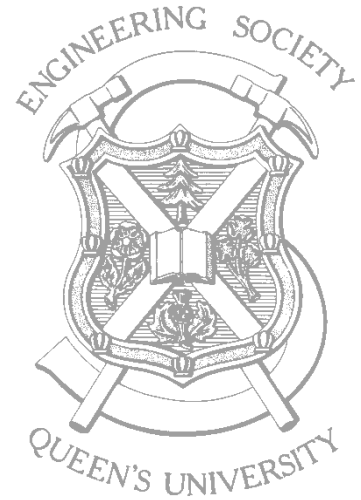


Agenda

Engineering Society Council Meeting

5:45pm, November 5th 2009

ILC 313ab



1. Adoption of Agenda: Motion 1
2. Adoption of Minutes: Motion 2
3. Speaker's Business
4. Presentations – None!
5. Business Arising from the Minutes: Motion 3
6. New Business: Motion 4-11
7. Game!
8. Executive Reports
9. Director Reports
10. Question Period 1
11. Faculty Board Report
 - Happy Group
 - EngPhys
 - Electrical and Computer
 - Mechanical
 - Mining
 - EngChem
12. A.M.S. Report
 - Sunny Group
 - Geo
 - Chemical
 - Apple Math
 - Civil
13. Senate Report
14. QPID Report
15. Athletic Report
16. Club Reports: Happy
17. Year Reports
18. Question Period 2

Motion List

1. WHEREAS, What would you think if I sang out of tune would you stand up and walk out on me
AND WHEREAS, Lend me your ears and I'll sing you a song and I'll try not to sing out of key
AND WHEREAS, Oh I pass motions with the help from my friends

BE IT RESOLVED THAT: Council approve the agenda of the Council meeting of Thursday,
November 5th 2009, as seen on the EngSoc website

MOVED BY: Victoria "Paul McCartney" Pleavin

SECONDED BY: Sarah "John Lennon" Newton

2. WHEREAS, Yesterday, all my troubles seemed so far away

AND WHEREAS, Now it looks as though they're here to stay

AND WHEREAS, Oh these minutes were written yesterday... (Actually two weeks ago)

BE IT RESOLVED THAT: Council approve the minutes of the Council meeting of Thursday, October
22nd 2009, as seen on the EngSoc website

MOVED BY: Emily "here to stay" Haggarty

SECONDED BY: Victoria "trouble" Pleavin

3. WHEREAS, council has expressed an interest in evaluating the current status of appreciation of various members and bodies within the society

BE IT RESOLVED THAT: there shall be an Ad Hoc committee of council to look into the appreciation of those who work within the Society

BE IT FURTHER RESOLVED THAT: the VP Society Affairs and Director of Finance sit on this committee and that the VP Society Affairs chair it

BE IT FURTHER RESOLVED THAT: _____ sit on the committee to provide his / her views as a past member of ERB

BE IT FURTHER RESOLVED THAT: _____ sit on the committee to provide his / her views as a past service manager

BE IT FURTHER RESOLVED THAT: _____ sit on the committee to provide his / her views as a BoD Member

BE IT FURTHER RESOLVED THAT: _____ and _____ sit on the committee to provide their views as committee members

BE IT FURTHER RESOLVED THAT: _____ sit on the committee to provide his / her views as a power officer

BE IT FURTHER RESOLVED THAT: _____ (a voting member of council) sit on the committee

BE IT FURTHER RESOLVED THAT: the committee produce a report to be presented at the 2nd last council of Fall Term

MOVED BY: Cenk "appreciation keeps members involved and happy" Aytimur

SECONDED BY: Cory "but it costs money" Vos

4. WHEREAS, having a complete committee is great

AND WHEREAS, being accountable is better

AND WHEREAS, ERB is awesome

BE IT RESOLVED THAT: Council ratify Sarah Davidson and Kyla Ronneberg as Engineering Review Board members

MOVED BY: Cassie "Fren-gop-ou-los" Frengopoulos

SECONDED BY: Vic "Sorry but that doesn't help" Pleavin

5. WHEREAS, The Santa Claus parade, Febfest, cantraption and PD sessions would be very lame with no engineers participation in them.

AND WHEREAS, We have just the people to form a committee and show the rest of campus and the city just how capable engineers are.

AND WHEREAS, It's always good for a committee chair to actually have a committee to chair.

BE IT RESOLVED THAT: _____, _____, _____, _____, and _____ be ratified as the ERC committee members for 2009-2010.

MOVED BY: Kasmel "I should write who moves these" Niyongabo

SECONDED BY: Sean "I know how to write! And I was here when Vic wrote these!" Abraham

6. WHEREAS, the Director of I.T. needs more help,

AND WHEREAS, the Director of I.T. will now contain 120% more directing,

AND WHEREAS, the Computer Managers' power levels are over nine-thousand!!!

