

# CARLETON STUDENT ENGINEERING SOCIETY



## POLICY MANUAL

Date Revised: 2024/01/25



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# Revision History

Date	Revision	Completed By
2017/03/22	Formatting update to reflect current branding scheme	Julia Dalphy
2018/05/08	Updated Conference Delegate Policy & Transition Policy	Owen MacIntosh
2018/10/31	Added the Miscellaneous Conference Fund Policy & Credit Card Policy	Owen MacIntosh
2018/11/27	Added Leo's Policy Updated Office Policy	Owen MacIntosh
2019/10/08	VP External description added signing of the CFES Optional Accountability Contract; Office Policy update implemented	Andre Lawrence
2020/01/28	Transition policy update; "Deliberation Period" added to Electoral Code	Andre Lawrence
2022/02/02	Added Discord Policy; Implemented VP Student Issues; Reduction of responsibilities Rewrote Manual	Ryan Campbell
2022/09/28	Revised Gong Policy, Formatting and Spelling	Shaun Seneviratne
2023/01/19	Conference Delegate Policy Student Group Resource Centre Policy; Chicken Key	Shaun Seneviratne
2023/04/06	Updated Council Descriptions, Electoral Code, Meetings, Flightsuit, University & Faculty Relations, and Transition Policies	Shaun Seneviratne
2023/09/14	Added definitions policy. Updated the Publications policy,	Chris Montague
2023/01/25	Changed Terminology to include BOD Revamped BOD Policy to update positions of exec and reps Updated Gong policy Updated Office Policy New Layout for Policy Manual Added Deep Storage Policy Added Committees Policy	Nikita Yovchev



# DEFINITIONS POLICY

01

Date Enacted:	2023-09-14	Date Amended:	2023-09-14
Presiding Group:	CSES	Delegatee(s):	INTERNAL

This policy outlines the overarching definitions applying to the Policy Manual, their interpretations and administration. Where a term appears in a policy under a different interpretation, a note will be made outlining the change. Where a defined term appears in only one policy, it will be defined at the beginning of the policy of reference.

## 1.0 Definitions

1. In this manual:
  - 1.1. “Academic 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.
  - 1.2. “CEO” shall refer to the position of Chief Electoral Officer.
  - 1.3. “Chair” shall refer to the Chair of the Society as appointed by the Board.
  - 1.4. “Board” shall refer to the Society’s Board members.
  - 1.5. “Board-elect” shall refer to the most recently elected Councillors that have yet to start their term of office.
  - 1.6. “Members of the Board” shall refer to the Executive and the Representatives that sit on the Board.
  - 1.7. “director” shall refer to the Society’s hired or appointed volunteers that work under the supervision of the Executive.
  - 1.8. “Execs” shall refer to the Executive Officers.
  - 1.9. “Executive-elect” shall refer to the most recently elected Executive that have yet to start their term of office.
  - 1.10. “Executive” shall refer to the Society’s Executive Officers.
  - 1.11. “Faculty” shall refer to the Faculty of Engineering and Design.
  - 1.12. “Office Hour Volunteer” shall refer to the individual on an assigned office hour shift.
  - 1.13. “Office Manager” shall refer to the Office Manager director, as appointed by the Vice President Services.
  - 1.14. “Office Rules” shall refer to the list of rules to be followed in the Office decided by Office Manager and VP Services.
  - 1.15. “Office Staff” shall refer to all of the Board, Officers, and the Office Manager director
  - 1.16. “Office” shall refer to the Society Office
  - 1.17. “Officer” shall refer to any officer hired by the Society that is not an Executive Officer
  - 1.18. “President” shall refer to the President of the Society.



- 1.19. “Program Representatives” shall refer to all members of the Board that represent a Carleton Undergraduate Engineering Program.
- 1.20. “Representatives-elect” shall refer to the most recently elected Representatives that have yet to start their term of office.
- 1.21. “Representatives” shall refer to the Program Representatives and Year Representatives of the Society.
- 1.22. “Administrative Assistant” shall refer to the Administrative Assistant of the Society as appointed by the Board.
- 1.23. “Society” shall refer to the Carleton Student Engineering Society (CSES).
- 1.24. “Student Group” shall refer to any group of Carleton University undergraduate students that is affiliated with the Society.
- 1.25. “VP” shall refer to a Vice-President of the Society, and shall be followed by the Portfolio they fill.
- 1.26. “Year Representatives” shall refer to all Members of the Board who represent a Carleton Undergraduate Engineering year of study across all programs.



## BOD DESCRIPTION POLICY

02

Date Enacted:	2017-03-22	Date Amended:	2023-04-06
Presiding Group:	CSES	Delegatee(s):	PRESIDENT INTERNAL

### 1.0 Definitions

- 1.1. The purpose of this policy is to list the duties and responsibilities of the Members of the Board of the Carleton Student Engineering Society.
- 1.2. In this policy:
  - 1.2.1. “Members” shall be any member of the Society in good standing.
  - 1.2.2. “CASG” shall be known as the Carleton Academic Student Government.
  - 1.2.3. “ESSCO” shall refer to the Engineering Student Societies’ Council of Ontario
  - 1.2.4. “CFES” shall refer to the Canadian Federation of Engineering Students

### 2.0 Executive Officers

- 2.1. The Executive Officers of the Society shall consist of the following:
  - 2.1.1. President;
  - 2.1.2. VP Internal;
  - 2.1.3. VP Finance;
  - 2.1.4. VP Academic;
  - 2.1.5. VP Services;
  - 2.1.6. VP External;
  - 2.1.7. VP Social;
  - 2.1.8. VP Student Issues;
  - 2.1.9. VP Publications

### 3.0 Representatives

- 3.1. The Program Representatives of the Society shall consist of the following:
  - 3.1.1. Aerospace Engineering Representative;
  - 3.1.2. Architectural Conservation and Sustainability Engineering Representative;
  - 3.1.3. Biomedical and Electrical Engineering Representative;
  - 3.1.4. Biomedical and Mechanical Engineering Representative;
  - 3.1.5. Civil Engineering Representative;
  - 3.1.6. Communications Engineering Representative;
  - 3.1.7. Computer Systems Engineering Representative;
  - 3.1.8. Electrical Engineering Representative; Software Engineering Representative;
  - 3.1.9. Engineering Physics Representative;



- 3.1.10. Environmental Engineering Representative;
  - 3.1.11. Mechanical Engineering Representative;
  - 3.1.12. Sustainable and Renewable Energy Engineering A Representative; and,
  - 3.1.13. Sustainable and Renewable Energy Engineering B Representative.
- 3.2. The Year Representatives of the society shall consist of the following:
- 3.2.1. First Year Representative(s).

## 4.0 Duties and Responsibilities

- 4.1. Each **Board Member** shall:
- 4.1.1. Perform weekly office hours as scheduled by the Office Manager
  - 4.1.2. Attend bi-weekly Board Meetings
- 4.2. Each **Executive Officer** shall:
- 4.2.1. Perform all the duties inherent and incident to their office;
  - 4.2.2. Have such other powers and duties as may be required by the Board from time to time; and,
  - 4.2.3. 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 Board.
- 4.3. The **President** shall:
- 4.3.1. All requirements of the position as defined in Article 4 - Duties, of the Constitution;
  - 4.3.2. Communicate with, and oversee affiliation of engineering and related student groups within Carleton;
  - 4.3.3. Oversee Executive portfolio progress, and coordinate Executive transitions;
  - 4.3.4. Coordinate Society participation in orientation events; and,
  - 4.3.5. Oversee media and public relations, including any society lobbying efforts.
- 4.4. The **VP Internal** shall:
- 4.4.1. All requirements of the position as defined in Article 4 - Duties, of the Constitution;
  - 4.4.2. Be responsible for organizing appreciation activities for graduating members including:
    - 4.4.2.1. The procurement and distribution of the Steins;
    - 4.4.2.2. Organization of the Iron Ring Day Reception; and,
    - 4.4.2.3. The procurement and distribution of the Leather Jackets.
  - 4.4.3. Be responsible for filing annually for corporation status;
  - 4.4.4. Supervise the Program and Year Representatives portfolio progress, and coordinate Board Member Transitions;
  - 4.4.5. Handle the nomination process for honours awarded by the Society;
  - 4.4.6. Oversee the nomination and election process for the Society;
  - 4.4.7. Oversee and assist with the work of the Technical Officer; and,



- 4.4.8. Oversee and maintain the Society's email list.
- 4.5. The **VP Finance** shall:
  - 4.5.1. All requirements of the position as defined in Article 4 - Duties, of the Constitution;
  - 4.5.2. Coordinate the Student Group Funding Process with affiliated student groups and the Board;
  - 4.5.3. Ensure an annual review engagement or audit of the Society's financial practices and books are conducted by the Society's public accountant;
  - 4.5.4. Ensure the Society's insurance policies are renewed on an annual basis and comply with Carleton University's policy;
  - 4.5.5. Ensure that all taxes, debts, bills and liabilities of the Society are paid by their deadline;
  - 4.5.6. Ensure that all financial documents are retained according to the timelines determined by the Canada Revenue Agency;
  - 4.5.7. Receive and process regular financial reports from Leonardo's Lounge and VP Services;
  - 4.5.8. Write the following year's budget with VP Finance-elect;
  - 4.5.9. Provide the Board with regular budget updates;
  - 4.5.10. Check-in monthly with the accountant; and,
  - 4.5.11. Present Members with forward financial projections.
- 4.6. The **VP Academic** shall:
  - 4.6.1. Organize all internal engineering competitions;
  - 4.6.2. Coordinate competition training for OEC/CEC competitors with the Faculty;
  - 4.6.3. Organizing academic and professional development workshop, with a minimum of 1 (one) per semester;
  - 4.6.4. Oversee the activities of National Engineering Month;
  - 4.6.5. Be responsible for coordinating the Society's interaction and engagement for EngWide and Frost Week; and,
  - 4.6.6. Assist President with any Outreach Initiatives from Carleton.
- 4.7. The **VP Services** shall:
  - 4.7.1. Oversee the operation of the following service centres:
    - 4.7.1.1. Alexander's Office;
    - 4.7.1.2. Leonardo's Lounge;
    - 4.7.1.3. The Student Group Resource Centre; and,
    - 4.7.1.4. The EngSoc Deep Storage Centre.
  - 4.7.2. Recruit Leonardo's management personnel and volunteers;
  - 4.7.3. Manage the equipment loan program (ELP);
  - 4.7.4. Oversee the Textbook Trade;
  - 4.7.5. Manage and update the Textbook Library;
  - 4.7.6. Coordinate the procurement and sales of EngWear;
  - 4.7.7. Coordinate the pickup and sending of Society mail; and,
  - 4.7.8. Manage the Embroidery Service.





4.8. The **VP External** shall:

- 4.8.1. Facilitate communication and liaise with engineering societies and organizations external to Carleton University;
- 4.8.2. Attend all ESSCO teleconferences;
- 4.8.3. Attend and act as the head delegate for conferences as defined in the Conference Delegate Policy.
- 4.8.4. Recruit and ensure adequate representation at sanctioned engineering conferences;
- 4.8.5. Coordinate community and charity events;
- 4.8.6. Manage the operation of the C-eng Hockey team; and,
- 4.8.7. Maintain the wellbeing of the Travel Gong.

4.9. The **VP Social** shall:

- 4.9.1. Ensure and oversee the holding of the following events:
  - 4.9.1.1. Charity Lan, the 24-hour gaming event;
  - 4.9.1.2. Reflections, the end of year banquet; and,
  - 4.9.1.3. Whirlwind, the fall semi-formal dance.
- 4.9.2. Coordinate the CSES subsidized athletic teams;
- 4.9.3. Organize other social events; and,
- 4.9.4. Recruit volunteers to help in the organization of social events.

