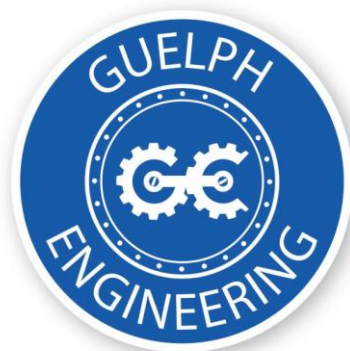

GUELPH ENGINEERING SOCIETY

University of Guelph

GES By-Laws

Policy manuals of Guelph Engineering Society

Adopted	November 15, 2017
Ratified by Council	March 22, 2021
Last Amended	May 25, 2026



Preamble

The Guelph Engineering Society (the “Society”) is the representative student government of all undergraduate students enrolled in the College of Engineering at the University of Guelph. The Society exist to serve its members through communication, advocacy, programs and events, and community service.

These By-Laws consolidate the Policy Manuals of the Society into a single governing document. They exist to provide clear, consistent, and enforceable rules for the operation of the Society, its Officers, its affiliated Clubs, and all activities conducted under its name.

The By-Laws may be amended by a two-thirds vote of Officers at a Council Meeting, or by majority vote at a General Meeting. All amendments must be reviewed by the Standing Committee on Constitution and Policy Manuals and recorded in the Revision History.

Revision History

This table records all amendments to the Constitution. Each entry corresponds to Semi-Annual General Meeting (SAGM) or other meetings at which changes were ratified. Future amendments must be added to this table.

Date	Meeting	Type	Description
2026-05-25	W26 SAGM	Amended	All Policy Manuals consolidates into By-Laws; officer roles, clubs policy and travel reimbursement updates per W26 SAGM motions.
2026-08-24	EngSoc General Meeting (Aug 24, 2026)	Amended	Changes to Chapter 6: Conference Code of Conduct & Chapter 8: Travel Reimbursement

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CHAPTER 1

GENERAL INFORMATION

CHAPTER 1: GENERAL INFORMATION

1.1 Purpose of the By-Laws

1. These By-Laws shall contain the consolidated policies regarding the operation of the Guelph Engineering Society.
2. These By-Laws are supplementary to and governed by the Constitution of the Guelph Engineering Society.
3. All Officers of the Society, affiliated Clubs, and delegates acting under the Society's name are bound by these By-Laws.

1.2 Official Language

1. English is the official language of all Society meetings, communications, and governing documents.

1.3 Purpose of the Society

1. The Society exists to represent and serve the interests of all undergraduate engineering students at the University of Guelph.
2. The objectives of the Society are as follows:
 - 2.1 Communication: The Society shall develop and maintain effective lines of communication between the Society and the College of Engineering, the University of Guelph as a whole and all other engineering and student-related organizations that share the goals of the Society, for the benefit for all members.
 - 2.2 Programs and Events: The Society shall promote and initiate programs and events centred on engineering education and engineering student social life.
 - 2.3 Advocacy: The Society shall respond to issues which directly impact its membership and will advocate in the best interests of the membership.
 - 2.4 Service: The Society shall promote the College of Engineering, its students, and the engineering profession in general, both at the University of Guelph campus and elsewhere, through charitable activity, fundraising, and community service.

1.4 Membership

1. Membership in the Society is granted to all University of Guelph students registered in the College of Engineering.
2. Legacy Membership: Any individual who was a Member of the Society and has since graduated or otherwise left the College of Engineering may be recognized as a Legacy Member. Legacy Members may be invited to Society events and recognized for their contributions.

CHAPTER 2

ENGINEERING SOCIETY OFFICE RULE

CHAPTER 2: ENGINEERING SOCIETY OFFICE RULE

2.1 Policy Manual

1. This Policy Manual shall contain policies regarding the use and maintenance of the Engineering Society Office (the "Office"), located in the Thornbrough Building, room 1421, including the lobby area in front of the office.

2.2 Thornbrough Manager

1. An officer, known as the Thornbrough Manager, shall be appointed by Council to oversee the operations of the Office.
2. The Thornbrough Manager shall maintain cleanliness and order in the Office.

2.3 Use of and Access to the Office:

1. Only Officers of the Engineering Society are permitted to access the Office.
2. Officers of the Engineering Society shall only use the Office or the Executive Office for Society-related business.
3. Office access may be revoked from an officer of the Engineering Society per the Policy Manual: Procedures for Removal from Office.

2.4 Office Hours:

1. Office hours will be assigned to each Officer on Council by the THRN Manager, with no officer being responsible for more than two (2) hours per week.
2. Executive Officers who are also members of the LabFund Committee shall be responsible for one (1) Office Hour in the Executive Office in lieu of 1 of 2 hours in the Office.

2.5 Trophy Cases:

1. Trophy cases shall only be used to display awards, memorabilia, merchandise, and other items of interest to the undergraduate engineering students.
2. Awards granted to students and staff at the College of Engineering shall be displayed as prominently as possible.

2.6 Storage of Personal Goods:

1. No person shall store personal or other non-Council-related goods within the Office or the Executive Office.

CHAPTER 3

OFFICER JOB DESCRIPTIONS

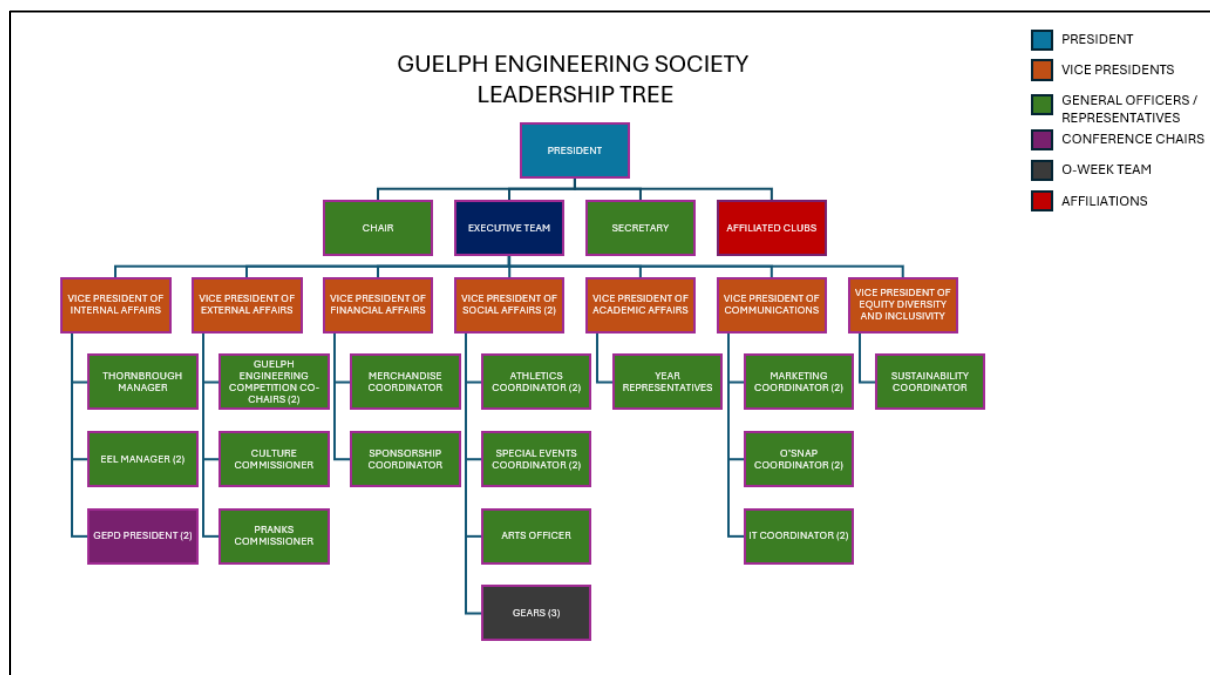
CHAPTER 3: OFFICER JOB DESCRIPTIONS

3.1 Policy Manual

1. This Policy Manual shall contain policies regarding the roles and responsibilities of Officers of Council.

3.2 Leadership Tree

1. The following Leadership Tree shall be used as a reference for which positions are responsible to which Executive Officer:



3.3 General Officer Responsibilities

1. Each council member must:
 - 1.1 act as Primary Organizer for at least one event per year,
 - 1.2 be drafted as an event volunteer as needed, in the following order of precedence:
 - 1.2.1 Year Representatives (first through fifth),
 - 1.2.2 Vice President of Social Affairs
 - 1.2.3 General Officers
 - 1.2.4 External Officers
 - 1.2.5 Vice Presidents
 - 1.2.6 President

- 1.3 write a year-end report explaining how to perform all duties required of the position, including what went well and what should be changed,
- 1.4 participate in Engineering Society events when possible,
- 1.5 act in the best interest of the Engineering Society,
- 1.6 maintain their position-specific folder on the Engineering Society Microsoft Teams and ensure it is updated with all relevant working files throughout the year,
- 1.7 sit for office hours, as required, and,
- 1.8 follow the University of Guelph Student Risk Management policies at all times.

