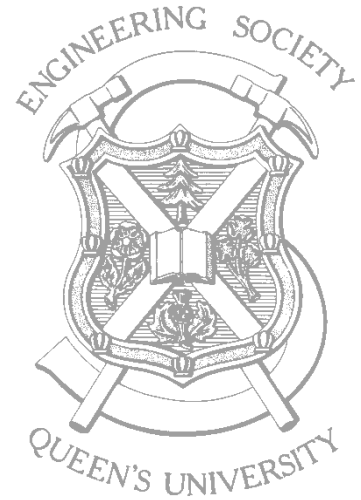


# Agenda

## Engineering Society Council Meeting

5:45pm, March 4<sup>th</sup>, 2010

Location: Dunning 11



1. Adoption of Agenda: Motion 1
2. Adoption of Minutes: Motion 2
3. Speaker's Business
4. Presentations - none
5. Executive Reports
6. Director Reports
7. Question Period 1
8. Faculty Board Report
9. A.M.S. Report
10. Senate Report
11. Board of Directors Report
12. QPID Report
13. Athletic Report
14. Club Reports: Happy
15. Year Reports
16. Break
17. Business Arising from the Minutes – Motion 3
18. New Business: Motion 4-6
19. Question Period 2

- Happy Group
- EngPhys
- Electrical and Computer
- Mechanical
- Mining
- EngChem

- Sunny Group
- Geo
- Chemical
- Apple Math
- Civil

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## Motion List

1. WHEREAS, this is my last council writing the agenda, aside from AGM  
AND WHEREAS, I'll just have to eat away my sorrows  
AND WHEREAS, everyone brought so much food I might have to eat away all your sorrows too  
BE IT RESOLVED Council approve the agenda of the Council meeting of Thursday, March 4<sup>th</sup> 2010,  
as seen on the EngSoc website  
BE IT FURTHER RESOLVED that Council acknowledges and accepts that this agenda is not in  
accordance with our policy and by-laws as they currently stand  
MOVED BY: Victoria "so sad... so full..." Pleavin  
SECONDED BY: Sarah "Serves you right council stealer" Newton
2. WHEREAS, 525 600 minutes are in a year  
AND WHEREAS, Emily has written... A LOT of words in all of our minutes  
AND WHEREAS, one day I might count them all on my fingers and toes, in binary  
BE IT RESOLVED THAT Council approve the minutes of the Council meeting of Thursday, February  
11<sup>th</sup> 2010, as seen on the EngSoc website  
MOVED BY: Emily "my favourite food ingredient is thyme" Haggarty

SECONDED BY: Victoria “get it? Get it? Because minutes are a form of time” Pleavin

3. WHEREAS inclusivity is awesome

AND WHEREAS inclusive elections are super effective

BE IT RESOLVED that Council approve the changes to By-Law 3 in its second reading as seen in appendix “You got a friend in me”

MOVED BY: Matt “Hmrrrrrrrr...” Lloyd

SECONDED BY: Max “Cheeky?” Howarth

4. WHEREAS, I was mandated to write this policy

AND WHEREAS, it’s awesome when people follow their mandates

AND WHEREAS, in case you forgot, this is the motion about sending in reports to the secretary so that it’s put in the minutes

BE IT RESOLVED THAT: Council approve of the changes to Policy Alpha as seen in appendix “Done like Dinner”

MOVED BY: Victoria “You are what you eat” Pleavin

SECONDED BY: Cenk “Cream of the Crop” Aytimur

5. WHEREAS those defunct teams and clubs that were cut in the fall left us presents in the form of cash money

AND WHEREAS these funds were raised by student groups, for student groups, largely from sources other than the Engineering Society

BE IT RESOLVED THAT these funds be made available to student groups through an application process

BE IT FURTHER RESOLVED THAT Council approve the increase of line 207 of the Engineering Society 2009-10 Operating Budget by the amount of these funds – from \$0.00 to \$11,017.33.