4.10. The **VP Student Issues** shall:

- 4.10.1. Liaise with and ensure engineering representation in academically focused University bodies;
- 4.10.2. Lobby for members of CSES to all levels of administration within the University and the Faculty on issues including but not limited to:
  - 4.10.2.1. Academic issues;
  - 4.10.2.2. Proposed University policy amendments;
  - 4.10.2.3. Environmental sustainability; and,
  - 4.10.2.4. Mental health services and resources.
- 4.10.3. Liaise and collaborate with other Carleton societies and clubs to achieve common advocacy goals;
- 4.10.4. Maintain close contact with the University regarding aid programs offered to students;
- 4.10.5. Be responsible for sustainability initiatives;
- 4.10.6. Be responsible for running a mental health awareness week, hosted in February called February Feel Good Week;
- 4.10.7. Be responsible for organizing and creating a committee for scholarships and bursaries to be awarded to the members;
- 4.10.8. Hold an annual Sexual Harassment and Assault Awareness training targeted towards the Engineering community;
- 4.10.9. Coordinate regular meetings of the Concerns Committee, with the Program Representatives and Stream Society representative(s); and,
- 4.10.10. Oversee the ambiance of the CSES Office and 3300 block.



- 4.11. The **VP Publications** shall:
- 4.11.1. Recruit and oversee publications staff;
  - 4.11.2. Solicit content for all publications;
  - 4.11.3. Supervise the production of all publications, including but not limited to:
    - 4.11.3.1. Iron Times;
    - 4.11.3.2. Gong Show; and,
    - 4.11.3.3. Guidebooks.
  - 4.11.4. Aim to release the Iron Times, and the Gong Show on a bi-monthly basis;
  - 4.11.5. Coordinate the advertising activities among publications;
  - 4.11.6. Coordinate the recording of society events including:
    - 4.11.6.1. Whirlwind;
    - 4.11.6.2. Reflections; and,
    - 4.11.6.3. Any other events, as requested.
  - 4.11.7. Maintain the online presence of the society.
  - 4.11.8. Oversee the approval and posting of External Advertisements; and,
  - 4.11.9. Oversee the updating of the Society Calendars.
- 4.12. The **Program Representatives** shall:
- 4.12.1. Liaise with and report to the Board the interests, ideas, concerns, and input of the students within their respective programs through class announcements and other means;
  - 4.12.2. Appoint a director under the Vice President Internal known as the Program Representative Coordinator; who shall:
    - 4.12.2.1. Already be a Program Representative;
    - 4.12.2.2. Hold the Program Representatives accountable;
    - 4.12.2.3. Hold at least one (1) Representative meeting per Academic Year; and,
    - 4.12.2.4. Meet on occasion with the Representatives of a respective department to help them delegate responsibilities amongst themselves.
  - 4.12.3. Strive to scrutinize and assess the decisions and the actions of the Executive;
  - 4.12.4. Sit on at least two (2) Committees under an Executive including the concerns committee
    - 4.12.4.1. Exceptions can be granted with the permission of the President or the Vice President Internal.
  - 4.12.5. Sit on their respective Departmental Board as student representatives of the Society and CASG and report to the Board regarding any relevant proceedings;
  - 4.12.6. Sit on the Engineering Faculty Board as student representatives of the Society and CASG and report to the Board regarding any relevant proceeding; and,
  - 4.12.7. Be encouraged to attend stream society meetings for their respective program and report to the Board with any relevant proceedings.
- 4.13. The **Year Representatives** shall:
- 4.13.1. Sit on at least two (2) Committees under an Executive including the concerns committee:



- 4.13.1.1. Exceptions can be granted with the permission of the President or the Vice President Internal.
- 4.13.2. Strive to scrutinize and assess the decisions and the actions of the Executive;
- 4.13.3. Liaise with and report to the Board the interests, ideas, concerns and general input of the students within their year engineering student body through class announcements and other means; and,
- 4.13.4. Plan and run a social event focused on their year's students.



# ELECTORAL CODE

03

Date Enacted:	2017-03-22	Date Amended:	2023-04-06
Presiding Group:	CSES	Delegatee(s):	INTERNAL

## 1.0 Preamble

1. The rules and regulations contained herein are applicable to elections of the Carleton Student Engineering Society for the following:
  - 1.1. Executive Officers;
  - 1.2. Program Representatives;
  - 1.3. First Year Representatives; and,
  - 1.4. 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 within.
3. Questions or concerns should be directed to the Chief Electoral Officer at [ceo@cses.carleton.ca](mailto:ceo@cses.carleton.ca)

## 2.0 Definitions

1. “General Elections” shall refer to the Society’s standard General Elections.
2. “Fall Elections” shall refer to the standard by-election in the Fall term.
3. “Run-Off Elections” shall refer to the elections occurring at the Annual General Meeting.
4. “Writ” shall refer to the Writ of Elections or the Writ of Referenda.
5. “Candidate” shall refer to any individual seeking office for the position of an Executive Officer, Program Board Member, or First Year Board Member.
6. “Committee” shall refer to the “Yes” and/or “No” committee for any referenda.
7. “Electoral Committee” shall refer to the Electoral Committee.
8. “Campaigning” shall be defined as the process of distributing, advertising, soliciting, or making any sign or gesture 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.
9. “Deliberation Period” shall be defined as a period of time in which discussion of nominated candidates shall take place.

## 3.0 Chief Electoral Officer (CEO)

1. Appointment:



- 1.1. The position of CEO shall be posted through the Society's standard means of communication.
- 1.2. Interviews for the position of CEO shall be conducted by the Vice President Internal.
- 1.3. Recommendations for the position of CEO shall be presented at a meeting of the Board, at which the Board will ratify the position by a majority vote.
2. The CEO shall be entrusted to:
  - 2.1. 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.
  - 2.2. Communicate with Carleton's Senate to ensure sufficient information, including but not limited to the following, is provided in a timely manner in accordance with Carleton's Senate Elections Policy:
    - 2.2.1. Documentation signed by the President and VP Internal of the Society proving their status as CEO;
    - 2.2.2. The requested timeline during which online balloting shall occur;
    - 2.2.3. The Writ of Elections; and,
    - 2.2.4. The candidates' names and platforms.
  - 2.3. Communicate with the University's VP of Student and Enrolment to seek approval for a Referendum, if pertaining to membership fees.
  - 2.4. Communicate with the Dean of Carleton University's Faculty of Engineering and Design to seek support of the question of the Referendum, if pertaining to membership fees.
  - 2.5. Communicate with the Associate Dean's Office of Carleton University to request the most updated enrollment numbers for all streams of engineering programs.
  - 2.6. Act as the impartial chair on the Electoral Committee.
  - 2.7. Ensure that all rulings of the Electoral Committee are made known to all candidates and members of the Society within two (2) business days.
  - 2.8. Ensure that all candidates or committees receive the necessary Elections or Referendum material, including, but not limited to:
    - 2.8.1. The Writ of Elections or Referendum;
    - 2.8.2. The Electoral or Referendum Guidelines; and,
    - 2.8.3. The Electoral or Referendum budget template.
  - 2.9. Present the results of the election to the Board, and the members of the Society at large, only after the Electoral Committee passes a resolution approving the election results.
  - 2.10. Present any and all appeals to an outside organization to ensure fairness. Outside organizations can include but are not limited to ESSCO, CFES, CASG, and CUSA.



## 4.0 Electoral Committee

1. Appointment
  - 1.1. The Electoral Committee shall be made up of three (3) voting members, and shall be struck at a Board meeting prior to the presentation of the Writ of Elections or Referenda.
    - 1.1.1. The committee shall include:
      - 1.1.1.1. Two (2) neutral members of the society, not currently or intending to hold a Board position; and,
      - 1.1.1.2. The CEO..
    - 1.1.2. The members of the committee shall be appointed by the Board by passing a resolution with a majority vote.
      - 1.1.2.1. Any member of the Board shall be permitted to present a name for appointment, provided that the nominee has provided prior written consent.
  - 1.2. The committee members shall serve terms for the entire Society year unless otherwise removed by a resolution by the members or the Board of the Society
2. Authorities:
  - 2.1. 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 the Board.
  - 2.2. 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.
  - 2.3. Can defer decisions to or consult with the Ombudsman of Carleton University.
3. Meetings:
  - 3.1. The committee shall only convene with all of its members present and may convene without giving proper notice.

## 5.0 Timeline of General Elections

1. Nomination Period
  - 1.1. Nomination forms will be available and accepted for a period at the election's headquarters, the period of which shall be determined by the writ.
  - 1.2. The Nomination Period shall not exceed five (5) academic days.
2. All-Candidates Meeting
  - 2.1. A meeting to brief the candidates on the Writ and Regulations, and introduce the candidates to the Electoral Committee
  - 2.2. This meeting shall take place between the cut-off of the nomination period, and the start of the campaign period.
3. Campaigning:
  - 3.1. Campaigning by candidates will occur for a period of time determined by the writ.



- 3.1.1. Campaigning shall be at least five (5) academic days, but no more than ten (10) academic days.
  - 3.2. Campaigning regulations include:
    - 3.2.1. In-class campaigning is subject to the approval of the CEO, and permission of the instructor for that class.
    - 3.2.2. Campaign expenses per candidate shall not exceed \$20 CAD, and all receipts must be made available to the Electoral Committee upon request.
    - 3.2.3. There is no size restriction on posters. If a large roll of paper is purchased, the campaign expense shall be prorated to the amount used.
    - 3.2.4. Campaigning in the Society Office and Leonardo's Lounge is prohibited.
    - 3.2.5. Damaging or marking any property of CSES or Carleton University is not permitted.
    - 3.2.6. 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.
    - 3.2.7. Posters are not permitted on glass doors or glass surfaces such as railings, windows, or any painted surface.
    - 3.2.8. 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.
    - 3.2.9. CSES Posters Boards may be used only under the strict guidelines of the CEO.
    - 3.2.10. All posters must be removed by 23:59:50h on the last day of the Voting Period
    - 3.2.11. Candidates are not permitted to do any form of campaigning outside of the specified Campaign Period.
      - 3.2.11.1. Exceptions include answering questions regarding specific points of their platform.
4. Campaign Budget Submission
  - 4.1. A budget of campaign expenditures will be due 24 hours before polling is to commence
    - 4.1.1. This budget must be submitted to the CEO via email, at [ceo@cses.carleton.ca](mailto:ceo@cses.carleton.ca)
    - 4.1.2. Failure to submit a budget will result in a strike to be prescribed by the Electoral Committee.
5. Town Hall Meeting
  - 5.1. A meeting shall be held during the Campaign Period to serve as the official all candidates debate for the Election in question.
  - 5.2. The location and timing of this meeting shall be included in the Writ.
  - 5.3. The CEO shall oversee and administer the Town Hall to ensure its accessibility to all members.
6. Polling



- 6.1. Polling will commence for a period as determined by the writ.
  - 6.1.1. Polling shall immediately follow the Campaign Period.
7. Penalties
  - 7.1. Failure to attend the All Candidates Meeting without prior notice to the CEO will result in a forfeiture of nomination;
  - 7.2. Failure to adhere to the campaigning regulations may result in a strike against the candidate; and,
  - 7.3. Any other penalties listed in the Writ or the Electoral Guidelines.
8. Appeals & Protests
  - 8.1. Any candidates who wish 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 Board.
  - 8.2. 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 Board.
  - 8.3. The Board will have the final say on all rulings of appeals and protests decisions, as decided by a 2/3 majority vote.