3.4 Executive Officer Responsibilities:

1. Executive Officers must act as the leader of their respective teams within Council as described in the Leadership Tree, including:
 - 1.1 meeting with their team members as required,
 - 1.2 acting as the primary source of help to their team members,
 - 1.3 providing team members with feedback and suggestions as required,
 - 1.4 delegate tasks related to their position, and,
 - 1.5 Check in with their team members at least once every month.
2. Executive Officers must attend a weekly or biweekly Executive Meeting chaired by the President.

3.5 Event Organization Responsibilities:

1. When running an event, the Event Organizer must:
 - 1.1 prepare a budget for approval by Council at least one week prior to running the event,
 - 1.2 provide a financial accounting of the event no more than one week after the end of the event, and,
 - 1.3 prepare a detailed debriefing of the event, including a report on the operation of the event, its successes, failures, and concerns.
 - 1.4 must fill out the EDI Checklist and gain approval from VP EDI
2. During all event proceedings, the University of Guelph Student Risk Management Policy must be followed.

3.6 Responsibilities of the President:

1. The President shall serve as the primary representative of the members of the Society.
2. The President shall also serve as the overseer of all general matters related to the Society.
3. The President shall have direct responsibility and authority over the following elements of the Society:
 - 3.1 the entire Society, acting as the primary representative, and,
 - 3.2 the executive officers of the society.
 - 3.3 the Secretary and Chair
 - 3.4 All Engineering clubs accredited by The Society
4. The President shall also:
 - 4.1 act as the official representative and spokesperson for the Society,
 - 4.2 represent students during faculty council meetings, times of student concern, on the College of Engineering Planning Committee, at the CEPS Student Council, on the December 6th Memorial Committee, Lab Fund Committee and at alumni events,
 - 4.3 ensure that every Society position is discharged with efficiency and integrity,
 - 4.4 have cheque co-signing authority on the General Account, along with the Vice President of Internal Affairs and the Vice President of Financial Affairs,
 - 4.5 ensure all events endorsed by the Society follow Student Risk Management policies,
 - 4.6 coordinate a year-end report, also known as a transition report, on the operations of Council, including receiving contributions from each member of Council,
 - 4.7 ensure that the year-end report is distributed to newly-elected Council Members no later than one month after reports have been collected from outgoing Council Members,
 - 4.8 represent the Society at the local Professional Engineers Ontario chapter in the event that the Vice President of Operations is unable to attend,

- 4.9 provide Council Members with a positive reference upon satisfactory completion of their duties,
- 4.10 ensure all College of Engineering committees have adequate student representation, including assigning two representatives to the Faculty Council, the Curriculum Committee, and the Program Committee.
- 4.11 provide Executive Officers with private feedback and suggestions regarding their performance at the midpoint of each semester,
- 4.12 run and chair a bi-weekly executive meeting, and,
- 4.13 act as the liaison between the Society and the Co-operative Education & Career Services department, and other career-related services on campus, and,
- 4.14 commit to the Presidential Advisory Board for 3 years following their active term as President. Active participation on this board includes but is not limited to: providing updated contact information to the acting President and being available for discussion via the most convenient means of meeting at least twice a semester.

3.7 Responsibilities of the Vice President of Internal Affairs:

- 1. The Vice President of Internal Affairs (VP Internal) shall oversee maintaining the integrity of the constitution and policy manuals, ensuring both that the Society abides by all relevant constitutional documents, and that the documents are maintained and updated regularly.
- 2. The VP Internal shall also be responsible for the operation and maintenance of the Engineering Equipment Fund (also known as Lab Fund) and the Engineering Endowment Fund.
- 3. The VP Internal shall have direct responsibility and authority over the following elements of the Society:
 - 3.1 the Electoral Committee, acting as Chief Electoral Officer,
 - 3.2 the Constitutional Advancement Committee, acting as its chair,
 - 3.3 the Lab Fund Committee, acting as its chair,
 - 3.4 the Thornbrough Manager,
 - 3.5 The EEL Manager,
 - 3.6 Professional Development Coordinators

4. Assist in hiring the GEPD team and oversee that PDC and other large-scale professional development events are carried out successfully, providing assistance where needed.
5. Join the College of Engineering Safety Committee.
6. The VP Internal shall also:
 - 6.1 assist the President in the execution of his/her duties,
 - 6.2 have cheque co-signing authority on the General Account, along with the President and the Vice President of Financial Affairs,
 - 6.3 act as the Chief Electoral Officer, ensuring that elections are conducted as outlined in the Constitution,
 - 6.4 review and propose changes to the Constitution with the assistance of the Standing Committee,
 - 6.5 act as the chairperson for the Engineering Equipment Fund committee, ensuring that the fund is properly administered according to the Constitution of the Engineering Equipment Fund,
 - 6.6 be responsible for all Society files that are considered Internal to the College of Engineering,
 - 6.7 be responsible for organizing the Society's Semi-Annual General Meeting (SAGM), once in the fall semester and once in the winter semester, ensuring members of the executive team complete an accountability presentation,
 - 6.8 ensure affiliate members complete an accountability presentation before SAGM ends,
 - 6.9 act as a moderator for the undergraduate engineering listserv,
 - 6.10 track Lab Fund purchases to ensure the equipment reaches its designated caretaker after use, and,
 - 6.11 ensure the following awards are voted on and distributed to deserving recipients:
 - 6.11.1 Bill James Award
 - 6.11.2 Athlete of the Year (2)
 - 6.11.3 Gordon F. Morton Award
 - 6.11.4 Golden Peter Award
 - 6.11.5 Scott A. Robertson Award
 - 6.11.6 EngSoc Most Valuable Person Award

6.11.7 Bill Verspagen Award

6.11.8 Class of the Ass, and,

7. make Lab Fund financial information available to any undergraduate student within 10 days upon request.

3.8 Responsibilities of the Vice President of External Affairs:

1. The Vice President of External Affairs (VP External) shall be responsible for the day-to-day representation of the Engineering Society to all bodies considered external to the Guelph Engineering Society, including, but not limited to: The Canadian Federation of Engineering Students (CFES), the Engineering Student Societies' Council of Ontario (ESSCO), and the Professional Engineers Ontario Grand River Chapter (PEO).
2. The VP External shall attend all conferences that host a plenary or general assembly, including the Summit on Development of Engineering Societies (SDES), the Canadian Engineering Leadership Conference (CELC), the Canadian Engineering Spring Summit (CESS), ESSCO President's Meeting (PM), the First Year Integration Conference (FYIC), the Conference on Advocacy and Leadership in Engineering (CALE), and ESSCO Teleconferences (TCs), and any online general assemblies that may be scheduled.
 - 2.1 If the VP External cannot attend one of these meetings due to circumstances deemed acceptable by the executive team, they will appoint a head delegate who the Society deems capable of representing the student body in voting procedures.
3. The VP External may attend other CFES and ESSCO conferences, such as the PEO Student Conference (PEO-SC), the Conference on Diversity in Engineering (CDE), and the Conference on Sustainability in Engineering (CSE), but is encouraged to select a head delegate from the pool of delegates to provide opportunities to more Society members.
4. The VP External shall have direct responsibility and authority over the following elements of the Society:
 - 4.1 the Delegation Selection Committee, acting as Conference Coordinator.
 - 4.2 Guelph Engineering Competition Co-Chairs, keeping them on-task.