MOVED BY: Ed “To this potluck, I brought a pot of gold!” Watson

SECONDED BY: Greg “To this potluck, I brought a pot of mold!” Ellis

6. WHEREAS, the December 6<sup>th</sup> Memorial Service is organized by different groups around campus each year

AND WHEREAS, it is inherently Engineering

BE IT RESOLVED THAT: Council approve the changes to Policy Manual nu as seen in Appendix HOME SWEET HOME

MOVED BY: Ed Watson

SECONDED BY: Jill Lackey

# Executive Reports

**VP Student Development Report for MMarCchH 4, 2M0ADN10ESS!!!**

**What a fun month. No, I don't care about basketball. MARCH – full of n00bs, hiring, awards banquet AGM CONFERENCES TRANSITION KEYS it... will be a miracle if we make it out of this one with all our senses.**

**CEEC (Commerce and Engineering Environmental Conference)** is on this weekend – visit [ceec.ca](http://ceec.ca) to register! I'll be there with Greg, Doug, Bram and Melissa so if you're there and you see us, give us a wave. Should be a good show!

**CALLING ALL FUN PEOPLE!!** Some exciting opportunities have opened up! The Biofuels team is hiring its executive, EDC's got some new ideas and needs people, and QEC, CIRQUE and CEEC are looking for Chairs! If you think you've got what it takes or just want to find out more, visit [engsoc.queensu.ca/applications](http://engsoc.queensu.ca/applications). Alternatively, you can contact Bram at [conferences@engsoc.queensu.ca](mailto:conferences@engsoc.queensu.ca) (who's job also happens to be up for grabs! WOW!) about QEC, CIRQUE AND CEEC, Scott about the Biofuels team at [biofuels@engsoc.queensu.ca](mailto:biofuels@engsoc.queensu.ca), and Jess about the EDC at [edc@engsoc.queensu.ca](mailto:edc@engsoc.queensu.ca).

**Transitioning** continues :D

See you at the AGM!

**Ed Watson**

Vice-President (Student Development) 2009-10

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## *Vice-President (Society Affairs) - Report to Council*

*Cenk Aytimur – [vpsa@engsoc.queensu.ca](mailto:vpsa@engsoc.queensu.ca)*

Welcome back!

I hope that you had a great reading week, whether you spent it back home with friends & family, or you were off in Cuba enjoying the warm climate. Only six weeks of class left before the end of the school term. On the note of ending terms, this is the last council (aside from the AGM) with the current executive in power. The Engineering Society Annual General Meeting will be Tuesday, March 16<sup>th</sup> where all engineering students will have a vote. This will also be when the outgoing executives have their accountability presentations outlining their accomplishments. After the AGM, we will be heading over to Clark Hall Pub for the annual passing of the keys between the outgoing and incoming executive and director team. March 17<sup>th</sup> (coincidentally, St. Patrick's day) will be the first day that the new executive and director team are in power.

I also want to take this chance to congratulate the newly hired directors. Maybe they will be ratified at the AGM if they're lucky ☺

I have been promising three pieces of policy changes for the last couple of councils, and they are still not complete on account of me being ill for the first half of reading week. As a result, it appears that I will be bringing these documents to the AGM.

As always, feel free to e-mail me any questions you may have!

Sincerely,

Cenk Aytimur

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Vice President (Academic) Council Report

Mike Brown

March 4, 2010

OLYMPICSSSSSSSS

So I decided to go to the Olympics about 4 days before shipping out to Vancouver. Amazing time; it was like Canada Day times 9001, EVERY DAY. Yes, I did attend events (Latvia-Czech men's hockey, two medal ceremonies and the Women's Bobsled Finals (WHERE WE WENT 1 & 2, w00t!)).

Summary: Good times had by all, crippling debt awaits me, midterms probably won't go so well. Was it worth it? Yes.