## 6.0 Timeline of Fall By-Elections

1. Definition
  - 1.1. Fall By-Elections may be held in order to fill the offices of the First Year Board Members 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

## 7.0 Deliberation Period

1. Guidelines
  - 1.1. A Deliberation Period may be requested prior to a By-Election or a Run-Off Election.
    - 1.1.1. The discussion will be administered by the Chair of the meeting of the members;
      - 1.1.1.1. 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;
      - 1.1.1.2. 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.
  - 1.2. 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.
  - 1.3. 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:





- 1.3.1. Discussion about the validity of the candidates for the vote; and,
- 1.3.2. Expressing concerns for any of the candidates of the vote.

## 8.0 Run-Off Elections

1. Definition
  - 1.1. Run-Off Elections may be held in order to fill any vacant offices remaining following the completion of the General Elections.
  - 1.2. The Run-Off Election shall be administered by the CEO.
2. Timeline
  - 2.1. Run-Off Elections may be held at any Meeting of the Members where there are vacant positions on the Board, as an item of business
    - 2.1.1. The VP Internal shall include in the public announcement of the Meeting of the Members any vacant Board position(s) and candidate eligibility.
3. Nomination
  - 3.1. A member seeking nomination at the Run-Off Election must be nominated by two other Regular members present at the meeting, or their proxy, eligible to nominate said candidate as defined below:
    - 3.1.1. An Executive candidate may be nominated by any Regular member in good standing with the Society; and,
    - 3.1.2. A Program Representative candidate may be nominated by any Regular member in good standing with the Society whose stream of engineering is the same of the office in which the candidate is seeking.
4. Voting
  - 4.1. All Regular members and their proxies present at the Meeting of the Members shall be eligible to vote.
    - 4.1.1. Any Regular member may vote for an executive candidate.
    - 4.1.2. Any Regular member whose stream of engineering is the same as the office which the Program Representative candidate is seeking may vote for said candidate.

## 9.0 Election Nomination Requirements

1. The following section applies to the General and By-Elections.
2. Executive
  - 2.1. Signatures from at least 1% of the total number of students enrolled in Undergraduate Engineering, rounded up to the nearest whole number, are required to be considered a valid nomination form.
3. Program Representatives
  - 3.1. Signatures from at least 1% 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.



4. First Year Representatives
  - 4.1. Signatures from at least 1% of the total number of students enrolled in Undergraduate Engineering in their first year of studies, rounded up to the nearest whole number, are required in order to be considered a valid nomination form.

## 10.0 Timeline of Referenda

1. Calling a Referendum
  - 1.1. All Regular members of the Society shall be eligible to vote in Referenda
  - 1.2. In order to call upon a Referendum
    - 1.2.1. A two-thirds (2/3) majority vote of the Board is required, and must specify the text of the Referendum; or
    - 1.2.2. A majority vote at a General Meeting (GM) is required, and must specify the text of the Referendum; or
    - 1.2.3. A petition with signatures of at least 10% of the Society's Regular membership must be presented to the Society Board and must specify the text of the Referendum
  - 1.3. 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.
  - 1.4. All Referenda must be administered by the Society's Chief Electoral Officer (CEO)
  - 1.5. In order to be considered successful, the Referendum must have a majority "yes" vote from a total voter turnout of at least 10% of the Society's Regular membership.
    - 1.5.1. If pertaining to membership fees, the Referendum must be passed by Carleton University's Board of Governors, with a total voter turnout as specified by their ancillary fee regulations.
2. Committee Formation
  - 2.1. The Society shall allow the creation of a "Yes" committee and a "No" committee for each Referendum question
  - 2.2. Each committee may be comprised of no more than five (5) members, except in the case that the Referenda is called according to point 10.1.2.1 which case the Society shall assume the role of either the "Yes" or "No" committee as they prefer.
3. Committee Formation Period:
  - 3.1. The Committee Formation Period.
  - 3.2. A Committee Membership Request Form must be submitted to the CEO during the Committee Formation Period.
4. Committee Orientation Meeting:
  - 4.1. The CEO shall hold a Committee Orientation Meeting for those who submitted a Committee Request Form and will take place at election headquarters.



- 4.2. 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.
- 4.3. All selected committee members must be present for the remainder of the Committee Orientation Meeting unless prior notice to the CEO has been given.
- 4.4. The remainder of the meeting will be to be brief the official committees on the Writ and Regulations of the Referendum and introduce them to the Electoral Committee.
- 4.5. This meeting serves as the official cut-off time for the Committee Formation Request Forms.
5. Campaigning
  - 5.1. Campaigning by committees will occur for a given period of time (ie. The campaign Period) determined by the writ.
  - 5.2. Campaigning regulations include:
  - 5.3. In-class campaigning is subject to the approval of the CEO, and permission of the instructor for that class.
  - 5.4. Campaign expenses per committee shall not exceed \$150 CAD, and all receipts must be made available to the Electoral Committee upon request.
  - 5.5. There is no size restriction on posters. If a large roll of paper is purchased, the campaign expense shall be prorated to the amount used
  - 5.6. Campaigning in the Society Office and Leonardo's Lounge is prohibited.
  - 5.7. Damaging or marking any property of CSES or Carleton University is not permitted.
  - 5.8. Destroying, defacing, or damaging the campaign material of another candidate or committee is strictly prohibited and may result in a strike prescribed by the Electoral Committee.
  - 5.9. Posters are not permitted on glass doors, windows, or any painted surface – this is a Carleton University regulation.
  - 5.10. 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.
  - 5.11. CSES Poster Boards may be used only under the strict guidelines of the CEO.
  - 5.12. All posters must be removed by 23:59:50h on the last day of the Voting Period.
  - 5.13. Candidates are not permitted to do any form of campaigning outside of the specified Campaign Period
    - 5.13.1. Exceptions include answering questions regarding specific points of their platform.
  - 5.14. Campaign Budget Submission
  - 5.15. A budget of campaign expenditures will be due 24 hours before polling is to commence.
  - 5.16. Failure to submit a budget will result in a strike to be prescribed by the Electoral Committee.
6. Town Hall Meeting



- 6.1. A meeting shall be held during the Campaign Period to serve as the official “all committees” debate for the Referendum in question.
- 6.2. The location and timing of this meeting shall be included in the Writ of Referenda.
- 6.3. The CEO shall oversee and administer the Town Hall to ensure its accessibility to all members
7. Polling
  - 7.1. Polling will be done in conjunction with the Societal Elections’ polling system and timeline, as determined by the Writ.
  - 7.2. Polling shall not exceed five (5) days, all of which must fall on a school day.
8. Penalties
  - 8.1. 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.
  - 8.2. Failure to adhere to the campaigning regulations may result in a strike against the committee, as prescribed by the CEO in the Write of Referenda and Electoral Guidelines document.
9. Appeals & Protests
  - 9.1. 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 Board.
  - 9.2. Any committee who wishes to protest a particular action taken by another committee may do so by submitting a letter to the Electoral Committee

## 11.0 Slates

1. Definition
  - 1.1. An executive slate shall be defined as a group of two (2) to nine (9) individuals campaigning for different Executive Offices who share a common vision for the Society.
  - 1.2. A Program Representative slate shall be defined as a group of two (2) to four (4) individuals campaigning for different program Board Member offices within the same department who share a common vision for the Society.
  - 1.3. 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
  - 2.1. Candidates seeking office are permitted to work together and organize a slate to further advance their individual campaign.
    - 2.1.1. Candidates wishing to form a slate must inform the CEO of their membership in a slate on their nomination form.
3. Campaigning
  - 3.1. Candidates may refer to the slate in which they belong in their campaign material.



- 3.2. All members of a slate may share common campaign material.
4. Penalties
  - 4.1. Each member of a slate shall be disciplined for any violations of the Electoral Regulations on an individual basis.

## 12.0 Neutrality of the Society

1. The Society shall remain neutral with regards to:
  - 1.1. Elections
    - 1.1.1. The Society may not endorse any candidate or group of candidates running its elections.
    - 1.1.2. The Society should encourage voting in its elections but may not campaign on behalf of any singular candidate or group of candidates.
    - 1.1.3. An elected officer of the Society is permitted to personally endorse any candidate or group of candidates running in its elections.
  - 1.2. Referenda
    - 1.2.1. The Society may not endorse the “Yes” or “No” committees unless the Referendum was called in accordance with Section 10 1.2.1 in which case the Society holds the rights of the committee.
    - 1.2.2. 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:”; It must be presented as “Here are the facts:”), unless the referendum was called in accordance with Section 10 1.2.1 in which case the society holds the rights to campaign regularly.



# MEETINGS POLICY

04

Date Enacted:	2017-03-22	Date Amended:	2023-04-06
Presiding Group:	CSES	Delegatee(s):	INTERNAL

## 1.0 Definitions

1. The purpose of this policy is to provide guidelines for the Carleton Student Engineering Society’s meeting schedule and expectations.

## 2.0 General

1. Meetings are to be scheduled through the cooperation of the Chair and the VP Internal.
  - 1.1. Meetings shall be announced at least 72 hours prior to the meeting, along with the agenda to be approved.
2. There are five (5) types of meetings:
  - 2.1. Executive Meeting: a meeting where Executive are required to take part;
  - 2.2. BoardMeeting: a meeting where Board Membersare required to take part;
  - 2.3. General Meeting: (“GM”, Meeting of the Members) a 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; and,
    - 2.3.1. Additional information on General Meetings is outlined in Part IX of the Constitution.
  - 2.4. Special BoardMeeting: a meeting that requires the normal attendance and participation of Board Members,however for a specific purpose that does not involve a typical meeting agenda nor reports.
  - 2.5. Special Meetings of the Members: a meeting where all members-at-large are encouraged and invited to attend but is scheduled outside regular General Meetings for specific purposes outlined in Part IX of the Constitution.
3. Speaking Rights
  - 3.1. Any Society member in Good Standing has the right to speak at a meeting.
  - 3.2. 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.
4. Open Sessions
  - 4.1. Any member in good standing with the Society shall be permitted to be present at an Open Session during a meeting.
5. Closed Sessions
  - 5.1. A motion to go “in-camera” is required to enter a Closed Session by passing a majority vote.
  - 5.2. 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. Representatives are only required to attend Board meetings and Member meetings.
  - 1.1. Regrets: If a voting member cannot attend a mandatory meeting, they are asked to submit their formal regrets to the Chair 24 hours beforehand, unless deemed an emergency by the Chair.
    - 1.1.1. Formal regrets must consist of the following 2 parts:
      - 1.1.1.1. Announcement to the Chair indicating your legitimate reason for being absent.
      - 1.1.1.2. The report that would have been given at the meeting had the voting member been in attendance, or a link to it, specifically.
    - 1.1.2. Acceptable regrets will allow for said member to be marked as “Regrets” on that meeting’s Attendance record
  - 1.2. A member of the Board 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.
  - 1.3. 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 Chair) of any, General, Board, 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 Board Member’s removal.
    - 1.3.1. It is the responsibility of the Chair to call upon the Recourse by notifying the Board, should their records indicate the need.
2. Attendance shall be taken by the Chair and be in the minutes listed and categorized at the beginning on the document under an “Attendance” heading
  - 2.1. Categories should include: Voting, Non-Voting; and Present, Regrets, Late, Absent

### 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.
  - 1.1. At this point, the Chair shall make public on the Society website the agenda of the meeting.
  - 1.2. The agenda shall be divided into Open Sessions and Closed Sessions, if applicable.