5. The Vice President of External Affairs shall serve as a student member of the local chapters of Professional Engineers Ontario and the Ontario Society of Professional Engineers.
6. Ensure the upkeep and creation of engineering traditions and maintenance of the knowledge of traditions among the Society throughout the events held by the society, including respective Vice President External tradition.
7. The VP External shall also:
 - 7.1 assist the President in the execution of his/her duties,
 - 7.2 Determine which CFES and ESSCO conferences to send delegates to, based on the host location, cost of travel and fees, and value provided to Society members.
 - 7.3 Create a Delegation Selection Committee, that consists of at least one other non-attending executive member of the society and the faculty advisor.
 - 7.4 Select delegates for all CFES and ESSCO conferences for which the above considerations are deemed feasible for the Society, alongside the Delegation Selection Committee.
 - 7.5 Select only students that are enrolled in the College of Engineering for conferences.
 - 7.6 Share with the Council when there is a Call to Bid from either the CFES or ESSCO Board, and
 - 7.7 submit to Council a summary all Society-sponsored conferences, which shall be made available on the Engineering Society website,
 - 7.8 ensure all sponsored conference delegates submit a report to Council,
 - 7.9 assist with the registration for the Ontario Engineering Competition and Canadian Engineering Competition as required,
 - 7.10 be responsible for obtaining any relevant external information and delivering it to the members of the Society upon request,
 - 7.11 be responsible for acquiring financial support from external sources for conferences, and,
 - 7.12 prepare a budget for travel and conference fees for all conferences throughout the year, estimating costs based on previous fees, conference locations and an estimation of the number of delegates

attending, which shall be delivered to the Vice President of Financial Affairs prior to August 1st of the Council term.

7.13 Act as member of the Lab Fund Committee.

7.14 Assist with the running of the Guelph Engineering Competition.

3.9 Responsibilities of the Vice Presidents of Social Affairs:

1. The Vice Presidents of Social Affairs (VPs Social) shall serve as the overseers of all events run by the Guelph Engineering Society that are deemed social by nature.
2. The VPs Social shall ensure all events are run smoothly, safely, and abide by all University of Guelph Student Risk Management policies.
3. The VPs Social shall have direct responsibility and authority over the following elements of the Society:
4. Week committee including executives, and indirect responsibility for all other O-Week Big Buddies and volunteers,
 - 4.1 Corn Roast and the Corn Roast volunteers,
 - 4.2 the Engineering Banquet and the Banquet Committee,
 - 4.3 the Special Events Coordinators, Athletics Coordinator and Arts Officer.
5. The VPs Social shall also:
 - 5.1 make all arrangements for the social functions sponsored by the Society,
 - 5.2 be responsible for issuing event tickets,
 - 5.3 assist the OSNAP Coordinator with the creation of the Frosh Handbook and the Merchandise Coordinator with the creation of Frosh Kits, and,
 - 5.4 ensure that the Traditions of Guelph Engineering are recorded and upheld from year to year, and
 - 5.5 facilitate O-week committee training, including but not limited to Equity, Diversity, and Inclusivity Training, and
 - 5.6 ensure Big Buddies and volunteers receive mandatory training and all the aforementioned O-week members sign an accountability waiver, and
 - 5.7 With the help of the VP EDI, facilitate O-Week committee training, including but not limited to Equity, Diversity, and Inclusivity training
 - 5.8 Be the liaison between Engineering Wellness and the student body and help organize events that Wellness is hosting.

3.10 Responsibilities of the Vice President of Financial Affairs:

1. The Vice President of Financial Affairs (VP Finance) shall serve as the primary financial officer of the Society and act as primary authority on all finances of the Society.
2. The VP Finance shall have direct responsibility and authority over the following elements of the society:
 - 2.1 the Merchandise Coordinator,
 - 2.2 the Sponsorship Coordinator(s).
3. The VP Finance shall also:
 - 3.1 ensure that all bills sanctioned by Council are paid,
 - 3.2 have primary cheque co-signing authority along with the President and the Vice President of Internal Affairs on the General Account and Publications Account,
 - 3.3 keep financial documentation and maintain any other records as necessary, including but not limited to cheque documentation, expense reports, actual spending, monthly till balances, to be made available to any undergraduate student within 10 days upon request,
 - 3.4 receive all subscriptions and hold all funds for the Society,
 - 3.5 prepare a budget, including a club budget, with the help of the President, Vice President of External Affairs, and Vice Presidents of Social Affairs, for Council approval, no later than two weeks after approval,
 - 3.6 maintain the required float for the beginning of each semester,
 - 3.7 keep an accurate account of each year's graduation fund,
 - 3.8 ensure that the Council adheres to all financial practices outlined in the Constitution,
 - 3.9 train all incoming Council Members on cash handling and Shopify procedures,
 - 3.10 make reports to Council from time to time regarding the financial state of the Society, and,
 - 3.11 at the final meeting of each semester, present the initial budget and actual spending throughout the semester.
 - 3.12 ensure that any money transferred from the Society in any form other than signed cheque be accompanied by a completed Money Transfer

Form, which can be found in the Policy Manual: Cash Handling Procedures, and,

- 3.13 invoice any debt owed to the Society within five (5) business days of the debt, using net-30 day terms.
- 3.14 Act as member of the Lab Fund Committee
- 3.15 Act as the Store Owner of the Guelph Engineering Shopify account
- 3.16 In conjunction with the Merchandise Officer and applicable Officers, determine pricing of new merchandise and tickets
- 3.17 Build and maintain a Corporate Sponsorship Portfolio which is to be presented to the council at the final meeting of the semester,
- 3.18 Build and maintain a sponsorship package tailored to the Corporate Sponsorship Portfolio for the purpose of securing sponsorship for the Society,
- 3.19 Work with the VP fairs to build and maintain long-term relationships and corporate partnerships between the Society and local industries for the purpose of sponsorship for the Society, and student-industry development.

3.11 Responsibilities of the Vice President of Academic Affairs:

- 1. The Vice President of Academic Affairs (VP Academic) shall represent the Society and its members to the Faculty of Engineering and the College of Engineering and Physical Sciences on all academic and curricular matters.
- 2. The VP Academic shall act to enhance the quality of education delivered to all Guelph Engineering students.
- 3. The VP Academic shall have direct responsibility and authority over the following elements of the Society:
 - 3.1 the Year Representatives.
- 4. Maintain a working relationship with the Leadership, Education, and Development Advisor, in the Office of Student Affairs at the University of Guelph
- 5. The VP Academic shall also:
 - 5.1 assist the President in the execution of his/her duties,

- 5.2 act as the official ombudsperson for any and all academic concerns that any undergraduate engineering students have, and to do so in confidence if requested by the student(s) or the Council,
- 5.3 actively investigate educational and academic issues for undergraduate engineering students,
- 5.4 represent the Society to the Faculty Council on all academic and curricular matters such as townhall meetings,
- 5.5 be aware of, and discuss, relevant accreditation issues and represent the undergraduate engineering students at any accreditation visits,
- 5.6 liaise with the student senate representatives regarding relevant academic concerns,
- 5.7 liaise with the College of Engineering Ad-Hoc Committee,
- 5.8 organize at least one short course each semester that enhances student learning, and at least one WebAdvisor Party in the Fall Semester before course selection, and,
- 5.9 assist the Vice President of Internal Affairs with Lab Fund,
- 5.10 be responsible for maintaining the academic feedback box and bringing suggestions to faculty and curriculum meetings,
- 5.11 update Council when needed with a summary of recent faculty meetings, progress, or changes under discussion, and,
- 5.12 Write one academic report to be sent to the Director and all members of the Curriculum Committee that includes student issues, reasons why, and recommendations; sent during the last month of the Winter Semester, and,
- 5.13 hold the Year Representatives accountable for their actions.
- 5.14 organize a Town Hall meeting each semester with the Dean, Director, and students, sending a report to the student body should the meeting not be held

3.12 Responsibilities of the Vice President of Equity, Diversity and Inclusion:

- 1. The VP EDI shall be responsible for providing Equity, Diversity, and Inclusivity resources and recommendations to the Society to make all events and services accessible to all student groups
- 2. The VP EDI shall:

- 2.1 Maintain relationships and, if applicable, attend club meetings of any and all clubs related to equity, diversity, and inclusion, including but not limited to WiSE, EngiQueers, and Guelph Black Professionals
- 2.2 Facilitate O-Week Committee/big buddy EDI training
- 2.3 Assist VP Social and the social team in planning all events and ensuring they are accessible for all students
- 2.4 Be a resource for referring students to Student Accessibility Services
- 2.5 Responsible for the use of inclusive language and other content in all materials created and endorsed by the Society
- 2.6 Provide resources and recommendations for land acknowledgements and EDI for relevant events
- 2.7 Responsible for organizing land acknowledgements at weekly meetings
- 2.8 Run one event per semester to related to EDI
- 2.9 Participate in EDI training before the start of their term
- 2.10 The VP EDI shall have direct responsibility and authority over the following elements of the Society:
 - 2.10.1 The International Student Representative.
 - 2.10.2 The EngSoc EDI Circle
 - 2.10.3 The Sustainability Coordinator
- 2.11 Responsible for the continued decolonization efforts within the SOE and Engineering Society
- 2.12 The responsibility of the EngSoc EDI Circle shall include: Covering 4 areas of EDI, including accessibility, LGBTQ2S+ matters, BIPOC (Black, Indigenous, and People of Colour) matters and Mental Health/Wellness.
- 2.13 Each area of the EDI Circle shall have one person hired and will serve a one-year term. Their goal is to explore areas of improvement, listen and act on student concerns, advocate for their respective area of EDI within the Society and student body, and share educational resources with the student body.

3.13 Responsibilities of the Vice President of Communications:

1. The Vice President of Communications shall be responsible for promotion of the Society, its events, and the services it offers.

2. The Vice President of Communications shall also ensure that all printed material disseminated by the Society is non-offensive and in good taste.
 3. The VP Communications shall have direct responsibility over, and will support the work of the following officers of the Society:
 - 3.1 the OSNAP Coordinator(s)
 - 3.2 IT Coordinator(s)
 - 3.3 Marketing Coordinator(s)
 4. Should there be vacancies in the aforementioned officer positions, the VP Communications will assume the responsibilities of these officers.
 5. The Vice President of Communications shall prepare a strategy and content schedule to promote engineering-related dates, including but not limited to:
 - 5.1 the December 6th memorial, in tandem with the National Day of Remembrance and Action on Violence Against Women,
 - 5.2 National Engineering Month (NEM) in March,
 - 5.3 and International Women in Engineering Day, on June 23rd.
- 3.14 Specifically, the Vice President of Communications shall:
- 1.1 be responsible for the publicity of engineering events through campus media and local media.
 - 1.2 Manage all society social media accounts and passwords, including Facebook, Instagram, LinkedIn, Twitter, and be the sole respondent to direct messages and comments to ensure messaging is correct and consistent
 - 1.3 Act as member of the Lab Fund Committee.

3.15 Responsibilities of the International Student Representative:

1. The International Student Representative shall be responsible for representing and communicating the best interest of the engineering international student body to the rest of the Society.
2. Specifically, the International Student Representative shall:
 - 2.1 assist other officers in their duties as required
 - 2.2 run one event per semester for the engineering international student body

3.16 Responsibilities of the Year Representatives:

1. Each Year Representative shall be responsible for representing and communicating the best interest of his/her respective class and discipline to the rest of the Society.
2. Each Year Representative shall also be responsible for communicating all relevant non-confidential information shared within the Guelph Engineering Society to their respective class and discipline.
3. Specifically, each Year Representative shall:
 - 3.1 assist other officers in their duties as required,
 - 3.2 create a calendar of important deadlines, midterms and all other relevant class dates within two weeks of the start of the semester, for use for event timing planning by the Society,
 - 3.3 ensure all calendar information is added to the calendar on the Society's website,
 - 3.4 meet with professors from their year to get and give feedback on student progress, and,
 - 3.5 join at least one committee within the Society and take on a project within the committee, as outlined below:
 - 3.5.1 First Year Representatives: Banquet, EnggPub, Garage Sale
 - 3.5.2 Second Year Representatives: Pizza Day, EnggPub
 - 3.5.3 Third Year Representatives: Corn Roast, Movember, Banquet
 - 3.5.4 Fourth Year Representatives: Grad Party, Iron Ring Ceremony, acting members of the Lab Fund Committee
 - 3.6 First and Second Year Representatives shall participate in the meeting of at least one external committee – given that there is no conflict in scheduling – in the College of Engineering on a rotational basis at the discretion of the VP Academic which can include but is not limited to: Wellness Committee and CEPS.
 - 3.7 Third and Fourth Year Representatives shall serve on their respective Curriculum Committees within the College of Engineering. Should there be a conflict in schedule, they shall be responsible in finding a replacement within Council.

3.17 Responsibilities of the Merchandise Coordinator:

1. The Merchandise Coordinator shall be responsible for promoting the Guelph Engineering brand through merchandise.
2. Specifically, the Merchandise Coordinator shall:
 - 2.1 promote the sales of Guelph Engineering merchandise throughout the college,
 - 2.2 re-stock merchandise as stocks run low,
 - 2.3 manage leather jacket sales,
 - 2.4 ensure the proper distribution of all clothing orders,
 - 2.5 discontinue sales of unsuccessful merchandise,
 - 2.6 design new merchandise,
 - 2.7 Upload merchandise and tickets to the Guelph Engineering Shopify website as needed,
 - 2.8 Upload the merchandise on the Shopify account for easy sale and documentation, and,
 - 2.9 Ensure inventory levels match the Shopify value on a bi-semesterly basis, and,
 - 2.10 Act as a staff account on the Guelph Engineering Shopify account, and,
 - 2.11 create and update a merchandise summary book, including prices and pictures of all merchandise, and,
 - 2.12 run a garage sale, with the help of the first-year representatives, once per year.

3.18 Responsibilities of the Special Events Coordinators:

1. The Special Events Coordinators shall be responsible for organizing all charity events held by the Society.
2. The Special Events Coordinators shall ensure that all collected funds and other donations are properly transferred to the appropriate charities.
3. Specifically, the Special Events Coordinators shall:
 - 3.1 act as the primary liaison with the College Royal Organizing committee,
 - 3.2 supervise the organization of the Teeter-Totter-a-Thon, any College Royal events, and any National Engineering Week events,
 - 3.3 annually organize Trick or Eat, Movember, and Pi Day events.

- 3.4 Organize a sign up for the on-campus blood drive by Canadian Blood Services. organize and run, at least once per semester, the Blood Bus blood donation event.

3.19 Responsibilities of the Athletics Coordinator:

1. The Athletics Coordinator shall be responsible for organizing all sporting events held by the Society.
2. Specifically, the Athletics Coordinator shall:
 - 2.1 organize sporting events, including but not limited to the alumni tournament, and the student athletic events in the interest of the Society,
 - 2.2 organize intramural teams for each semester in sports of the Society's interest,
 - 2.3 organize any inter-university engineering sporting event hosted by the society, such as the annual ESSCO hockey or rugby tournaments, if entering is in the interest of the Society,
 - 2.4 be responsible for any athletic equipment owned by the Society, including any lending of equipment as required,
 - 2.5 assist the Vice Presidents of Social Affairs with the organization of sporting events during O-Week (MEEC in September)

3.20 Responsibilities of the Thornbrough Manager:

1. The Thornbrough Manager shall be responsible for maintaining the Engineering Society office.
2. The Thornbrough Manager shall maintain the Society equipment throughout Thornbrough, including but not limited to fridges and printers.
3. Specifically, the Thornbrough Manager shall:
 - 3.1 order all consumable office inventory, including printer toner, binding supplies, and paper,
 - 3.2 maintain the cleanliness and organization of the Society office,
 - 3.3 create a weekly microwave cleaning schedule, rotating through all Council members,
 - 3.4 develop and maintain an office inventory system,
 - 3.5 act as liaison between students and the College of Engineering Technical Support team as printer issues arise, and,

- 3.6 monitor e-mails sent to the gesthorn@guelphengsoc.com address, and,
- 3.7 be responsible for organizing, maintaining, and managing the Society's office hour schedule.
- 3.8 be responsible for cleaning out lost and found items at the end of every exam period of the Fall and Winter semester, donating or properly disposing of items as required, and,
- 3.9 for any item with known ownership in the Lost and Found, be responsible for communicating its location to the owner of the item."
- 3.10 Manage the lockers that are held by the Engineering Society

3.21 Responsibilities of the IT Coordinators

- 1. The IT Coordinators shall be responsible for the creation, upkeep and oversight of all Society related web pages.
- 2. Specifically, the IT Coordinators shall:
 - 2.1 manage the Society website and ensure that all information and pages are up to date with relevant information,
 - 2.2 manage the Society's Shopify account, ensuring that the store is visually appealing and functions properly,
 - 2.3 manage the email template for weekly newsletters, guaranteeing that it can be sent out without causing bugs,
 - 2.4 compose a weekly announcement e-mail to be sent to members,
 - 2.5 update links, documents, and content on the Society website as required, including but not limited to: current council members, engineering event pictures, events, connections to the University of Guelph website, connections Engineering Clubs websites, Society meeting minutes, and governing documents.