## BED Fund

We're currently waiting for the final two proposals before approving them and bringing them to council. I'll continue with my campaign of harassment until I receive proposals from everyone.

## Faculty Board

- Academic Planning: The main chunk of faculty board this month revolved around academic planning in response to the Principal's vision statement. I've contacted discipline club academic reps to make sure that they're being included in these discussions on a departmental level. Instead of redoing an entire strategic framework, the Dean will be reasserting the vision found within her strategic plan released in the previous year (it can be viewed online at [http://appsoci.queensu.ca/stratplan/QueensExtStratPlan\\_Sep22\\_Online.pdf](http://appsoci.queensu.ca/stratplan/QueensExtStratPlan_Sep22_Online.pdf)). I'll be developing a survey dealing with the core concepts of the document to gain feedback from the general student population. If you have any comments or concerns about the strategic plan, I'd love to hear them. There will be a large discussion at the March faculty board regarding our final submission to the principal.

- Faculty Board Policy: For the first time in the three years I've served on faculty board, some of the board's policy was changed. With this policy change, we have ensured that the student composition of faculty board is reflected better in policy (updated positions that don't exist with ones that do).

-QUASR: It has come to our attention that the "descriptive" portions of the grading system approved by Senate will not accurately address the needs of an accredited engineering program. As such, the faculty will be working to remedy this situation. Furthermore, Professor Jim Mason has been hired to work with the integration of the new QUASR systems within the faculty (this will require a review of all of the faculty's policies to ensure there is no conflict between the technical system and organizational operations).

## Transitioning

Transitioning with Adam continues. What I can't transition in quirkiness I hope to make up with solid academic related material.

## Conclusion

That's it from me; questions in question period.

Cheers,

Mike

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## **Report to Council**

### **Ryan Low**

#### **Vice-President (Operations)**

The operations portfolio as usual has been fairly busy for the past couple of weeks, besides having a challenging time with payroll and reading week along with the transition process starting.

The financial review is currently being completed for the previous years financials ending August 31<sup>st</sup>, 2009, and should be completed before the end of this session of council. With the switch to the bookkeeper, and this second of what will be yearly financial reviews, have now moved the societies finances from unknown to very transparent and accountable.

The other project on my plate currently is following up with accessibility issues with Clark. This was an issue looked at in the summer, where new legislation is being passed which means we will have to make clark hall pub and the lounge more accessible. Queens has recently completed an audit on this, and I am working with them, and accessibility groups on campus on a plan to move forward.

Ryan



## ENGINEERING SOCIETY OF QUEEN'S UNIVERSITY

45 Union St., Rm 106 Kingston, Ontario K7L 3N6  
Tel: (613) 533-6008 Fax: (613) 533-2756  
www.engsoc.queensu.ca

Date: March 1, 2010  
To: EngSoc Council  
From: Greg Ellis, EngSoc President  
Subject: EngSoc Report

First and foremost I would like to apologize to council and Victoria for my late report. If you would still care to read it, here it is.

I also need to say that I will be away from council for the beginning as I will be in the midst of a midterm. I will be attending as soon as I finish, which should hopefully be not too late into council.

It has been an abnormal three weeks since I will have last seen everyone, but tonight is also our last Council meeting before the Annual General Meeting (AGM). Therefore, this is my last normal Council meeting with all of you. While I will save the majority of my thank you notes for the AGM, I would like to thank Victoria, Sarah, and Emily for their fantastic work this year. This sitting of Council has been incredibly well organized, run, and recorded, and these three are responsible for that.

### Transitioning!

Over the last several weeks, not including this one past, I have been transitioning Victoria into the role of the President. She has already begun preparing for her year in office, the first being hiring of the Directors. I would like to congratulate the successful directors in their new positions and wish them all the best in the next year. Check out the website for the new team.