2. Any Member wishing to insert an item into the agenda must contact the Chair at least 72 hours prior to the meeting stating the nature of the business to be addressed.
  - 2.1. Any request less than 72 hours prior to the meeting shall be submitted as part of Other Business and may be tabled due to time restrictions.
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 to follow Constitutional guidelines.
2. Each item of the Agenda shall have a set time limit, which can be extended by a motion to extend.
3. The meeting shall abide by the following schedule, unless otherwise approved by the Chair:
  - 3.1. Approval of the Agenda: The agenda is approved and modified at this stage
    - 3.1.1. Both approving and amending the agenda requires a majority vote
    - 3.1.2. After approving the Agenda, no further modifications may be made.
  - 3.2. Approval of Minutes: Approval of any outstanding meeting minutes from past meetings of the same type (i.e. Executive meeting minutes at Executive meetings; Board meeting minutes at Board meetings)
    - 3.2.1. Approval of past minutes requires a majority vote
  - 3.3. 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.
  - 3.4. Action Items Update: Executive and the Board provide relevant updates on their past type meeting Action Items
  - 3.5. Executive Reports: Executives report the advancement of their portfolio items and address the progress of their mandates.
  - 3.6. Questions for the Executive: Anyone with Speaking Rights is permitted to ask questions to the Executive relevant to their report, responsibilities, or mandate.
  - 3.7. Representative Reports (if applicable): 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 on progress made. They should also include any announcements that they had since the last meeting.
  - 3.8. Questions for Representatives (if applicable): Anyone with Speaking Rights is permitted to ask questions to the Representatives relevant to their report, responsibilities, or mandate.





- 3.9. 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.
- 3.10. 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.
- 3.11. Other Business: Any point brought up during the meeting not submitted to the Chair within the aforementioned timeline may be discussed here.
- 3.12. 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.
- 3.13. Announcements: Announcements pertaining to the Executive or Representatives' mandates may be made at this point.
- 3.14. Adjournment: To close the meeting, a motion to adjourn must be passed
  - 3.14.1. Approval to adjourn requires a majority vote.

## 6.0 Timing & Location

1. Timing:
  - 1.1. During the summer (May – August, include) period, it is expected that
    - 1.1.1. The Executive are to meet at least once per month.
    - 1.1.2. The Board Members are to meet at least twice over the course of the period.
  - 1.2. During the Fall/Winter (September – April, inclusive), it is expected that weekly meetings occur, with Executive and Board meetings on alternating weeks.
2. Duration
  - 2.1. Unless voted otherwise by the voting members at the meeting, no meeting with the exception of General Meetings shall extend beyond 10:00 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.
  - 2.2. General Meetings shall not extend beyond 11:59 PM of the same day in which the meeting was brought to order, unless voted otherwise by the voting members at the meeting.
3. Location
  - 3.1. The meeting room should be big enough to hold the entire Executive, Board, Chair, Administrative Assistant, and any members-at-large who make it known in advance that they wish to attend.

## 7.0 Minutes

1. Minutes of each meeting are to be typed up and sent to the members of that type of meeting by the Administrative Assistant at least 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.



- 2.1. 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 (i.e. Website) no later than 72 hours after their approval

## 8.0 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 Administrative Assistant 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.



# FLIGHTSUITS POLICY

05

Date Enacted:	2017-03-22	Date Amended:	2023-04-06
Presiding Group:	CSES MEMBERSHIP	Delegatee(s):	PRESIDENT

## 1.0 Objective

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

## 2.0 Flightsuit Committee

1. The Flightsuit Committee is a self-administered organization, separate of CSES.
2. The Flightsuit Committee is the sole body responsible for the Flightsuit Program.
3. The Flightsuit Committee shall administer the majority of the Flightsuit program including:
  - 3.1. Awarding Flightsuit status;
  - 3.2. Distribution of the Flightsuits and Flightsuit patches; and,
  - 3.3. Updating of the C-Eng passport in conjunction with VP Publications.

## 3.0 CSES Support

1. CSES supports the Flightsuit Program by:
  - 1.1. Providing annual capital for the purchase of new Flightsuits, accompanying patches, and service fees;
  - 1.2. Publishing the C-Eng Passport allowing students to track their engineering community involvement; and,
  - 1.3. Providing annual subsidy for new Flightsuit purchases.
2. CSES support is conditional upon reimbursement of provided capital.
3. CSES is not bound to provide this support and may, at the Board's discretion, withdraw its support at any time.



# UNIVERSITY AND FACULTY RELATIONS 06

Date Enacted:	2017-03-22	Date Amended:	2023-04-06
Presiding Group:	CSES	Delegatee(s):	PRESIDENT

## 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:
  - 2.1. “Administration” shall mean any or all of the following:
    - 2.1.1. The Office of the President of the University;
    - 2.1.2. The Chancellor;
    - 2.1.3. A Vice-President of the University;
    - 2.1.4. The Dean of the Faculty of Engineering and Design;
    - 2.1.5. An Associate Dean of the Faculty of Engineering and Design.
    - 2.1.6. A member of the Carleton University Board of Governors; and,
    - 2.1.7. A member of the Carleton University Senate
  - 2.2. “Official Communications” shall refer to any letter, presentation, meeting or other communications dealing with the business of the Society.
  - 2.3. “Official Opinion of the Society” means the opinion of the Society as determined by, in order of paramountcy:
    - 2.3.1. The Members at a meeting of the Members;
    - 2.3.2. The Board; and,
    - 2.3.3. The Executive.
  - 2.4. “University Executive” shall refer to:
    - 2.4.1. The Chancellor;
    - 2.4.2. The office of the President of the University; and,
    - 2.4.3. The office of any Vice-President of the University.
  - 2.5. “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 presentation made to the Board of Governors, the Senate, or 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.
  - 1.1. Academic Concerns Meetings may be initiated by and through the VP Student Issues with the permission of the President.
2. The President or VP Internal must attend all meetings with the Administration and, if possible, attend with at least one other Executive Officer.
  - 2.1. The VP Student Issues shall attend when the meeting is an academic related issue or is related to the Members
3. The President, VP Internal or VP Student Issues will inform the Board in advance of all meetings with the Administration and provide an account of the meeting to the Board as soon as possible after the meeting.



# TRANSITION POLICY

07

Date Enacted:	2017-03-22	Date Amended:	2023-04-06
Presiding Group:	CSES	Delegatee(s):	INTERNAL

## 1.0 Definitions

1. In this Policy:
  - 1.1. “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 Board Members, Officers and Directors to the Board-elect and newly hired/appointed Officers and Directors;
  - 1.2. “Transition Reports” shall refer to the document drafted by Board Members, Officers and Directors to act as a resource during the Transition of the Board-elect and newly hired/appointed Officers and Directors;
  - 1.3. “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;
  - 1.4. “CCR” shall refer to the Carleton University Co-Curricular Record; and,
  - 1.5. “Academic 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:
  - 1.1. 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.
    - 1.1.1. 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.
  - 1.2. The responsibility of organizing Transitions belongs to the President-elect and VP Internal-elect.
  - 1.3. The President and VP Internal shall assist the President-elect and VP Internal-elect in any capacity possible, especially in regards to organizing the Board Members.
  - 1.4. 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.



- 1.5. The Board Members are responsible for obtaining signed agreements from their respective Board-elect, indicating that they have been sufficiently transitioned.
  - 1.5.1. Board Members are exempt from this responsibility if and only if their respective Board-elect positions are vacant after the end of the Annual General Meeting.
- 1.6. Officers and Directors are responsible for completing the requirement of a complete Transition as defined by Section 2 2.1.
  - 1.6.1. Officers and Directors are exempt from completing the requirements outlined in Section 2 2.2, 2.3, and 2.4 of the Transition Policy.
2. Transition shall be comprised of the following aspects and conducted in any order:
  - 2.1. Transition Reports;
  - 2.2. Position to Position-elect Meeting;
  - 2.3. Board Members to Board-elect Meeting; and,
  - 2.4. First Meeting of the Board-elect.
3. Timing
  - 3.1. 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.
  - 3.2. If a Board-elect position is vacant after the General Election is complete, the deadline for completion of the Transition shall align with the end of the academic year.
  - 3.3. 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:
  - 1.1. The Transition Report is a document that outlines the accumulation of the events, services, and projects that occurred throughout the term of the Board Member, Officer, or Director.
  - 1.2. The Transition Report should be constantly updated as projects occur and started from the beginning of Board Member’s , Officer’s, or Director’s term.
  - 1.3. Each Board Member, Officer, or Director shall create their own Transition Report.
  - 1.4. A soft copy of the Transition Reports shall be stored in a secure location(s) or locations and archived appropriately.
  - 1.5. The President and VP Internal shall take responsibility for archiving the Board Member’s Transition Reports.
  - 1.6. 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:



- 2.1. A “how to accomplish your projects guide” that outlines everything needed for someone to complete the standard mandates of that specific Board Member, 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.
- 2.2. A journal like account outlining the projects as they happen, and any unique problems that the Board Member, Officer or Director encountered along the way specific to their term.
- 2.3. Descriptions of any Officer or Director positions that were under the subordinate to that Executive.
  - 2.3.1. Section 3.0, Item 2.3 of the Transition Policy only applies to the Executive.
- 2.4. References of where to find any supporting documents that would assist in accomplishing any of the Board Member’s, Officer’s, or Director’s projects.
- 2.5. A list of key contacts for any of the Board Member’s, Officer’s, or Director’s projects.
3. Format:
  - 3.1. It will be up to the discretion of the President and VP Internal at the beginning of their term if the current format for Transition Reports will continue to be used.

## 4.0 Position to Position-elect Meeting

1. General
  - 1.1. These Meetings are intended to be one on one Meetings between the current Board Members and the Board-elect.
    - 1.1.1. These Meetings can be held individually (i.e. the Meetings don’t all have to occur simultaneously).
  - 1.2. The importance of these Meetings is for the Board Membersto impart the training and debriefing required for the Board-elect to hypothetically begin their term the day after their respective Meetings.
  - 1.3. The Transition Report should be looked over, discussed, and a copy given to the Board-elect during this time.
  - 1.4. The Policy Manual should be looked over and understood, with special attention given to policies that directly impact the portfolio of the Board-elect.
  - 1.5. The following modifications to the “Position to Position-elect Meeting” definition shall be made for Officers and Directors:
    - 1.5.1. These Meetings are intended as a one-on-one Meetings between the Executive and their newly hired Officers or Directors.
    - 1.5.2. All other aspects of this meeting remain the same, as defined in 4.1.2, 4.1.3, and 4.1.4 of the Transition Policy while still holding true to 4.1.5.1 of the Transition Policy.
2. Location





- 2.1. 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
  - 3.1. These Meetings are required to be the first meetings of the Transition process. This allows for the Board-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 Board Members to Board-elect Meeting

1. General
  - 1.1. In this Meeting both the Board Members and the Board-elect meet in their entirety
  - 1.2. The discussion is meant to include the following main sections:
    - 1.2.1. Board Members give an overview of the previous year's major projects
    - 1.2.2. Main issues that the Board-elect can foresee, and advice regarding such issues from the Board Members; and,
    - 1.2.3. General questions that will draw upon the experience of the Board Members to answer and any other concerns that the Board-elect may have
      - 1.2.3.1. Questions pertaining to the specifics of a particular Board Member's position should be reserved for the "Position to Position-elect Meeting"
2. Location
  - 2.1. 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 Board-elect

1. General
  - 1.1. This Meeting is meant for the Board-elect to meet in an official setting for the first time. It is important that the Board-elect be the only members present unless others are invited as advisors.
  - 1.2. The intent of this Meeting is outlined as follows:
    - 1.2.1. To introduce the various members of the Board-elect and to become familiar with them;
    - 1.2.2. To introduce the interaction between the different positions and how that interaction will affect the operation of the Society;