3.22 Responsibilities of the OSNAP Coordinator:

- 1. The OSNAP Coordinator shall be responsible for publishing the College of Engineering student newspaper at least three times in the Fall Semester and four times in the Winter Semester."
- 2. The OSNAP Coordinator is also responsible for ensuring article contributions are non-offensive and in good taste.
- 3. Specifically, the OSNAP Coordinator shall:

- 3.1 lead and organize the OSNAP contributor team,
- 3.2 ensure that all Council members write at least one article per year,
- 3.3 create the Frosh Handbook each fall with the assistance of the Vice Presidents of Social Affairs.

3.23 Responsibilities of the Arts Coordinator:

1. The Arts Coordinator shall be responsible for creating events and opportunities for engineering students to display their artistic abilities.
2. The Arts Coordinator shall organize at least three events per year, with one event for each of the three arts: visual, dramatic, and musical.
3. Specifically, the Arts Coordinator shall:
 - 3.1 host visual arts events such as a photography contest, paint night, or lip sub,
 - 3.2 host dramatic arts events such as the engineering play and improv night,
 - 3.3 host musical arts events such as coffee house and lip dub, and,
 - 3.4 respond to e-mails sent to the arts@guelphengsoc.com e-mail address.

3.24 Responsibilities of the Chair:

1. The Chair shall be responsible for chairing regular Society meetings and Semi-Annual General Meetings
2. Specifically, the Chair shall:
 - 2.1 conduct all Regular Meetings of the Society following Robert's Rules of Order,
 - 2.2 be responsible for the creation and dissemination of a weekly agenda for meetings of the Society,
 - 2.3 preside over any Grievance Committee as chairperson, assist the Vice President of Internal Affairs in the running of elections, and,
 - 2.4 ensure the Constitution and Policy Manuals are followed at all meetings, bringing a copy of each document to each meeting for reference, and
 - 2.5 Act as a member of the Lab Fund committee.

3.25 Responsibilities of the Secretary:

1. The Secretary shall be responsible for producing and maintaining the records, correspondence, and meeting minutes of the Society.
2. Specifically, the Secretary shall:

- 2.1 prepare neat and accurate minutes of weekly Council meetings, biweekly executive meetings, and semesterly Lab Fund meetings, and,
- 2.2 distribute the meeting minutes within 48 hours of the end of a meeting, and,
- 2.3 maintain a filing system and library of all Society-related documents, and
- 2.4 Act as a member of the Lab Fund committee.

3.26 Responsibilities of the Sustainability Coordinator:

1. Be responsible for sustainability initiatives, including but not limited to consulting for events to minimize waste production, encourage recycling in Thorn, inform the students and faculty of sustainability programs on campus, and consult with engineering clubs such as ESW and the Sustainability Office regarding sustainability matters.

3.27 Responsibility of the EEL Manager:

1. The EEL Manager shall be responsible for organizing and maintaining the Engineering Equipment Library
2. Specifically, the EEL Manager shall:
 - 2.1 Maintain the cleanliness and organization of the Engineering Equipment Library,
 - 2.2 Maintain inventory of all equipment in the Equipment Library,
 - 2.3 Maintain and update the Equipment Library website,
 - 2.4 Track Lab Fund purchases to ensure the equipment reaches its designated caretaker after use, and,
 - 2.5 Order consumable office supplies for the Engineering Equipment Library,
 - 2.6 Act as a member of the Lab Fund committee.

3.28 Responsibilities of the Professional Development Coordinators

1. The Professional Development Coordinators shall be responsible for the overseeing the Guelph Engineering Professional Development (GEPD) team and running multiple professional development events throughout the year
2. Specifically, the Professional Development Coordinators shall:
 - 2.1 Act as Co-Presidents of the GEPD team
 - 2.2 Be responsible for hiring the GEPD team

- 2.3 Run the Professional Development Conference in the Fall semester, acting as Co-Chairs
- 2.4 Run at least one large professional development event in the winter semester.
3. As the Professional Development Coordinators oversee an entire team, they will not be mandated to hold office hours

3.29 Responsibilities of the Marketing Coordinators:

1. The Marketing Coordinators shall be responsible for the creation and dissemination of promotion material for the Society, its events, and the services it offers.
2. Specifically, the Marketing Coordinators shall:
 - 2.1 be responsible for the publicity of engineering events through campus media and local media,
 - 2.2 creation of visual promotion material for the society,
 - 2.3 manage all Society social media accounts, including and not limited to: Facebook, Instagram, LinkedIn, Twitter,
 - 2.4 responsible for In-Person advertising around Engineering Building.

3.30 Responsibilities of the Guelph Engineering Competition Co-Chairs (x2):

1. The Guelph Engineering Competition Co-Chairs shall be responsible for the running of the Guelph Engineering Competition.
2. Specifically, the Guelph Engineering Competition Co-Chairs shall:
 - 2.1 prepare an organizing committee team structure including:
 - 2.1.1 Vice presidents for the logistics, Internal Funding, Sponsorship, Marketing for the event.
 - 2.1.2 Two Team Leads for each design category being ran at the event, following the Ontario Engineering Competition category guidelines.
 - 2.2 ensure that all rooms are booked for the event,
 - 2.3 ensure that all SERMs are completed for the event,
 - 2.4 ensure that the Vice President of External Affairs is given a list of all competitors that will compete at the Ontario Engineering Competition,
 - 2.5 ensure that all prize money is handed out if any,

- 2.6 ensure that all marketing on the GES Instagram, LinkedIn, and weekly email is completed in a timely manner,
- 2.7 ensure that a competition schedule and rulebook is given to all competitors digitally for the event,
- 2.8 ensure that all competitions are supplied with appropriate building materials,
- 2.9 ensure that all competition categories have judges that are not undergraduate engineering students, and each judge be given a gift for their service,
- 2.10 ensure that all competitors have completed a registration form digitally.

3.31 Responsibilities of the Sponsorship Coordinator(s):

1. The Sponsorship Coordinator(s) will work with the Vice President of Finance Affairs. They shall be responsible for the following duties:
 - 1.1 find community partners and upkeep relations with them throughout the year,
 - 1.2 acquire sponsors for O-Week Handbook, O'Snaps and Events throughout the academic year,
 - 1.3 provide donation receipts to sponsors.

3.32 Responsibilities of the Culture Commissioner:

1. Work with the president to display engineering culture throughout the Albert.
 - A. Thornbrough building, which includes but is not limited to
 - 1.1 Patch and Covvie Culture (Purple)
 - 1.2 Leather Jackets
 - 1.3 Engineering Mascots
 - 1.4 The Scott Robertson Award
 - 1.5 Awards Presented at Banquet
 - 1.6 Engineering Clubs
 - 1.7 Recognizing Current Member Accolades
 - 1.8 The Prankers Code
 - 1.9 Worker Health and Safety & WHMIS

3.33 Responsibilities of the Pranks Commissioner(s):

1. Work with the President and Vice president External Affairs to prank another Guelph College of Engineering Society at least once per semester.
2. Follow the Prankers Code when conducting pranks under the Canadian Federation of Engineering Students.
3. Ensure pranks are committed in good faith, with minimal risk towards The Society.