### Outlook on the Society

If you possible read my report way back in June, I had written an outlook on the Society from the President's eyes, also something that could be forwarded to alumni if they were interested. Keep your eyes peeled for another one soon. I did not get out 4 of these as I had hoped, but I do feel like they were worth the time.

I'll be saving my thank you messages for my last report (at the AGM), but for now I would like to at least thank you all for a fantastic year. I hope you have enjoyed Council meetings and your overall experiences with the Engineering Society as much as I have, even though it was for just one short year. I do think that getting involved has helped me personally more than I could imagine and I would implore you (those who would be reading this) to get your friends involved much earlier than fourth year.

Cheers,

- Greg

# Director Reports

Dear (Last) Council,

I hope you all had a fantastic reading week and are ready for the craziness know as March. Anyways, congratulations to all the new directors on being hired! It's a BIG DEAL. I'd especially like to congratulate a particular Mr. Matt Lloyd, the Director of First Year for 2010-2011. I'm positive he will do an amazing job.

With hiring over, transitioning starts! I've already started meeting with Matt but there's still more to know. However, I'm not checking out yet. I plan to run another interview workshop for first years, geared towards paying jobs, as well as a possible resume workshop and a possible study strategies workshop. Dates, locations and times to be announced!

Happy Thursday!

Love,  
Robin Johannsen  
\_\_\_\_\_  
Hey Council

Not much to report this week. I have just been working on closing down my portfolio and will be starting to transition my new lower. On that note I would like to congratulate my successor Logan Reid. Simply Account is on its way, this means that before the end of the year we should have worked out how to get updated books back and forth between us and the book keeper. This means account information will be much faster.

Hope everyone's reading week was swell.

Cory

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## **Director of Professional Development**

Congratulations to my replacement Maegan Fell. She has my full confidence to persue the needs of the society. before I leave power a job handbook and the autocad workshop will be written.

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*Director of I.T. AKA "Do IT" Brent Mucci*

[doit@engsoc.queensu.ca](mailto:doit@engsoc.queensu.ca)

February 27<sup>th</sup>, 2010

### **Website**

After hours of work from both my managers and me the EngSoc website is almost complete! It took days for my managers to get the Drupal 6 engine installation to work correctly and I spent about 50 hours in 4 days on my reading week getting the template, modules and other content creation mechanisms to function properly. Ed and Victoria also deserve credit, Ed for the pics on the banner and Victoria for single handedly importing and correcting all of the content from the old website to our new one. Good work all around!

The website can be previewed at [engsoc.queensu.ca/doit](http://engsoc.queensu.ca/doit) and will soon be migrated as our primary site. I expect the launch to occur sometime after Thursday. You can email me and tell me what you think!

### **A little more detail**

#### **Changing Content**

The daily "pull" of the website to attract regular viewers will be the calendar module. It will mark events as an underline on the date of the miniature calendar and more detail can be found about these events through either the News page or by clicking on the calendar. The calendar will be responsible for showing CEO important announcements, upcoming EngSoc events, and other EngSoc sponsored events such as mock interviews.

#### **Static content**

Eventually the Jobs & Applications page will be updated to display virtually every job in detail with the application. This will be available all year round and the calendar will reflect when the job is available for

each year, this is performed manually. The rest of the content will remain relatively static and will change as any member of EngSoc E/D changes it. Currently, access will be restricted to EngSoc E/D and the EngSoc Computer Managers.

### **Backup Server**

Is progressing. More details will arrive as I get them.

### **Teams**

Teams are forming as fast as I can write documentation on them. Each team will be responsible for the computers, printers, and anything and everything that affects the society.

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### **Director of Events Report**

*Jillian Lackey*

### ***General Updates***

Melissa and I are still working on a super semi – we are just waiting on confirmation from Ale House for the date (we were both in Cuba on reading week so the confirmation was slightly delaid).

JESSICA STEEVES!!!!!!!!!!!! WOOOOOO HOOOOOOOO!!!!!!!!!!!!!!!!!!!!!!!!!!!!