- 1.2.3. To establish the goals of the entire Society and the direction of the Society moving forward;
    - 1.2.4. To establish a budget to present at the Annual General Meeting
  - 1.3. It is recommended to have a Chair and Administrative Assistant for this meeting to assist with keeping the meeting productive and recorded for reference for the Board-elect.
2. Location
  - 2.1. 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
  - 3.1. This meeting should be scheduled to take 4-5 hours with the intent of having the Board-elect become accustomed to one another

## 7.0 Inadequate Transitions

1. Definition
  - 1.1. Transition can be considered inadequate if:
    - 1.1.1. The Board Member, Officer or Director fails to complete the list of responsibilities applicable to their Transition as outlined in 2.1 of the Transition Policy, without due cause;
    - 1.1.2. The Transition from the Board Member, Officer or Director fails to include the criteria applicable to their Transition as defined in Section 2, items 2.2.1 and 2.2.2, Section 3 and Section 4 of the Transition Policy, without due cause;
    - 1.1.3. The Transition from the Board Member, Officer or Director fails to meet the deadline requirements outlined in Section 2, 2.3 of the Transition Policy without due cause; or,
    - 1.1.4. The Transition from the Board Member, Officer or Director meets any combination of the criteria for an inadequate Transition as defined in Section 7, 7.1 of the Transition Policy.
2. Inadequate Transition Validation & Recourse
  - 2.1. If a Transition is deemed inadequate the subject Board Member, 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.
  - 2.2. Claims for inadequate Board Member Transitions can only be made by the affected Board-elect.
  - 2.3. Claims for inadequate Officer or Director Transitions can be made by:
    - 2.3.1. The Executive to which said Officer or Director is subordinate upon review of the transition report.
    - 2.3.2. An Officer or Director who feels their supervising Executive failed to satisfy the requirements of Section 4.0 of this Transition Policy



- 2.4. The President and VP Internal shall assume responsibility for receiving, investigating and validating claims of inadequate Transitions.
- 2.5. 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
  - 3.1. An appeal to the claim of an inadequate Transition can be made by the affected Board Member, Officer, or Director if it is felt that the criteria defined in Section 7, 7.1.1 of the Transition Policy does not apply to the Transition in question.
  - 3.2. The appeal to such a claim is to be evaluated during a BoardMeeting duly called for this purpose.
    - 3.2.1. The criteria for this Meeting are defined as stated in the CSES Constitution (Part III, Article 5).
  - 3.3. This BoardMeeting shall be chaired by the Society's Chair.
    - 3.3.1. In the event that the Chair is being held accountable for an inadequate Transition, a member at large, approved by the Board by majority resolution, shall serve in the Chair's stead.
  - 3.4. The Board Member, Officer or Director under scrutiny shall be granted 5 minutes to make their case to the Boardmembers present at the meeting.
    - 3.4.1. The addition of more time can be granted at the discretion of the Chair.
  - 3.5. The President and VP Internal shall be granted 5 minutes to present the results of their investigation for the claim of inadequate Transition.
    - 3.5.1. The addition of more time can be granted at the discretion of the Chair.
    - 3.5.2. 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, 7.2.5 of the Transition Policy.
  - 3.6. The Board will be granted 10 minutes to discuss the legitimacy of the claim of inadequate Transition.
    - 3.6.1. The addition of more time in this discussion period can be granted at the discretion of the Chair.
  - 3.7. The Board may, by a majority resolution, decide whether or not to appeal the claim of inadequate Transition.
  - 3.8. The decision made by the Board shall not be subject to any further appeals.



# GONG POLICY

08

Date Enacted:	2017-03-22	Date Amended:	2022-09-28
Presiding Group:	CSES	Delegatee(s):	PRESIDENT

## 1.0 Definitions

1. In this policy:
  - 1.1. "Gong" shall be known as the large gong
  - 1.2. "Gongdom" shall be known as the Gong cover or Gong bag

## 2.0 Gong Usage

1. The Gong 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:
  - 2.1. Opening and Closing ceremonies of EngFrosh
  - 2.2. Reflections
  - 2.3. First Year Conference
  - 2.4. Meetings of the Members
  - 2.5. Conferences CSES is hosting
  - 2.6. National Engineering Month
3. Only 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
  - 3.1. Exceptions to this rule are outlined below:
    - 3.1.1. Hosting Conference Chairs may ring The Gong at Opening and Closing Ceremonies of their conference
    - 3.1.2. The VP Academic or their Competition Chairs may ring the Gong to commence the beginning the Carleton Engineering Competition
4. The Gong must remain in the Gongdom when not on display or in use
5. When not in use, the Gong shall be displayed for all members to see within the Office
6. There shall not be any physical contact or contact via extension by any object with The Gong unless they have written approval from the President.
7. The President shall appoint 2-4 directors known as "The Gong Bearers" whose duty is to:
  - 7.1. Carry the Gong between event locations outlined in Section 2 of the Gong Policy,
    - 7.1.1. If the Gong Bearers are unavailable to carry the Gong, the President may temporarily volunteer other Members for this duty
  - 7.2. Ensure that the Gong is not tampered with at the locations outlined in Section 2 of the Gong Policy,



- 7.3. Maintain the upkeep of the Gong at the President's discretion, which includes:
  - 7.3.1. Waxing
  - 7.3.2. Cleaning
  - 7.3.3. Polishing
- 7.4. Assist the President in making judgements when enforcing the Gong Policy.



# STUDENT GROUP POLICY

09

Date Enacted:	2017-03-22	Date Amended:	2017-03-22
Presiding Group:	CSES	Delegatee(s):	PRESIDENT

## 1.0 Definitions

1. The purpose of this policy is to provide guidelines for the affiliation of student groups.
2. “KEFC” shall refer to the Kostuik Engineering Funding Collective

## 2.0 Classifications

1. The Society shall provide two separate classes of affiliation to interested student groups at Carleton:
  - 1.1. Engineering Affiliated Student Group, and;
  - 1.2. 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:
  - 1.1. Fall President’s Meeting at the discretion of the President;
  - 1.2. Ad Promotion at the discretion of the VP Publications;
  - 1.3. Student Group Meeting Space at the discretion of the VP Services, and;
  - 1.4. 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:
  - 2.1. Unlimited printing in the CSES office with the discretion of VP Services;
  - 2.2. Student Group Funding at the discretion of the VP Finance;
  - 2.3. Miscellaneous Conference Fund at the discretion of the VP External;
  - 2.4. Advanced Equipment Loan Program at the discretion of the VP Services.
  - 2.5. Deep Storage in the EngSoc room as defined by the Deep Storage Policy;
  - 2.6. Access to Technical services at the discretion of the Technical Officer and VP Internal; and,



- 2.7. Priority when accessing embroidery services with the discretion of 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.
  - 3.1. 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 President and Affiliate Coordinator
  - 2.1. If either the President or Affiliate Coordinator is a member of a student group in question the other of the two shall be in charge of affiliation approval.
  - 2.2. In the situation where both the Affiliate Coordinator and President are members of the student group in question, the decision for approval will be given to the Board.

#### **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.
  - 1.1. De-Certifications may occur when:
    - 1.2. A student group fails to re-certify through the application process.
    - 1.3. A student group knowingly misrepresents facts when requesting funding or resources
    - 1.4. A student group takes actions that are contrary to the Society's Constitution, Bylaws, or Policy Manual
    - 1.5. A student group using student group funding (SGF), i.e. KEFC, for a purpose not by which they were granted the money.
    - 1.6. A student group fails to adhere to either the Ontario Human Rights code or the Carleton University Human Rights and Procedures Policy
2. A decision to decertify a student club must be made by a majority vote of the Society's Board, put forward by the Affiliate Coordinator and/or President.



# CREDIT CARD POLICY

10

Date Enacted:	2018-10-31	Date Amended:	2018-10-31
Presiding Group:	CSES	Delegatee(s):	FINANCE

## 1.0 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:
  - 2.1. “Credit Card” shall refer to a Business Line of Credit card issued from the institution in which the society’s funds are managed.
  - 2.2. “Financial Institution” shall refer to the current bank used by the Carleton Student Engineering Society.
  - 2.3. “VPF” shall refer to the current Vice-President Finance.

## 2.0 Approval and Spending

1. Purchases with a CSES credit card must be pre-approved.
  - 1.1. Executives shall request approval for each expense before purchase using the form issued by the VPF.
  - 1.2. Via the form, an approximation in cost must be submitted to the VPF within reasonable limits.
  - 1.3. 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).
  - 1.4. Executives must receive a “Post-Approval Acceptance Notice” before making a purchase, via email.
  - 1.5. 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.
  - 2.1. 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).
  - 2.2. The final expense must be approved by the VPF.
  - 2.3. Any deviations from the expected cost must be explained concisely to the VPF via email upon submission of original receipt.
3. Archiving
  - 3.1. 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





- 4.1. Under no circumstances will a cash withdrawal through a CSES issued credit card be acceptable and will result in a major infraction.

## 4.0 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.
  - 2.1. Credit Card payment must be made before the interest charge as to avoid unnecessary costs.
  - 2.2. Each credit card payment to the relevant financial institution must be included in the VPF's report to Executives. This includes any discrepancies in balance, whether positive or negative, being reported by the relevant Executive Officer.
3. A response to each pre-approval must be made within three (3) business days of submission.
4. A response to each receipt submission must be made within one (1) business day of submission.
5. Credit cards must expire at the end of the fiscal year (April 30th).

## 5.0 Unapproved Expenditures

1. Any purchase made before receiving a "Pre-Approval Acceptance Notice" shall result in an official "infraction"
  - 1.1. Any infraction shall be presented to the Board during the meeting immediately following the infraction.
  - 1.2. Any infractions will be declared "major" or "minor" by a (2/3) majority vote of the Board.
2. "Minor" Infractions.
  - 2.1. 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.
  - 2.2. A minor infraction will result in a formal warning from the Board.
  - 2.3. The relevant Executive Officer will be permitted to keep their credit card after receiving this warning.
  - 2.4. A second infraction will result in the immediate forfeiture of the issued credit card.
3. "Major" Infractions
  - 3.1. Major infractions shall be described as unapproved use of a CSES issued credit card for a personal or unnecessary expense.
  - 3.2. If deemed a "major infraction" by the Board, 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 STUDENT MEMBERSHIP FEE 11

Date Enacted:	2017-03-22	Date Amended:	2023-04-06
Presiding Group:	CSES	Delegatee(s):	INTERNAL

## 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:
  - 1.1.
  - 1.2. The requestor's full legal name is included in the resignation letter;
  - 1.3. The requestor attaches a printout from their Carleton Central account of membership fees paid for the term for which the refund is requested;
  - 1.4. The requestor was a regular member in good standing;
  - 1.5. The requester has no outstanding debts, either monetarily or in any service or duty to the Society.
  - 1.6. 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:
  - 1.1. The cheque will be made available in the CSES main office for pickup during regular office hours;
  - 1.2. The cheque will not be mailed;



- 1.3. 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, for 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.