CHAPTER 4

PROCEDURES FOR REMOVAL FROM OFFICE

CHAPTER 4: PROCEDURES FOR REMOVAL FROM OFFICE

4.1 Policy Manual:

1. This Policy Manual shall contain policies regarding the removal of Council Officers from their position on Council.

4.2 Resignation:

1. An Officer on Council shall be permitted to resign their position on Council at any time.
2. A notice of resignation is considered to be in effect upon submission to Council at a Meeting of the Society.

4.3 Removal of an Officer:

1. An Officer who is judged, at the discretion of the President or the Vice President of the Officer's sub-group, to be incapable of performing, or in dereliction of, his or her duties as listed in the Policy Manual: Officer Job Descriptions, or who breaks any rules of the Constitution of the Society, shall follow the following escalation policy:
 - 1.1 Level 1: The Officer must meet with either the President or the Vice President of their sub-group, to discuss that Executive Officer's concerns and suggestions for performance improvement. The Officer will be required to complete a journal entry of the tasks and duties fulfilled on a weekly basis and submit it to the President and the Vice President of their sub-group, until these Executive Officers are satisfied that notable improvement has occurred. Should the officer not make themselves available for this meeting within two weeks of contact through their university e-mail, the case shall be escalated to Level 3.
 - 1.2 Level 2: Should the officer remain in dereliction of duty after the meeting and journal submission described in Level 1, as judged by the President or the Vice President of the sub-group, they shall be moved to Level 2, and an offer will be extended for the officer to resign voluntarily.
 - 1.3 Level 3: Should the officer remain in dereliction of duty after being moved to Level 2, the President shall share the journal entries submitted from Level 1 with the Council at least two days before a Council Meeting. The officer shall be relieved of their position upon a majority vote of Council.

- 1.4 Level 4: In the case of an egregious violation of Society or University policy by an officer of the Society, the Council, at its discretion and with a two-thirds majority, may prohibit an officer from running for a Council position in the next Council term.

4.4 Egregious Behaviour:

1. An Officer may be immediately moved to a higher escalation level in the following circumstances, as judged by the President:
 - 1.1 The council member is judged to be incapable of performing his or her duties, or refuses to complete his or her duties, as listed in the Policy Manual: Officer Job Descriptions.
 - 1.2 The council member is judged to be a risk to the security of assets of the Society, including but not limited to: items in the main office, executive office, basement storage, till, and bank account.
 - 1.3 The council member breaks the rules of the Constitution of the Engineering Society, including but not limited to: abuse of power, stealing and/or borrowing money from the Society, causing the Society to receive a strike from the University of Guelph Student Risk Management policy, engages in verbal or sexual harassment, harms themselves or others.

CHAPTER 5

CASH HANDLING PROCEDURES

CHAPTER 5: CASH HANDLING PROCEDURES

5.1 Policy Manual:

1. This Policy Manual shall contain policies regarding the handling of cash within the Society.

5.2 Event Ticket Sales:

1. Each event will be added to Shopify on the Engineering Society iPad.
2. The Society members will sell tickets through Shopify as they would merchandise discussed below.
3. For each event, a ticket selling committee shall be selected from Council Members who are trained in cash handling procedures.
4. For events with tickets which cost less than \$15, a cash box shall be used and counted by the event organizer at the end of each week.
5. For events with tickets costing greater than \$15, cash must be counted daily, and stored in sealed envelopes signed by the counter.
6. The total amount of money must balance against the amount of sold tickets, counted by the event organizer with the assistance of the Vice President of Financial Affairs at the end of each day.
7. Cash must be stored in the Society's safe.

5.3 Merchandise and Print Credit Sales:

1. Cash received for merchandise and print credit sales must be stored in the cash register.
2. The Vice President of Financial Affairs shall count the contents of the cash register, leaving only a small float in the register at any time.
3. The Merchandise Office will add merchandise products onto the Engineering Society Shopify account to keep track of the number of products sold, and to allow the use of credit cards.
4. Upon the sale of the product the Society members will add the item to the cart, take the payment either by cash or credit card information (swipe or input numbers), then send the customers a digital receipt through their school email.
5. The sales are SOE automatically updated to the records of the Vice President of Finance to track inventory.
6. For print credit, only cash is accepted.

7. Shopify will still be used to track the number of these sales.
8. The Society member will input print credit as a quick sale, then put the cash in the register.

5.4 Training:

1. All incoming Council Members shall be trained in cash handling procedures, including the use of the cash register, by the outgoing Vice President of Financial Affairs.

CHAPTER 6

CONFERENCE CODE OF CONDUCT

CHAPTER 6: CONFERENCE CODE OF CONDUCT

6.1 Policy Manual:

1. This Policy Manual shall contain policies regarding attendance at Society-endorsed conferences for all student delegates selected to represent the Guelph Engineering Society.

6.2 Conference Funding Requests:

1. The Society shall set aside funds from the Engineering Equipment Fund for the purpose of sending student delegates to Society-endorsed conferences and competitions.
2. Any Member of the Society, or Club accredited by the Society, may request funding for a conference or competition.
 - 2.1 A member is classified as anyone registered in a program that falls under the College of Engineering.
 - 2.2 If a member is not in a program under the College of Engineering, they cannot attend the conference/competition.
3. The Society shall prioritize funding for the Vice President of External Affairs or designated alternative to attend the annual general meetings of the Engineering Student Societies' Council of Ontario (ESSCO) and the Canadian Federation of Engineering Students (CFES).
4. Any selected delegate who fails to attend a conference funded by the Society must reimburse the Society in full for all costs incurred.
5. Notwithstanding subsection (4), and particularly for compassionate reasons, Council may choose to waive the required reimbursement.
6. Requests for funding must follow the policies outlined in the Chapter 8 of the Travel Reimbursement Policy Manual.

6.3 Expectations of Delegates:

1. Each delegate shall:
 - 1.1 behave in a manner that positively reflects on the University of Guelph and the Society,
 - 1.2 dress appropriately for the conference, as specified by the conference organization committee,

- 1.3 attend and be fully able to actively participate in all sessions assigned to the by the Head Delegate, including but not limited to all workshops and discussions, and,
 - 1.4 be fully financially responsible to the Society to cover all damages, and fines incurred as a result of their actions.
2. Delegates, under the supervision of the Vice President of External Affairs, must create and submit a Conference Takeaway to Council within two (2) weeks of the end of the conference attended.
 - 2.1 Conference takeaways can include: O'Snap Article, Post for Instragram, written report, etc.
3. All delegates will be required to submit a delegate testimony after the conference for future VPX's to use for promotion of the Conference.

6.4 Consequences

1. Delegates that fail to adhere to this code must attend a hearing held by the Society.
2. Consequences may include:
 - 2.1 Requirement to fully pay for delegate fee and travel to the society,
 - 2.2 Loss of opportunity to attend external opportunities for the rest of the academic year,
 - 2.3 Put member in bad standing with the Engineering Society
3. The consequences will be decided by council and a vote on appropriate action.

CHAPTER 7

CLUBS

CHAPTER 7: CLUBS

7.1 Policy Manual:

1. This Policy Manual shall contain policies regarding the accreditation and affiliation process along with club emergency procedures by the Society, of Engineering Clubs / Teams and Student Organizations.

7.2 Definition of an Engineering Club / Team or Student Organization:

1. An Engineering Club / Team or Student Organization ("Club") is a non-discriminatory, organized student group that is recognized by the Engineering Society ("Society") and governed by a constitution designed to cater to the specific interests of students enrolled in the College of Engineering and advances at least one of the objectives of the Society as defined in the Constitution of the Guelph Engineering Society (Appendix A).

7.3 Definition of Accreditation, Affiliation

1. Club accreditation ("accreditation") refers to the initiation of a new club that has received approval from the Engineering Society by justification and presentation of their initiatives in a Society meeting. Club affiliation ("affiliation") refers to the continued support of a club by the Society, granted that the club upholds the reputation and values of the Society.