### ***Pun of the Bi-Week***

For a while, Houdini used a lot of trap doors in his act, but he was just going through a stage.

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### Director of Services Report to Council

Thursday, March 4<sup>th</sup> 2010

Wait... It's March? Wow, time is speeding along! Reading week in Cuba was fun, good times with great friends. Here's what's going on and what will be coming up

**OLYMPICS! – GO CANADA GO! (As of writing this, the CAN-USA hockey has yet to occur...)**

**APPLICATIONS** – Assistant manager apps are due next Wednesday, March 10<sup>th</sup>, at the same bat time (5:30), same bat channel (EngSoc Mailbox). Staff apps (should) be out by today, and those are ALL due for EVERY service on Thursday, March 18<sup>th</sup>, 2010.

**DIRECTORS!** – Congratulations go out to **Erik Giles** (is a babe) for being hired as the DoS for 2010-11. I know Giles very well, and he's quite a stand up guy. Plus, he will very easily fill into the additional roles of "Director of Hugs" and "Director of High Fives" that I currently hold with the service staff and managers. Congratulations to the other Directors as well!

**TRANSITIONING** – Will have started the Monday that just passed this week. Time to talk about all that is services with E-Rock so he can be prepared for next year. Wicked awesome.

**MANAGER HIRING** – Head and GW hiring is this weekend; Assistants are next weekend! Have fun Vic, E-Fay, and Erik! (and Jay... yes, you too)

**MANAGER HIRING AD** – I hope you saw it in the Journal ☺.

**MANAGER TRAINING DAY** – This is a new initiative that was put forward recently and will be expanding this year. Me, Jay, Greg, Ryan, the Social Issues Commissioner, and possibly others will be presenting topics to the managers including, but not limited to the transition process, how to make a budget and strat plan, interviews and the hiring procedure, roles and accountability, social issues, management and leadership styles, etc. This is set for Monday, March 15<sup>th</sup> (night before the AGM!) so that they can be prepared for the staff hiring the following weekend.

T-MINUS 13 DAYS TO D-GLLEE TAGOUTS!

Keep your stick on the ice,

Dan Gleeson

Director of Services

services@engsoc.queensu.ca

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Kasmet Niyongabo - Director of external communications

[excom@engsoc.queensu.ca](mailto:excom@engsoc.queensu.ca)

#### TRANSITION

- My successor, Rachel Currie, will be taking office as of March 17, 2010.

#### ESSCO

- We had our March teleconference and it was \_\_\_\_\_

#### OSPE/PEO

- There will be a presentation on March 4th. This presentation from the Professional Engineers Ontario (PEO) and the Ontario Society of Professional Engineers (OSPE) provides you with some ideas as you think about your university studies, career, job searching, and becoming a Professional Engineer. Key messages are offered about how OSPE and PEO membership can assist students in their studies and careers.

#### ERC

- It's National engineering week

#### Youth Action

- Deadline was before reading week. It was a great turnout. We have 3 projects that will be receiving funding.
- Congratulations to all the Youth Action committee for all of their hard work.

#### Rest of life

- It was a good busy month
- 

### Director of Internal Affairs

I hope you all had a fantastic and productive reading week. I sure tried to!

First order of business... I'd like to introduce you to your new Director of Internal Affairs... MAX HOWARTH. He's going to do a fantastic job and lucky for me, I pretty much spent all year transitioning him! I mean he ran a council, how many first years can say that?

You might have noticed this agenda is very different from others we have had before. I've taken what you all said at last council and mixed this up a bit. Hopefully you like it! E-mail me after this council on your thoughts and impressions so that we know for the future if we had it right to begin with or if this way is fantastic and super.

Speaking of council, this reading week I was, believe it or not, at EngSoc council. Not our own of course, it just happened when I went to visit McMaster they were having their council that night, so I stopped by. Needless to say it was very different from our own and not as parliamentary. That being said, they approved two sets of minutes because the last one wasn't up in time for their prior meeting. Kudos to them for recognizing the importance of getting things out to people in time for everyone to see and read and acting on it.