## AWARDS

12

Date Enacted:	2017-03-22	Date Amended:	2019
Presiding Group:	CSES	Delegatee(s):	INTERNAL

### 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.

### 2.0 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 **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:
  - 1.1. Be a graduating student in good standing with the Society



- 1.2. Have made an outstanding contribution to the society throughout their entire undergraduate degree, through:
  - 1.2.1. Holding a role as a Board Member or Executive Officer
  - 1.2.2. Vision and leadership of the Society
  - 1.2.3. Exceptional work as part of holding a Directorship
2. The recipient of the **Michelle McGarrity Award** shall:
  - 2.1. Be a graduating student in good standing with the Society
  - 2.2. Have made an outstanding contribution to the Carleton Engineering community throughout their entire undergraduate degree, through:
    - 2.2.1. Volunteering in student groups, clubs, or societies
    - 2.2.2. Active participation in the Society's events
    - 2.2.3. Positively redefining the community in one form or another
3. The recipient of the **Steph Seemel Award** shall:
  - 3.1. Be a graduating student in good standing with the Society
  - 3.2. 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:
  - 4.1. Be a graduating student in good standing with the Society
  - 4.2. Have demonstrated dedication to Leonardo's Lounge through active volunteering
5. The recipient of the **Dean Bibby Thumbs Up Award** shall:
  - 5.1. Be a registered student group with the Society
  - 5.2. Have demonstrated exceptional improvement or member engagement throughout the academic year
6. The recipient of the **Jim Simpson Award** shall:
  - 6.1. Be a faculty or staff member of the Faculty of Engineering and Design
  - 6.2. Have demonstrated an exceptional dedication to the academic and professional success of students
7. The recipient of the **Best Student Group Head Award** shall:
  - 7.1. Be a student in good standing with the Society
  - 7.2. Represent an affiliated student group in good standing with the Society
  - 7.3. Not be the President of the Society (unless nominated for their contributions to another engineering student group)
8. The recipient of the **Most Involved First Year Award** shall:
  - 8.1. Be a first year student in good standing with the Society
  - 8.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
    - 8.2.1. Volunteering in student groups, clubs, or societies
    - 8.2.2. Active participation in the Society's events
  - 8.3. Not be a Board Member of the Society, unless exceptionally merited
9. The recipient of the **Most Involved Second Year Award** shall:
  - 9.1. Be a second year student in good standing with the Society



- 9.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
  - 9.2.1. Volunteering in student groups, clubs, or societies
  - 9.2.2. Active participation in the Society's events
- 9.3. Not be a Board Member of the Society, unless exceptionally merited
10. The recipient of the **Most Involved Upper Year Award** shall:
  - 10.1. Be an upper year (not first, second, or graduating) student in good standing with the Society
  - 10.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
    - 10.2.1. Volunteering in student groups, clubs, or societies
    - 10.2.2. Active participation in the Society's events
  - 10.3. Not be a Board Member of the Society, unless exceptionally merited
11. The recipient of the **Most Involved Graduating Student Award** shall:
  - 11.1. Be a graduating student in good standing with the Society
  - 11.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
    - 11.2.1. Volunteering in student groups, clubs, or societies
    - 11.2.2. Active participation in the Society's events
  - 11.3. Not be a Board Member of the Society, unless exceptionally merited
12. The recipient of the **Hannah Waye Award** shall:
  - 12.1. Be a student not registered in a Bachelor of Engineering program
  - 12.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
    - 12.2.1. Volunteering in student groups, clubs, or societies
    - 12.2.2. 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.
  - 1.1. This form will be accessible through all of the Society's primary communication means.
2. From the pool of recipients, the Board shall determine the recipients in a non-partisan fashion.
  - 2.1. 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 Board meeting, called by the VP Internal, for the purpose of determining the recipients, or during a Board meeting where award selection is an approved item of business which must occur in-camera.



## 5.0 Appearance of Awards

1. The following awards shall have the recipient's name engraved on the trophy:
  - 1.1. The Rohit Saxena Award
  - 1.2. The Michelle McGarrity Award
  - 1.3. The Dean Bibby Thumbs Up Award
  - 1.4. The Jim Simpson Award
  - 1.5. The Philip Auclair Award
2. The following awards shall be presented to the recipients on a plaque:
  - 2.1. The Rohit Saxena Award
  - 2.2. The Michelle McGarrity Award
  - 2.3. The Steph Seemel Award
  - 2.4. The Best Student Group Head Award
  - 2.5. The Dean Bibby Thumbs Up Award
  - 2.6. The Jim Simpson Award
  - 2.7. The Philip Auclair Award
  - 2.8. Most-Involved First Year Award
  - 2.9. Most-Involved Second Year Award
  - 2.10. Most-Involved Upper Year Award
  - 2.11. Most-Involved Graduating Student Award
  - 2.12. Hannah Waye 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

13

Date Enacted:	2017-03-22	Date Amended:	2017-03-22
Presiding Group:	CSES	Delegatee(s):	PUBLICATIONS INTERNAL

## 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:
  - 2.1. "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.
  - 1.1. 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 Board by submitting a copy of the poster to be used, in accordance with Section 5.0 of the Advertisement Policy.
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 Board. 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 “Officer Binder” should be signed on the back by the person who approved it.

## 6.0 Final Notes

1. Any Executive Officer 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 Publications.



# CONFERENCE DELEGATE POLICY

14

Date Enacted:	2023-01-19	Date Amended:	2023-01-19
Presiding Group:	CSES	Delegatee(s):	EXTERNAL

## 1.0 Definitions

1. In this policy:
  - 1.1. “ESSCO” shall refer to the Engineering Student Societies’ Council of Ontario
  - 1.2. “CFES” shall refer to the Canadian Federation of Engineering Students

## 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.
  - 1.1. 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.
  - 1.2. 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 sent out to the public at least three (3) weeks prior to the conference registration deadline.
2. Applications shall be accepted for a period of no less than ten (10) business days.
3. Application forms may consist of electronic copies.
4. Applications received after the deadline date shall not be considered.

## 4.0 Selection

1. The Vice President External must form a Delegate Selection Committee consisting of a minimum of one (1) member who can be in attendance to all the interviews.
  - 1.1. The Delegate Selection Committee may have any number of members in attendance of the interviews, at the discretion of the Vice President External.
  - 1.2. A member applying to be a delegate for the concerned conference may not be a member of the Delegate Selection Committee.
  - 1.3. The Delegate Selection Committee may be formed of CSES board members and/or society members.
  - 1.4. The role of the Delegate Selection Committee 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.



2. Each successful applicant shall be permitted one (1) interview with the Delegate Selection Committee, the time of which shall be coordinated with the former.
  - 2.1. Delegate interviews will be face-to-face except in special cases, which shall be at the discretion of the Delegate Selection Committee.
3. Delegate interviews will be completed no later than one (1) day before the conference registration deadline.
  - 3.1.
4. Each delegate shall be chosen fairly from the collection of applications. This selection shall be based on:
  - 4.1. Primarily, the personal interview of each candidate; and
  - 4.2. Secondly, the application form of each candidate.
5. Careful attention should be paid to candidates interested in:
  - 5.1. Running for available positions at the provincial or national levels; and/or
  - 5.2. Presenting conference bids at applicable conferences; or,
    - 5.2.1. 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.
  - 5.3. 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:
  - 7.1. 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.
2. 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:
  - 2.1. The Vice President External shall cover and distribute all pertinent information and documents relating to the conference, including but not limited to:
    - 2.1.1. The CSES Conference Delegate Policy;
    - 2.1.2. The CSES Code of Conduct;
    - 2.1.3. Travel arrangements;
    - 2.1.4. Contact information;
    - 2.1.5. What to bring;
    - 2.1.6. Preparatory reading materials (policy manuals, constitutions, delegate preparation packages, etc.).
  - 2.2. CSES delegate fees (Section 6.1) shall be collected



3. 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.
4. 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:
  - 4.1. 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 for ESSCO conferences shall be required to pay a CSES Delegate Deposit of 40% of the conference delegate fee, 20% of that amount paid shall be returned provided that the delegate meets all responsibilities outlined in Section 8.
2. All delegates for CFES conferences shall be required to pay a CSES Delegate Deposit of \$120, \$40 of which shall be returned provided that the delegate meets all responsibilities outlined in Section 8.
3. Conference Delegate Fees as outlined by the conference hosts shall be covered by the budget of the Vice President External.
4. 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.
5. 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:
  - 2.1. Be allocated to cover any associated cost in the charge of a replacement delegate, such as late registration fees, travel changes, etc; or,
  - 2.2. 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



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:
  - 4.1. An Iron Times article;
  - 4.2. A conference report;
  - 4.3. A post to be published on the Society's website and other social media forums;
  - 4.4. A video, to be coordinated with the Society's VP Publications;
  - 4.5. 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.
  - 1.1. The Vice President External is expected to attend the:
    - 1.1.1. CFES Canadian Engineering Leadership Conference;
    - 1.1.2. CFES Canadian Engineering Spring Summit;
    - 1.1.3. CFES Presidents' Meeting;
    - 1.1.4. ESSCO Conference on Advocacy and Leadership in Engineering;
      - 1.1.4.1. The Vice President External Elect, If determined, is also expected to attend.
    - 1.1.5. ESSCO First Year Integration Conference; and,
    - 1.1.6. ESSCO Presidents' Meeting.
  - 1.2. The Vice President External is recommended to attend the:
    - 1.2.1. CFES Conference on Diversity in Engineering;
    - 1.2.2. CFES Conference on Sustainability in Engineering; and,
    - 1.2.3. ESSCO Professional Engineers of Ontario - Student Conference.
  - 1.3. 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

15

Date Enacted:	2018-10-31	Date Amended:	2018-10-31
Presiding Group:	CSES	Delegatee(s):	EXTERNAL

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.

### 1.0 Definitions

1. In this policy:
  - 1.1. “MCF” shall refer to the Miscellaneous Conference Fund

### 2.0 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:
  - 1.1. A conference, symposium or seminar on an educational topic
  - 1.2. A workshop
  - 1.3. A hackathon
2. Requested funding for events will be denied if the event is of the following form:
  - 2.1. A competition or tournament
  - 2.2. A social event or party
  - 2.3. A non-conference event that already receives funding by CSES
  - 2.4. A conference CSES already sends a delegation to (i.e. ESSCO and CFES conferences) 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.

### 3.0 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*



## 4.0 Application

1. Funding requests for miscellaneous conferences must be done online via the published form which takes MCF applications
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:
  - 4.1. All members of the group must be part of the same club or society
  - 4.2. An executive of that club or society must be the one to file the request
  - 4.3. The information of each member of the group must be included in the request
  - 4.4. The group must provide a receipt for each member of the group. A receipt for a single member (i.e. delegate fee) will not be accepted as a group receipt. A receipt for group transportation (i.e. car rental) is acceptable.
  - 4.5. 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

## 5.0 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:
  - 2.1. Delegate fees
  - 2.2. Transportation costs
  - 2.3. Hotel costs
  - 2.4. Food expenses may not receive funding
3. 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.
4. The Vice President External may not give more funding than what was requested.
5. The Vice President External is not required to provide the full amount that was requested.
6. If the Vice President External denies the request or does not provide any funding, they must provide reason for their decision.
7. Funding may only be provided after a receipt with proof of purchase has been provided.
8. An applicant may request to 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.
9. Once a receipt has been provided and the funding has been approved, the Vice President External will make a cheque request to the applicant.



10. 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:
  - 10.1. An Iron Times article;
  - 10.2. A conference report;
  - 10.3. A post to be published on the Society's website and other social media forums;
  - 10.4. A video, to be coordinated with the Society's VP Publications;
  - 10.5. A workshop.