7.4 Probationary Affiliation:

1. A Club which has expressed interest in becoming accredited with the Engineering Society must meet the following milestones:
 - 1.1 Completion of the accreditation process from the Engineering Society, (Appendix B)
 - 1.2 written confirmation that a member of the College of Engineering faculty has accepted the role of faculty advisor,
 - 1.3 ratification of a constitution containing a voting procedure and a succession plan,
 - 1.4 Preliminary written approval from the Office of the Director of the College of Engineering,
 - 1.5 preparation of a Year Zero plan, following the Year Zero Policy, and,

- 1.6 provide written agreement to abide by the Alcohol and Drug Policy (Appendix C),

7.5 Year Zero Policy:

1. Prior to becoming an accredited organization of the Society, a Club must prepare a Year Zero Plan, defined as a strategic document outlining a plan for the first academic semester of operation.
2. The Year Zero Plan shall contain the following information:
 - 2.1 the purpose, to include the general goals, objectives, and direction of the group
 - 2.2 a definition of membership requirements including a listing of officer titles and duties
 - 2.3 quorum requirements for conducting official business
 - 2.4 a procedure outlined to allow the club members to approve any changes to the constitution
 - 2.5 executive position holders for the current academic year, including contact information.
 - 2.6 a summary of its planned activity in the first semester,
 - 2.7 a written emergency action plan for practices, competitions, or other Club events (Appendix D)
 - 2.8 a cost breakdown and all projected revenues for the semester,
 - 2.9 a breakdown of funding sources which may include, but are not limited to, the estimated incoming funds from the Society, the University of Guelph Student Life Fund, and any external sponsorship, and, any logistical information/requirements including room bookings, speakers, food, or project equipment.
3. After the presentation to the Society Council of evidence of the completion of each of these probationary accreditation milestones, the Council may vote to approve the club accreditation, as well as deem the club high or low risk. Clubs will be considered high risk if they require green card certification in order to access club spaces or facilities that might be used by the club.
4. Voting will follow this schedule:
 - 4.1 Club accreditation seeking members must not be present for the duration of Council further discussion and voting.

4.2 Voting will follow an anonymous digital form in which a 2.5/5 or greater score must be achieved for the affiliation to pass.

7.6 Upon successful completion of all the above, the Society may then request approval for the Club to receive SOE recognized Probationary Club Status from the Office of the Director of the College of Engineering,

7.7 Resources

1. The Vice President of Student Affairs and the College of Engineering Club Liaison will manage, in conjunction with the SOE administration, the spaces distributed to Clubs who successfully submit a Club Space Application Form (Appendix E). Access to allocated Club space will be granted after the allocation process is complete.
2. Clubs are required to submit a complete inventory list of all equipment belonging to the Club at the beginning of the fall semester. All inventory that is purchased with Lab Fund or college funds is to be recorded and barcoded into the college's inventory tracking system.
3. Funding resources are available to clubs once they have become accredited with the Society. Funding may be provided to Engineering Clubs based on a budget submitted to the Engineering Society at the beginning of each semester, and at the discretion of the Society and its budget allotted for the school year at hand, based on attendance by an executive member of an Engineering Club at both Semi-Annual General Meetings (SAGM) that happens in the fall and winter semesters.

7.8 Club Affiliation

1. A club will be considered affiliated when they have received accreditation and the President(s) (Article XI, 4., b), i.) have completed an IEDI Training Session, similar to that which is required for members of the Society, at the beginning of each semester to ensure that the Society's values are upheld by its student leaders.

7.9 Club Affiliation Grace Period

1. A club is said to be in the Club Affiliation Grace Period if they have received accreditation status and were affiliated in the previous but has not yet been

re-affiliated in the present semester. This grace period is valid until the deadline for affiliation as set by the Society.

- 1.1 While a club is in the grace period, they may make a club budget request,
- 1.2 Funding will not be released until full affiliation standing resumes with the Society.

7.10 Failure to Meet Procedures Outlined

- 1. Punishment for failure to uphold this policy manual is up to the discretion of the executives of the society.
 - 1.1 Minor Offences: A minor offense is a disobedience of this policy manual that does not put anyone's safety at risk. Clubs can receive up to 3 minor offenses before being upgraded to a major offense. Each warning is valid for exactly one year. A formal warning must be given (either written or at an EngSoc meeting) for the warning to be valid.
 - 1.2 Major Offences: A major offense is a disobedience that affects a club member's safety or when a club receives 3 minor warnings. If a major offense is committed, the club will lose their accreditation and affiliation with the society for the academic year. By losing accreditation, the club will lose access to their club space and they will lose the ability to hold events for the rest of the academic year. This offense is considered extremely serious, formal warning must be given to the club and the incident must be reported to the Dean of the College of Engineering.

7.11 Standard of Accreditation

- 1. Must operate on a not for profit basis and cannot pay any club members for their involvement in the club, such that all revenue is used to support the operations of the club
- 2. Affiliated clubs that charge membership fee's must demonstrate that fee's are used to support club operations
- 3. The name, mandate, scope, and focus shall not overlap significantly with that of other clubs within the Society
- 4. If similar clubs are applying for accreditation status at the same time, they will be given the following options: prove differentiation, merge together, or leave their application as is and compete for accreditation.

5. To achieve accreditation status, the club representatives must complete and submit the following:
 - 5.1 Club proposal letter detailing:
 - 5.1.1 Club name
 - 5.1.2 Club description
 - 5.1.3 Contact name, signatures, and email addresses of 5 Society members
 - 5.1.4 Type of Club (Design Team, Professional Development, Hobby/Interest, Societal/Community)
 - 5.1.5 Club Constitution
 - 5.1.6 A Year Zero Plan detailing the vision and goals for the club within its first year.

Appendix A: The Objectives of the Guelph Engineering Society as per the Constitution

Communication:

1. The Society shall develop and maintain effective lines of communication between the Society and the College of Engineering, the University of Guelph as a whole, the community of the City of Guelph, and all other engineering and student-related organizations that share the goals of the Society, for the benefit of all members.

Programs and Events:

2. The Society shall promote, and initiate programs and events centered on engineering education and engineering student social life.

Advocacy:

3. The Society shall respond to issues which directly impact its membership and will advocate in the best interests of the membership.
4. The Society shall collect input from the membership in various ways, including but not limited to the Year and Discipline representatives, town hall meetings, online surveys, polls, and petitions.

Service:

5. The Society shall promote the College of Engineering, its students, and the engineering profession in general, both at the University of Guelph campus and elsewhere, through charitable activity, fundraising, and community service.

Appendix B: Club Affiliation Form**GUELPH ENGINEERING SOCIETY****Club / Team / Organization Affiliation Form**

Club/Team: _____

Executive Members (contact information and position):

Primary Contact (for communication with The Council):

Number of Active Members:

Number of Members on ListServe:

Brief Description/Mission Statement (200 words maximum):

By completing this form, I, _____, agree to the following:

I understand that an Engineering Club, Team or Organization (“the Club”) is defined as one that is specific to the interests of students enrolled in the College of Engineering and follows the objectives of the Engineering Society (“the Society”). The objectives shall include the promotion and initiation of programs/events centred on engineering education and engineering student social life. A further objective is the promotion of the College of Engineering, its students and Engineering in general, both at the University of Guelph campus and the City of Guelph through charities, fundraisers and community service. A Club must

have at least 5 active members to operate. An active member participates in at least one event per semester.

I understand that the Club is responsible for submitting a current Constitution, which must outline Objectives/Purpose, Promotion of Interests of Members, Membership, Standard Operating Procedures (including means of communication with the Society), Election of Officers, finances, and an emergency procedure plan. The executive council of the Club must include the President, who has overall responsibilities for activities of the club; and a Treasurer or Treasurer/Secretary, who is responsible for maintaining the financial records of the Club.

I understand that should the current Society deem the club high risk, each member given access to technical facilities and/or hand tools will be required to complete a safety orientation conducted by the Technical Staff Advisor who will also maintain a list of dates and members who attended an orientation. Each club member must have their yellow card certification before being given access to any power tools including but not limited to drills, power saws and belt sanders. Each club member must have their red card certification before being given access to any specialty tools, including but not limited to mills, lathes and welders.

I understand that the Club is eligible for funding from the Society (for running of events, required office supplies, advertising, etc.). Funding may be provided to Engineering Clubs based on a budget submitted to the Engineering Society at the beginning of each semester, based on approval by a majority vote by Council up to a maximum of 20% of the previous academic semester's student fees returned to the Society. I understand that the Club budget is to be presented by a representative to Society in the second General meeting of the semester for approval. In the event the Club requires no funding from the Society, I understand that an intent to abstain must be communicated to the VP Student Life.