#### Other things I have been up to

- Finishing off my transition manual
- Putting some filler into the archives wiki
- Copying and pasting every page on the current website into the new one.
- Booking awards committee date: It's March 9<sup>th</sup> by the way
- Putting Awards Banquet tickets on sale starting as soon as I go print them when I get back from the break. Hint: Bring money to council so you can buy a ticket

- Extending the nomination period of the awards until **March 9<sup>th</sup> at 5:30pm**. GET YOUR APPLICATIONS IN. I have once again attached an application to the back of this agenda. Fill one out, put it in the EngSoc mailbox.
- Sending every single agenda and copy of the minutes from 2005-2006 to then President Chris Zab. This is why minutes are important!
- Year exec elections are coming up! March 9<sup>th</sup> and 10<sup>th</sup>, locations TBD.
  - Yes I realise these are at the same time as awards committee, talk to me so that we can make arrangements
- Actually starting to transition with Max. There are lots of nuances to get through that he probably doesn't know about, like how to work with annoying Internal Affairs Interns. (kidding!)

That's all for me for today. Now let's get to lesson #1 for Max. When you write your reports, you will sign off as follows...

I remain,  
Victoria Pleavin

## APPENDIX: YOU GOT A FRIEND IN ME

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i. Notification of the availability of this position shall be published in The Golden Words along with the other candidates' platforms, as well as in an E-mail to all society members at least forty eight (48) hours in advance of the electoral EngSoc Council meeting.

e.d.

7.
  - a. The Elections Committee will be required to present to each candidate a list of campaign regulations, subject to approval by the EngSoc Council. The candidates will be required to obey these regulations. All efforts shall be made to enable all society members to see, hear and know the names of the candidates. It shall be the duty of the Elections Committee to have printed and distributed around the campus prior to the elections, posters displaying the date and time of the elections, times and locations of all polling booths, and names and offices of all candidates.
  - b. EngSoc agrees to subsidize each candidate to an amount approved by council annually upon submission of receipts of expenses incurred from the campaign. This subsidy will be granted only if the candidates receive twenty per cent (20%) of the first-round voting total for their nominated position.
8. The annual election of the Executive of the Engineering Society shall be held simultaneously with the A.M.S. election unless permission is given to do otherwise by EngSoc Council.
9. The campaign period for all candidates will commence at the beginning of the business week preceding the week of the elections and will end at midnight the day before the election.
10. Voting will take place by secret preferential ballot. Balloting shall be carried out in the following manner: students will be e-mailed a username and password to the AMS online voting system. They will log into the online voting system and choose candidates.
  - a. Should EngSoc not run with the Alma Mater Society balloting shall be carried out in the following manner: Ballots shall be distributed upon presentation of a student card to be marked in a manner consistent with Preferential Balloting as defined in By-Law 3 Part VIII.32.b. Distribution, collection and counting of the ballots shall be the responsibility of the Elections Committee.

### **Part III: Departmental Club Elections**

11. Clubs shall hold elections not later than the last week of February but not earlier than the day after the EngSoc Elections. It is recommended that the clubs

APPENDIX HOME SWEET HOME

**Part II: Organization**

2. The Super-Semi Committee shall be organized by the third year Executive, in conjunction with the other Science Year Executives.

**Part III: Finances**

- 3. The Super-Semi Committee shall bank with the “Bank of EngSoc”, as outlined in 0.B.
- 4. The Super-Semi Committee shall budget for zero loss.
- 5. The Budget Approval Committee shall approve the Super-Semi Preliminary Budget in February and the Final Budget in March, as outlined in 0.G.
- 6. The Preliminary Budget Presentation to the Budget Approval Committee shall contain an outline of how any surplus or deficit shall be divided between the Science Years.
- 7. If other Science Years shall share the surplus or deficit from the event, each Year President must sign an agreement with the third year President which clearly outlines the profit/loss sharing proposal.
- 8. The cost of tickets to attend the Super-Semi shall be set by the Super-Semi Committee, subject to the approval of the Vice President (Operations).
- 9. The Super-Semi Committee shall follow the financial policies outline in 0.F.