## 6.0 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.





# LEONARDO'S LOUNGE

16

Date Enacted:	2018-11-27	Date Amended:	2018-11-27
Presiding Group:	CSES	Delegatee(s):	SERVICES

## 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:
3. "GM" shall refer to the Leonardo's Lounge General Managers.
4. "Manager" shall refer to the Leonardo's Lounge Managers.
5. "Leo's Lounge" shall refer to Leonardo's Lounge.
6. "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 CSES 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. The VP Services shall administer all forms of social media for Leo's Lounge on CSES related forms of media.
  - 4.1. All posts made to social media must conform to all CSES publications by-laws.
  - 4.2. Leo's Lounge GMs shall have the ability to make and edit posts on all forms of social media for Leo's Lounge.
  - 4.3. CSES reserves the right to remove any posts.
5. Leo's Lounge shall be guaranteed an advertisement in the CSES guidebook 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

17

Date Enacted:	2017-03-22	Date Amended:	2019-10-08
Presiding Group:	CSES	Delegatee(s):	SERVICES

## 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:
  - 2.1. “Office Hour Volunteer” shall refer to the individual on an assigned office hour shift
  - 2.2. “Openers” shall refer to Board Members or Officers with an opening office hour

## 2.0 General

1. The Office door shall remain closed and locked when there is no on-duty Office Hour Volunteer or fill-in
2. The only people with card access to the Office should be:
  - 2.1. Executive Officers
  - 2.2. Office Manager
  - 2.3. Any Officer or Program Representative whom the President and Vice President Services deem Office access is necessary for the completion of their duties
3. Office card access may be removed from Officers or Program Representatives at any time at the discretion of the President.
4. Do not jump over the front desk or gate, nor damage /deface any Society furniture or office equipment.
5. The Office Manager shall strive to have all Execs open the Office for office hours so that there are no issues with office access.
  - 5.1. 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 Board Member with an opening shift.
6. Personal belongings (including bags, coats, etc.) should be out of sight of the front desk.
7. The front desk computer is to be used only for CSES business (i.e. no gaming, video watching)
8. There shall be zero tolerance for storing, using, or being under the influence of drugs or alcohol in the office at any time.
9. There shall be zero tolerance for theft of office property or merchandise which includes but is not limited to: data, documents, and passwords



- 9.1. This shall be dealt with on a case by case basis, at the discretion of the President, the Office Manager, and the VP Services
  - 9.1.1. Extreme cases can result in removal from the Board.
10. The printer is only to be used for free by Office Staff if it is CSES-related business. Otherwise, Office Staff shall pay standard printing fees
11. The password for the office Wi-Fi shall be reset every year.
12. Any passwords for CSES business shall be reset every year.
13. If any member of the Board 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.
14. No passwords are to be displayed physically in the Office.
15. Priority of computers and desk space is for those who need to conduct CSES business
  - 15.1. Priority of the Finance computer is for the VP Finance, or on their recommendation for financial business
  - 15.2. Priority of the Design computer is for the VP Publications, or on their recommendation for publications graphic design business
16. 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.
  - 16.1. If a member of the Board 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.
  - 16.2. The Office Manager and Office Hour Volunteers 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.
  - 16.3. Directors are not allowed in the back of the office unless they are working on CSES-related business
17. The office phone is not for personal use.
  - 17.1. The office phone should be answered in a professional manner, and by stating that we are the Carleton Student Engineering Society
18. If a phone call comes in for a Board 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 Board member or pinned to the Executive's bulletin board
  - 18.1. 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 Volunteers who cannot make their shift or anticipate being 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.
  - 19.1. 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 Board member's removal



- 19.1.1.1. It is the responsibility of the Office Manager to call upon the Recourse by notifying Council, should their records indicate the need
20. 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, or any other recourse that the Office Manager or President or VP Services deems appropriate



# PUBLICATIONS POLICY

18

Date Enacted:	2017-03-22	Date Amended:	2023-09-14
Presiding Group:	CSES	Delegatee(s):	PUBLICATIONS

## 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
  - 1.1. 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:
  - 2.1. "Society Publication" shall refer to any of the following publications:
    - 2.1.1. Iron Times
    - 2.1.2. Gong Show
    - 2.1.3. Guidebook
    - 2.1.4. Website(s)
    - 2.1.5. Any notice or advertisement
  - 2.2. "Editor" shall refer to:
    - 2.2.1. The Iron Times Editor(s)-in-Chief, in the context of the Iron Times
    - 2.2.2. The Gong Show Producer, in the context of the Gong Show
    - 2.2.3. The Guidebook Director, in the context of the Guidebook
    - 2.2.4. The Webmaster, in the context of the website
    - 2.2.4. The Media Team Captain, in the context of notices and advertisements
  - 2.3. "Notice" shall refer to a notice for any Meeting of the Members (General Meeting)
  - 2.4. "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:
  - 1.1. Racist, by explicitly or implicitly defaming or discriminating against any person or group on the basis of ethnic, national, or religious background



- 1.2. Sexist, by explicitly or implicitly promoting gender inequality, indicating sexual bias, or implying discrimination on the basis of gender
- 1.3. Homophobic, by explicitly or implicitly defaming or discriminating against any person or group on the basis of their real or perceived sexual orientation
- 1.4. Libelous, by defaming any person's character or reputation through innuendo or falsehood
- 1.5. Seditious, by promoting the violent overthrow of any legally established government or administrative body, or seeking to promote violent confrontation
- 1.6. Obscene, by being of a sexual nature intending to excite prudent feelings, including any visual depiction of any genital or excretory organs
- 1.7. Vulgar, by using language explicit in nature or derogatory towards any identifiable group
- 1.8. Not abiding by Carleton University's overarching Human Rights policies.
2. Section 1 may be overruled, and the material listed therein may thus be used in any publications, only when:
  - 2.1. A disclaimer is placed on the front page, or otherwise prior to the display of any previously mentioned material, that explains that the opinions and material presented in the associated Society Publication are not in any way the opinions or views of the Society
  - 2.2. 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. Any violation of the Editorial Code by an editor, employee, or volunteer is grounds for dismissal from their position, and if that person is a Member, suspension or expulsion, at Council's discretion.

## 4.0 Photography

1. Any photography taken by the Media Team is the property of the Society, and may freely be used in publications, as necessary, and archived before the end of the Society year
2. The Society should possess a professional-grade camera and it should be kept in good working order at all times
  - 2.1. The Society shall make adequate photography equipment available to the Media Team for Society business
3. In the event where there is a fee or ticket price for a CSES event at which Media Team photographers are required to take pictures, it shall be subsidized by the VP Publications' budget, provided the director does not take part in any of the event tangibles (ie. eating dinner at a formal).
4. All photography must 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.





- 5.1. 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 content created and videos taken by the Media Team is the property of the Society and may be used in publications, as necessary, and archived before the end of the Society year.
2. All YouTube videos and other media must 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:
  - 2.1. Inform the complainant that the complaint has been received and is being investigated;
  - 2.2. Inform the appropriate editor of said complaint
  - 2.3. Thoroughly investigate the complaint in a timely manner, and provide a decision on the complaint and the editor within 2 weeks
  - 2.4. After investigating, the VP Publications may:
    - 2.4.1. Dismiss the complaint;
    - 2.4.2. Direct the editor to issue an apology , either written or verbal, to the complainant in a timely manner;
    - 2.4.3. Issue a public apology, retraction or correction in the next issue of the Iron Times or on a prominent notice board;
    - 2.4.4. Dismiss the editor; or,
    - 2.4.5. Any combination of the above
  - 2.5. The complainant may appeal any decision of the VP Publications to the Board



# DISCORD POLICY

20

Date Enacted:	2022-02-02	Date Amended:	2022-02-02
Presiding Group:	CSES	Delegatee(s):	SERVICES

## 1.0 Definitions

1. The purpose of this policy is to provide guidelines for and govern aspects of the Carleton Student Engineering Society's Discord server known as the "3300 Block".
2. In this policy:
  - 2.1. "Discord Director" shall refer to the Discord Moderation director, as appointed by the Vice President Services
  - 2.2. "Advertisement" shall refer to any online notice used for the purpose of promoting an event, service, or other information relevant to the general membership of the Society
  - 2.3. "Affiliate Group" shall refer to any society, design team, or student group that has obtained Engineering Affiliated Student Group status as defined in the Student Group Policy
  - 2.4. "Server" shall refer to the Discord Server titled the 3300 Block which is run by the Society
  - 2.5. "Text channel" shall refer to a channel as defined by Discord in which general members can view and or send messages.
  - 2.6. "Voice channel" shall refer to a channel as defined by Discord in which general members can join and speak.
  - 2.7. "Office" shall refer to the cses-voice, and cses-text channels of the 3300 block server
  - 2.8. "Moderation Admin" shall refer to the head moderators of the 3300 block server consisting of the following members:
    - 2.8.1. The Vice President Services; and,
    - 2.8.2. The appointed Discord Directors.
  - 2.9. "Moderation Team" shall refer to the general moderators of the 3300 block server consisting of the following members;
    - 2.9.1. Members of the CSES Board; and,
    - 2.9.2. One executive from each Affiliate Group (if they are willing).

## 2.0 General

1. There shall be zero tolerance for using, or being under the influence of drugs or alcohol in the Office at any time.
2. There shall be zero tolerance for theft of personal property which includes but is not limited to:



- 2.1. Personal Data;
- 2.2. Documents; and,
- 2.3. Passwords.
3. There shall be a zero-tolerance policy for the posting of Not Safe for Work content.
4. There shall be a zero-tolerance policy for hate speech and personal discrimination.
5. Any unprofessionalism or disruption of the Server by any member such as, but not limited to excessive swearing, excessive spam, and talk of alcohol, cannabis, or any illegal substances, will not be tolerated in the server.
6. If a member of the Board is disobeying this point on a regular basis, the President has the right to come up with a disciplinary action upon discussion with the VP Services and the Office Manager.
  - 6.1. These actions can include but are not limited to: VAP tickets being taken away, or Recourse.
7. Priority of the CSES-Voice and cses-text channels is given to members with society-related questions or concerns, as well as the Council member who is addressing the member.
8. Any member of the Council holding office hours on the server is required to adhere to sections 2.6, 2.7, and 2.19 of the office policy.
9. Members of the Moderation Team have the right to ask anyone who is in a Voice-Channel and is disruptive to leave the Voice-Channel.
10. The use of @everyone, @here, and the tagging of any large group of members is not permitted.

### 3.0 Affiliate Use

1. Affiliate Group's Executives have the right to moderation control of their assigned channel.
2. Priority of the Affiliate Group channels Stream Society, Design teams, and Hobby-Special interest channels are for:
  - 2.1. Links to the Affiliate Group's Discord Server,
  - 2.2. Advertisement of the Channel's Affiliate Group's events.
  - 2.3. Questions or Concerns pertaining to the chosen Channel's Affiliate Group,
  - 2.4. At the Affiliate Group's request, their text channel can be locked so that members cannot message.
3. The server can be used for Affiliate Group events. To do so they must:
  - 3.1. Reach out to the moderation admin; and,'
  - 3.2. Present an outline of how they would like their event and the requirements to run said event.
4. The society reserves the right to decline the use of the server for events for any reason.



## 4.0 Announcements

1. Affiliate Groups possess the right to post in the community-announcements channel at any time.
2. CSES maintains the right to remove any content posted in the announcements channel which does not conform to section 3.0 of the Publications policy.
3. Affiliate Groups must ensure that any posts to announcements follow the appropriate guidelines:
  - 3.1. No inappropriate posts
  - 3.2. Posts must be relevant to the Affiliate group
  - 3.3. The @everyone feature is not to be used
  - 3.4. The @here feature is not to be used
4. The announcement channels shall not be used for advertisements of one's-self, start-ups or personal events.

