else it will be considered a missed shift.
- i. Recourse ("Three Strikes Rule") should be used shall a member miss enough shifts (as so judged by the President, or Office Manager). This Recourse means that the President must draft and call to question a resolution calling for that Councillor's removal
 - 1. It is the responsibility of the Office Manager to call upon the Recourse by notifying Council, should their records indicate the need
 - ii. If a member is late to enough shifts (as so judged by the President, or Office Manager), the President will come up with a form of punishment upon discussion with the Office Manager. These actions can be, but are not limited to: Extra cleaning duties, VAP tickets being taken away or Recourse.
20. This policy is in effect from Mondays – Fridays, from 8:30 AM – 5:30 PM



Publications Policy

1.0 Definitions

1. The purpose of this policy is to provide guidelines for and govern aspects of the Carleton Student Engineering Society's official publications
 - a. This policy applies to all publications published by the Society and takes precedence over any policy governing a specific publication itself
2. In this policy:
 - a. "Society" shall refer to the Carleton Student Engineering Society (CSES)
 - b. "Council" shall refer to the Society's Council members
 - c. "Society Publication" shall refer to any of the following publications:
 - i. Iron Times
 - ii. Handbook
 - iii. Website(s)
 - iv. Any notice or advertisement
 - d. "Editor" shall refer to:
 - i. The Iron Time Editor, in the context of the Iron Times
 - ii. The Handbook Editor, in the context of the Handbook
 - iii. The Webmaster, in the context of the website
 - iv. The relevant Executive, in the context of notices and advertisements
 - e. "Notice" shall refer to a notice for any Meeting of the Members (General Meeting)
 - f. "Media Team" shall refer to all Media Team members, including all photographers

2.0 General

1. All material published in a Society publication must be approved by the editor of that publication prior to its publication.
2. As required by the Canada Corporation Act, every publication of the Society shall mention, in legible characters, the name of the Society.

3.0 Society Editorial Code



1. No material shall be considered for issue in any publication where the material is:
 - a. Racist, by explicitly or implicitly deframing or discriminating against any person or group on the basis of ethnic, national, or religious background
 - b. Sexist, by explicitly or implicitly promoting gender inequality, indicating sexual bias, or implying discrimination on the basis of gender
 - c. Homophobic, by explicitly or implicitly deframing or discriminating against any person or group on the basis of their real or perceived sexual orientation
 - d. Libelous, by deframing any person's character or reputation through innuendo or falsehood
 - e. Seditious, by promoting the violent overthrow of any legally established government or administrative body, or seeking to promote violent confrontation
 - f. Obscene, by being of a sexual nature intending to excite prudent feelings, including any visual depiction of any genital or excretory organs
 - g. Not abiding by Carleton University's overarching Human Rights policies.
2. The above list of inappropriate material may be overruled for the purpose of any publications, only when:
 - a. A disclaimer be placed on the front page, prior to any previously mentioned material, that explains that the opinions and material proceeding said disclaimer are not in any way the opinions or views of the Society
 - b. The material is not considered slanderous in any way (where slander is defined as the communication of false information injurious to a person's reputation) without the consent of the target of said "slander".
3. Vulgar language shall not be used in any publications of the Society, unless all of the following conditions have been met:
 - a. There is a policy specifically governing the publication, and that policy explicitly authorizes the use of vulgarity in that publication
 - b. Any vulgar language used shall be limited to terms that are:
 - i. Found in the most recent edition of the Oxford English dictionary; or
 - ii. Are colloquialisms commonly found in the average engineering student's everyday vocabulary
 - c. The vulgar language is not derogatory towards any identifiable group
 - d. The vulgar language is not directed against any real person
 - e. The removal of the vulgar language cannot be done without unduly affecting the integrity of the submitted material
4. Any violation of the Editorial Code by an editor, employee, or volunteer is grounds for dismissal, and if that person is a Member, grounds for suspension or expulsion, at Council's discretion.



5. The Official Carleton Engineering version of the Engineering Hymn, or any part thereof, shall be deemed to be acceptable for consideration and use in all publications, and not violate this Editorial Code.

4.0 Photography

1. Any photography taken by the Media Team is the property of the Society, and is to be used in publications, as necessary, and archived before the end of the Society year
2. The camera used may be the Society's and should be kept in good working order at all times
 - a. The Society shall make equipment available to the Media Team to use
3. The Media Team photographer(s) shall take photographs at all CSES events deemed appropriate. In the event where there is a fee or ticket price, it shall be subsidized by the VP Publications' budget, provided the director does not take part in any of the event tangibles (ie. eating a dinner at a formal).
4. All photography must also abide by the above Editorial Code.
5. The VP Publications shall ensure that a disclaimer (Appendix A) is made publicly available to all members, stating that the Society reserves the right to photograph any official Society event.
 - a. In any public notice of an event, the pertinent Executive should include a link to said Disclaimer on the Society website

5.0 Media Team

1. Any other media, including videos taken by the Media Team is the property of the Society, and is to be used in publications, as necessary, and archived before the end of the Society year.
2. All YouTube videos and other media must also abide by the above Editorial Code.

6.0 Complaints

1. Any person may make a written complaint to the VP Publications regarding a violation of the Society Editorial Code by a publication of the Society
2. The VP Publications shall, upon receiving a complaint:
 - a. Inform the complainant that the complaint has been received and is being investigated;
 - b. Inform the appropriate editor of said complaint



- c. Thoroughly investigate the complaint in a timely manner, and provide a decision on the complaint and the editor within 2 weeks
- d. After investigating, the Vice President Publications may:
 - i. Dismiss the complaint;
 - ii. Direct the editor to issue an apology for to the complainant in a timely manner, either written or verbal;
 - iii. Issue a public apology, retraction or correction in the next issue of the Iron Times or on a prominent notice board;
 - iv. Ask for the resignation of the editor;
 - v. Dismiss the editor if they have the authority to do so, or otherwise recommend the dismissal of the editor to the Council; or
 - vi. Any combination of the above
- e. The complainant may appeal any decision of the Vice President Publications to the Council