**E. December 6th Memorial**

*(Ref. Representation Policy Manual, Section A, Part I, 2)*

**Part I: General**

1. The December 6<sup>th</sup> Memorial shall be a memorial service held with the following purposes:

- a. To remember the killing of fourteen women at l’École Polytechnique on December 6<sup>th</sup>, 1989.
- b. To raise awareness of violence against women in engineering and violence against women in general as an issue in our community and others, and
- c. To show solidarity to those in our community affected by violence against women

2. The December 6<sup>th</sup> Memorial shall exist within the portfolio of the Director of Events.

**Part II: Organization**

3. An appointment committee shall appoint a December 6<sup>th</sup> Memorial Chair (“the Chair”).

- a. The appointment committee shall consist at a minimum of the Director of Events
- b. The appointment committee shall appoint the Chair no later than the fourth week of classes of fall term

4. The Chair’s responsibilities shall be to:

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APPENDIX HOME SWEET HOME

- a. Organize the December 6<sup>th</sup> Memorial in collaboration with any other interested groups which may be on-campus, community or otherwise
- b. Ensure that the service is conducted in a manner which is respectful and appropriately observes the day of remembrance
- c. Provide regular updates to the Director of Events regarding progress and plans
- d. Create a transition document and submit it to the Director of Events

Part III: Finances

9-5. The December 6<sup>th</sup> Memorial shall be budgeted for by the Director of Events.

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APPENDIX: Done Like Dinner

13. Business arising from the Minutes is either business left over from the previous meeting, or motions for reconsideration, motions of which previous notice has been given, motions for second reading of by-law amendments, and motions to raise questions from the table. (Other business should be considered in the order given above).

14. A discussion period may be added after the 2<sup>nd</sup> question period. A written request to add a discussion period must be submitted to the Director of Internal Affairs

**Part IV: Making and Distribution of the Agenda and Minutes**

15. The Agenda for each meeting shall be prepared by the Director of Internal Affairs. The Director of Internal Affairs shall arrange all business going forward to EngSoc Council in properly prepared form. Any member of EngSoc who wishes to have items placed on the Agenda, must give a written notice to the Director of Internal Affairs, so that it may be distributed with the Agenda.

16. The Director of Internal Affairs shall distribute the Agenda for the forthcoming meeting in time to reach every member of EngSoc Council at least 48 hours before the meeting. The Agenda will be available at the same time for the public.

17. Notice of regular meetings shall be made to members of the EngSoc Council at least two weeks before each meeting. This may be realized by an appropriate announcement having been made at the preceding meeting. It is not necessary that the notice give details of the business for the meeting, but it must state the time and location for the meeting.

18. Notice of special meetings of the EngSoc Council, together with the Agenda, shall normally be in the hands of the members of the EngSoc Council at least 48 hours before the meeting, but in cases of emergency the Executive may call a special meeting at any time.

19. Full minutes of every meeting of EngSoc Council shall be taken by the Secretary and retained by the Director of Internal Affairs, and these minutes shall be made public.

20. A written report for inclusion in the minutes shall be submitted to the Secretary by the following groups:

a. Faculty Board, which shall be submitted by the Vice-President (Academic) or a delegate.

b. Senate, which shall be submitted by the Senior Senator or a delegate.

c. AMS, which shall be submitted by the President or a delegate.

d. Board of Directors, which shall be submitted by the Vice-President (Operations) or a delegate.

e. QPID, which shall be submitted by the Vice-President (Student Development) or a delegate.

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