## 5.0 Moderation and Membership

1. The server is operated by the society as a service and privilege for its members;
  - 1.1. The Society reserves the right to remove any members who are in violation of the server's rules, the Discord policy, or Discord's community guidelines.
  - 1.2. The Society reserves the right to remove any members who it deems to be acting in detriment to the society from the Server.
2. The Society reserves the right to follow up removal from the Discord with a suspension of membership and further consequences as deemed by the CSES Constitution Part II Article 3.
3. The Society and its Affiliates (unless otherwise defined by an Affiliate for their own Discord Server) shall operate under a 3 strikes warning system before moving towards full removal from the Server.
  - 3.1. Upon the first incident of misconduct and first strike, the member shall be informed of the misconduct and be given a warning.
  - 3.2. Upon the second incident of misconduct and second strike, the member shall be informed of the misconduct and be removed from the server for a period of 24 hours effective immediately upon the decision to award a second strike.
  - 3.3. Upon the third incident of misconduct and third strike, the member shall be informed of the misconduct and be removed from the server for the remainder of the academic year. The situation will automatically be brought forward to Council for potential membership suspension as per the CSES Constitution Part II Article 3.
    - 3.3.1. The society will inform Affiliate Groups of any individuals who have received a third strike and provide evidence as to why the individual was awarded the three strikes.
  - 3.4. The society reserves the right to consider any misconduct in Affiliate Group Discord servers as a strike.



4. The moderation admin shall be given full authority to award strikes as they deem necessary and will be the final say on the matter.
  - 4.1. The moderation admin have the right to administer a temporary mute to an offending member while making the decision to award a strike. If you feel you have been unfairly censored, you may appeal by emailing Vice-President Services.
5. The moderation team and moderation admin are given the following powers within the server
  - 5.1. Removing any messages deemed harmful or in violation of the server's rules, the Discord policy, or Discord's community guidelines
  - 5.2. Muting any members deemed to be acting harmfully or in violation of the server's rules, the Discord policy or Discord's community guidelines
  - 5.3. The temporary removal of a member from the server while a greater decision regarding a strike is considered.
6. Should a member wish to appeal a strike that has been awarded to them they may send an email to the Vice President Services explaining how they feel they have been treated unfairly.
7. The Vice President Services will review the email with the President and come to a decision of whether to appeal the strike within 24 hours of receiving the request for appeal.



# STUDENT GROUP RESOURCE CENTER

21

Date Enacted:	2023-01-19	Date Amended:	2023-01-19
Presiding Group:	CSES MEMBERSHIP	Delegatee(s):	SERVICES

## 1.0 Definitions

1. The “SGRC” shall refer to the Student Group Resource Centre.
2. The “Key” shall refer to a key to the SGRC attached to a wooden block.
3. The “Chicken” shall refer to a rubber chicken owned by the Carleton Student Engineering Society.
4. The “Chicken Key” shall refer to the combination of the Key and the Chicken..

## 2.0 Chicken Key

1. VP Services shall be responsible for:
  - 1.1. Repairing and replacing the Chicken as part of the Chicken Key; and,
  - 1.2. Attaching and reattaching the Chicken when it has been detached from the Key.
2. The Chicken must:
  - 2.1. Be securely attached to the Key, such that it can not be removed, with exception of the following:
    - 2.1.1. Upgrading of the Chicken with a louder, or larger Chicken;
    - 2.1.2. Replacement of a damaged Chicken with another of the same style; and,
    - 2.1.3. For long term usage of the SGRC wherein it must be reattached after usage.
  - 2.2. Not be intentionally damaged;
  - 2.3. Not obstruct the use of the key to the SGRC;
  - 2.4. Make a noise between 40dBC and 60dBC under the following conditions:
    - 2.4.1. In the SGRC with the door closed and no other devices or people making significant noise;
    - 2.4.2. Using the dBC weighting system to measure the volume of sound;
    - 2.4.3. An adequate sound monitoring device capable of measuring in dB C placed one (1) metre from the chicken, with the microphone positioned directly in line with the mouth of the chicken; and,
    - 2.4.4. The chicken shall be fully actuated;
  - 2.5. Be longer than 1 foot in length; and,
  - 2.6. Be a yellow color, as originally manufactured.
3. The Chicken Key is not to be squeezed excessively by any party.



# ENGSOC DEEP STORAGE POLICY

22

Date Enacted:	2024-01-25	Date Amended:	2024-01-25
Presiding Group:	CSES	Delegatee(s):	SERVICES

## 1.0 Definitions

1. The purpose of this policy is to provide guidelines for and govern aspects of the Carleton Student Engineering Society's Deep Storage Center
2. In this policy:
  - a. "CUArc" is the Carleton University Amateur Radio Club
  - b. "Engfrosh" is the organization that runs the engineering Fall orientation known as "EngFrosh".

## 2.0 Access

1. Office Staff may access the center to:
  - a. store and retrieve items for CSES business;
  - b. store and retrieve units and items on behalf of an affiliate club; and,
  - c. grant access to technical directors under VP Internal for society business.
2. Engfrosh may access the center to conduct Engfrosh business within the Engfrosh allocated space
  - a. The engfrosh directors shall control access to the space within their organization.
3. CUArc may access the center to conduct CUArc business within the CUArc allocated space
  - a. The CUArc President(s) shall control access to the space within their organization.
4. Users may only access their respective areas of the room and are not to access, modify, or remove items from other areas of the room.
5. The Following keys are available to the room:
  - a. VP Services key - kept by VP Services
  - b. Office business key - stored in office
  - c. Engfrosh business Key - given to Engfrosh Directors(s) under contract with the society
  - d. CUArc business Key - given to CUArc President(s) under contract with the society
  - e. President Key - kept by President
  - f. Technical Key - kept by the Technical Officer
  - g. VP Internal Key - kept by VP Internal



### 3.0 Usage

1. Society Storage Space
  - a. Society Affiliates are permitted to use 2 or fewer bin slots on a first come, first serve basis
  - b. Society Execs are permitted to use 5 or fewer bin slots on a first come, first serve basis
  - c. Additional slots may be granted for the remainder of the academic year with permission from VP Services and VP Internal
  - d. To use the slots, affiliates must request bins in the office, fill them with items to be stored, then return the bins to the office to be labeled and stored by the office staff on duty when appropriate.
  - e. Bins can be any of the following sizes:
    - i. 86L - 1 slot
    - ii. 67L - 1 slot
    - iii. 34L - ½ slot
    - iv. 15L - ¼ slot
  - f. This space is not to be used by users other than office staff
2. Engfrosh Space
  - a. The engfrosh directors shall control the usage of their space within their organization.
3. CUArc Space
  - a. The CUArc President(s) shall control the usage of their space within their organization.
4. VP Internal Space
  - a. The VP Internal shall control the usage of their space within their sub-organization.





# COMMITTEES POLICY

23

Date Enacted:	2024-01-25	Date Amended:	2024-01-25
Presiding Group:	CSES	Delegatee(s):	EXECUTIVE OFFICERS

## 1.0 Committees

1. The Standing Committee operates year-round to help with the completion of the portfolio items of the Executive Officers as outlined in the BOD Descriptions Policy. These committees include:
  - 1.1. Executive Officer Committee, whose membership is comprised of
    - 1.1.1. President
    - 1.1.2. VP Internal
    - 1.1.3. VP Finance
    - 1.1.4. VP Academic
    - 1.1.5. VP External
    - 1.1.6. VP Services
    - 1.1.7. VP Social
    - 1.1.8. VP Student Issues
    - 1.1.9. VP Publications
    - 1.1.10. Chair, as a non-voting member
    - 1.1.11. Administrative Assistant, as a non-voting member
  - 1.2. Affiliate Committee, whose membership is comprised of
    - 1.2.1. President
    - 1.2.2. Affiliate Coordinator
    - 1.2.3. The presidents of any CSES affiliated group as outlined in the Student Group Policy
  - 1.3. Concerns Committee, whose membership is comprised of
    - 1.3.1. President
    - 1.3.2. VP Student Issues
    - 1.3.3. Program Representatives
    - 1.3.4. First Year Representatives
    - 1.3.5. Presidents or their delegates of CSES Affiliated Academic Societies
  - 1.4. Electoral Committee, whose membership is comprised of
    - 1.4.1. VP Internal
    - 1.4.2. Chief Electoral Officer
    - 1.4.3. Electoral Committee Directors
  - 1.5. Student Governance Review Committee, whose membership includes but is not limited to:
    - 1.5.1. VP Internal



- 1.5.2. Policy and Constitution Review Committee Chair
- 1.5.3. Policy and Constitution Review directors
- 1.6. Technical Committee, whose membership includes but is not limited to:
  - 1.6.1. VP Internal
  - 1.6.2. Technical Officer
  - 1.6.3. Technical Directors
- 1.7. Finance Committee, whose membership includes but is not limited to:
  - 1.7.1. VP Finance
  - 1.7.2. Associate Finance Officer
  - 1.7.3. Finance Directors
- 1.8. Competitions Committee, whose membership includes but is not limited to:
  - 1.8.1. VP Academic
  - 1.8.2. C-Eng-C Chairs
  - 1.8.3. C-Eng-C Directors
- 1.9. Delegate Selection Committee, whose membership includes but is not limited to:
  - 1.9.1. VP External
  - 1.9.2. Delegate Selection Directors
- 1.10. Iron Times Committee, whose membership includes but is not limited to:
  - 1.10.1. VP Publications
  - 1.10.2. Iron Times Editor-in-Chief
  - 1.10.3. Iron Times Directors
- 1.11. Advertisement Committee, whose membership includes but is not limited to:
  - 1.11.1. VP Publications
  - 1.11.2. Design Directors
  - 1.11.3. Social Media Directors
- 1.12. Merchandise Committee, whose membership includes but is not limited to:
  - 1.12.1. VP Services
  - 1.12.2. Office Manager
  - 1.12.3. Merchandise Directors
- 1.13. Formal Events Committee, whose membership includes but is not limited to:
  - 1.13.1. VP Social
  - 1.13.2. Formal Events Committee Chair
  - 1.13.3. Formal Events Directors
- 1.14. Charily LAN Committee, whose membership includes but is not limited to:
  - 1.14.1. VP Social
  - 1.14.2. Charity LAN Captains
  - 1.14.3. Charity LAN Directors
2. CSES Executive Officers may establish ad-hoc committees with CSES officers or CSES directors of their choosing on any matter



## 2.0 Formation of Standing Committees

1. Ad-hoc committees are eligible to become standing committees when they meet the following guidelines:
  - 1.1. The ad-hoc committee has been operating for over three (3) months
  - 1.2. The portfolio of the ad-hoc committee are ongoing throughout the entire academic year
  - 1.3. A successful motion is passed through the Board to establish the ad-hoc committee as a standing committee

## 3.0 General Committee Guidelines

1. Committees should meet at least once a month, or as decided by the members of the committee.
2. There must be one Executive Officer Voting Member on each Committee who will:
  - 2.1. Appoint and/or Remove directors to/from the committee
  - 2.2. Oversee the portfolio of the committee
  - 2.3. Chair committee meetings, or delegate the chairing of the meetings to a member of the committee
  - 2.4. Act as a liaison between the committee and the Board
  - 2.5. Take notes for each meeting and share them in the subsequent Board Meeting
3. Should the office of the Executive Officer overseeing a committee be vacant, the President is responsible for overseeing the committee as the new Executive Officer Voting Member
  - 3.1. The President may delegate this task to any Executive Officer upon majority approval from the Board
4. Representatives may not sit on any of the following committees
  - 4.1. The Executive Committee;
  - 4.2. The Affiliate Committee; and,
  - 4.3. The Electoral Committee.

## 4.0 Dissolution of Committees

1. Ad-hoc committees may dissolve at any time upon a  $\frac{2}{3}$  majority “For” vote from the members of the ad-hoc committee, or at the end of the office term of the Executive Officer that sits on the ad-hoc committee, whichever occurs first.
2. Standing committees may dissolve upon the following conditions:
  - 2.1. The members of the standing committee agree with a  $\frac{2}{3}$  majority “For” vote for the dissolution of the standing committee
  - 2.2. The Board agree with the dissolution of the committee via the passing of a motion to dissolve the committee