I understand that an executive member of the Club is responsible for representing the Club to Society and required to present current club activity to the Society once a semester in the form of a year end report by until the Semi-Annual General Meeting. A provision for delegating this responsibility should be included in the Club's constitution. Members of Society who hold an executive position in the Club cannot vote on the Club matters and must abstain.

I understand that the Club must follow the Student Organizational Policy (SOP) at all times to remain in good standing with the Society. The Society has the authority in administering the privileges associated with being an affiliated Club. The Club must create events for approval through the GryphLife SRM process two weeks prior to the event date.

I understand that advertising is available through the Society's weekly announcement email. This must be submitted to the Communications Officer via engpub@uoguelph.ca by Friday (approximately 4 days) prior to the release of the email. Paper advertisements must be approved by the Society before display in designated spaces in the SOE, however do not need to be SRM approved prior to advertising.

Signature of President: _____ Date: _____

Appendix C: Alcohol and Drug Policy

The University of Guelph is committed to maintaining an alcohol and drug free environment. Students using club spaces, including offices, are expected to adhere to the University of Guelph smoke-free policy, which includes no smoking, vaping, or the use of cannabis. There will be no sale or consumption of alcoholic beverages at club events to anyone under the age of 19.

Each club is responsible for financial independence of their club. Self-support is an essential principle of the club program.

We encourage clubs to fundraise to help supplement their program. All fundraising cheques must be made payable to the University of Guelph and submitted to the administrative officer to be deposited into the club account. All fundraising activities must adhere to the policies and procedures outline by the University of Guelph. Clubs may not sell, distribute or promote alcohol or tobacco as a fundraiser. This includes drinking establishments allowing the clubs to raise money. Events such as keg parties, is not an acceptable funding opportunity. If a club is found using alcohol or tobacco as a fundraiser, the club will be deemed inactive and all activities will be canceled.

Clubs may secure a sponsor to help with their fundraising. All sponsorship proposals must have prior approval of the clubs supervisor. Ensure that the sponsors would not reflect negatively on the University of Guelph. Exchange of goods/gift certificates in exchange for major event sponsorship is permitted. All clubs must speak with staff and/or faculty advisor before starting to approach any business for sponsorship.

Appendix D: Emergency Action Plan Template from SOE Club Policy Manual

All Clubs must complete and post in an obvious location the document, “Student Club / Team / Organization Space Emergency Procedures”. This document outlines the procedures and provides necessary contact information to be used in case of emergencies.

All Clubs are required to develop an Emergency Action Plan for practices, competitions, or other Club events. Copies of this document will be given to the Society Club representative AND the office of the Director of the College of Engineering prior to participating. These plans should outline procedures to be followed in case of any emergency or injury. This document should include contact numbers for Emergency Services, Department Staff to be notified, and the individual Club member’s responsibilities. If international travel is also involved then current passport numbers must also be supplied to the SOE Director’s office.

Minor injuries, first aid kits are available at various spots in the engineering complex. First response can be called if additional help is required. If an ambulance is required, Emergency Services should be called at extension x52000 or campus police at (519) 840-5000. We recommend that each Club purchase their own First Aid Kit.

Any situation that requires first aid or the calling of emergency services personnel must be reported immediately as per the Student Club / Team / Organization Space Emergency Procedures. A summary of the situation must also be included in the Club’s yearend report.

Appendix E: Club Space Allocation Form

Please state your club name.

Please provide the contact information of the club President.

How many members do you expect to have?

Does your club require space? (Meeting spaces can be booked on the SOE website. This space refers to permanent spaces for the semester for storage or a work space.)

Please specify what you will be using the space for.

If applicable, please give a description of the space your club had last year. Include the room #.

Do you require more or less space? Please state why.

Do you have a room preference?

Any other comments or concerns? Feel free to contact your Vp Student Affairs at gesvpstu@uoguelph.ca anytime.

Appendix F: Emergency Procedures

Engineering student activity spaces are located in the 1st floor of the Richards building, 1st floor of the Thornbrough Building and the Vehicle Services Building. In order to assure the safety of our students, we would like to make you aware of a number of safety features that are available should you need to use them.

Emergency assistance:

1. Call Campus Community Police Dispatch
 - a. On a UofG phone call ext 52000
 - b. Or on a cell phone Call 519-824-5000
 - c. Or Emergency call button
 - i. located on the wall to right of Richards 2529 on the second floor,
 - ii. or the 1st floor of Thornbrough between rooms 1313 and 1319.
 - iii. The VSB building doesn't have an emergency phone
2. Finally on a Cell Phone call 911

Fire Safety:

In the case of a fire alarm, close the door to your office and exit the building immediately. Fire exits are identified by the exit in the ceiling. These exits will take you directly out of the building. Please note the location of fire extinguishers.

Reporting of Safety Concerns:

If you notice a general safety, fire safety or security issue report your concerns to:

1. your Club's delegated safety representative:
2. Or the Engineering Society safety representative:
3. Or College of Engineering Safety representative, Technical Staff Advisor or the SOE Lab Manager:
4. Or the Directors Office and or campus emergency services

Reporting of Safety Incidents:

Report safety related incidents to:

1. Campus emergency services 519-824-5000
2. Your Club's delegated safety representative:
3. the Engineering Society safety representative, Technical Staff Advisor or the SOE Lab Manager:
4. the College of Engineering Safety representative:

Safety Tips

- Memorize your room number in case of a medical emergency
- Keep hallways, doors and fire exits unobstructed
- Don't prop open any outside doors and if you see a door propped open, close it.
- Don't use extension cords on a permanent basis and don't overload your power bar
- If you see a fire, pull the fire alarm or call the emergency dispatch
- Never work alone.
- Only use equipment that you are authorized to operate.

CHAPTER 8

TRAVEL REIMBURSEMENT

CHAPTER 8: TRAVEL REIMBURSEMENT

8.1 Policy Manual:

1. This Policy Manual shall contain policies regarding travel reimbursement for all student delegates selected to represent the Guelph Engineering Society.

8.2 Travel Reimbursement Requests:

1. The Society shall set aside 10% of Student Fees collected each semester and will be accessible for travel reimbursement requests for the purpose of reimbursing delegates to Society-endorsed conferences and competitions and hereinafter referred to as the "Travel Fund".
2. Any undergraduate student who pays student fees within the College of Engineering may apply for travel reimbursement.
3. The Vice President of External Affairs is responsible for setting up the budget for travel and acquiring the funds during EngSoc's Budget Meeting.
4. Any travel within the Go Network is not eligible for reimbursement.

8.3 Travel Reimbursement Committee:

1. The Travel Reimbursement Committee is to be formed by the President, the Vice President of Financial Affairs, the Vice President of External Affairs, the Vice President of Operations, and the Vice President of Internal Affairs.
2. This committee will decide what is eligible for reimbursement and what fees they will require the delegates to pay.

8.4 Delegate Expectation:

1. It is the responsibility of the VP External to make the most economical travel arrangements, consistent with the trip purpose.
 - 1.1 When travelling, delegates must provide all receipts for travel that they would like reimbursed.
 - 1.2 The Travel Reimbursement Committee holds the right to refuse a quote and/or request for additional quote(s) at the committee's discretion.
2. Application of Travel Reimbursement Fund is appropriately documented, and the delegate must submit the original invoice or receipt pertaining to the method of transportation.

3. It is expected that the delegate ensures adequate insurance for the travel is completed.
4. It is expected that any additional fees (i.e checked bag, etc.) are to be covered by the delegate.


**GUELPH
ENGINEERING**

Application of Travel Reimbursement
Ratified By: Guelph Engineering Society 2019-20

Name _____ Date(YYYY/MM/DD) _____

Name of Conference or Competition _____

Reason for Attending

Travel

Method _____

Number	Item	Total (\$CAD)	HST (13%)	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total				

Attach all receipts to this form and total the expense

Signature of Person Requesting Reimbursement

Date (YYYY/MM/DD)

Signature of VP Finance – Received

Date (YYYY/MM/DD)

By signing this document all reimbursement requests and receipts are confirmed accurate and relevant to the reimbursement requested. This application shall be reviewed and subjected to Policy Manual: Travel Reimbursement.