BE IT RESOLVED THAT: council ratifies Al Amin, Valerie Sugarman, Colin Murdoch, Joey Frohlinger, Kevin Sivabalan, Mikhael Teryohin, Torrencio Vigilante as Computer Managers.

BE IT FURTHER RESOLVED THAT: I.T. really needs these managers.

MOVED BY: Brent "Step one: build Skynet ✓ Step two: raise army ✓. Step three: ... I never thought I would make it this far...." Mucci

SECONDED BY: Cenk "Maybe we should use that power for good?" Aytimur

7. WHEREAS, Hey Jude, don't make it bad, take a sad song and make it better
AND WHEREAS, Remember to let her into your heart, Then you can start to make it better
BE IT RESOLVED THAT: Council ratify Matt Cudmore and Ryan Reid as Deputy Returning Officers for the 2009-2010 year

MOVED BY: Dani "elections are the sad song" Piercey

SECONDED BY: Victoria "and DROs will make them better" Pleavin

8. WHEREAS, Frosh Week needs a leader,
AND WHEREAS, the Frosh Regulation Enforcement Committee Committee also needs a leader,
BE IT RESOLVED THAT: Council approve the hiring of _____ as the 2010 Orientation Chair

MOVED BY: Greg "I heard you liked Committees" Ellis

SECONDED BY: Jill "So I put a committee in your committee" Lackey

9. WHEREAS, policy should be current and properly formatted
BE IT RESOLVED THAT: Council approve the changes to Appendix C (design team charters) as seen in appendix GO TEAM GO

BE IT FURTHER RESOLVED THAT: Council approve of the changes to Policy Manual Section Kappa as seen in Appendix TEAM GO TEAM

MOVED BY: Ed "U-G-L-Y YOU AIN'T GO NOW ALIBY" Watson

SECONDED BY: Cenk "YOU UGLY EH EH YOU UGLY" Aytimur

10. WHEREAS, I am he as you are he as you are me
AND WHEREAS, And we are all together
AND WHEREAS, but seriously there are things listed under Internal Affairs that should be under Society Affairs and vice versa
BE IT RESOLVED THAT: Council approve of the changes to policy beta as seen in appendix "I am the Eggman"

MOVED BY: Victoria "they are the eggman" Pleavin

SECONDED BY: Cenk "I am the Walrus, goo goo g'joob" Aytimur

11. WHEREAS, Ooo I need your love, babe, guess you know it's true
AND WHEREAS, Hope you need my love babe, just like I need you
AND WHEREAS, but seriously there is tons of stuff in these by-laws that we straight up don't follow
BE IT RESOLVED THAT: Council approve of the changes to By-Law 2 in its first reading as seen in appendix "Eight Days a Week"

MOVED BY: Derrick "Hold Me" Dodgson

SECONDED BY: Valerie "Love Me" Sugarman

THIRDED BY: Victoria "Ain't Got Nothin but Love, Girl" Pleavin

Executive Reports

Date: October 31, 2009
To: EngSoc Council
From: Greg Ellis, EngSoc President
Subject: EngSoc Report

Hiring

Fall hiring season has embraced the Engineering Society in full storm. I too have done my part. By now, the new Science Formal Convener, Charlie Bush, has been hired as well as the Orientation Chair, Claire Wunker. These two positions run the two largest events hosted by the Engineering Society, as I'm sure you know.

Science Formal

The 2009 Science Formal is underway with the event happening November 7th. Come out and see the open house that day to see the 'wonders of the world' or what the graduating class has constructed.

Orientation Week

Orientation week planning has begun with hiring the process of hiring the Chief FREC. This position has a large portfolio that includes managing FREC Committee which is a large task on its' own. Not a very long winded report, ask me any questions you have.

Cheers,
- Greg

VP Student Development Report for November 5 2009

AMS Referendum Results

Congratulations to the Living Energy Lab on the establishment of their \$0.20 opt-outable fee, and to QPID on the continuation of their \$2.00 opt-outable fee. The Mostly Autonomous Sailboat Team was unsuccessful with their \$0.50 opt-outable fee, but we'll try again in the winter!

Club and Team Funding

Props to everyone who continues to support our student initiatives through financial contributions, notably the Dean through the Dean's Donations and the AMS through Clubs Grants. It's been tough attracting external sponsorship for anything recently, and this support goes a long way to help our groups continue to be able to offer the opportunities to students that they do.

Old Teams and Clubs

Thanks to everyone for your help in finding some of those old clubs and teams. Those that I wasn't able to find will be removed from policy today as part of an effort to concentrate resources on our active groups.

Student Groups Website

I've been putting hours into the student groups website recently (engsoc.queensu.ca/studentgroups/) in an effort to make it useful to both teams and clubs, and students at large who may be looking to get involved. In particular, I hope to use the website as an effective means of getting the word out there about all the opportunities to get involved with these groups that are available. I would love it if you could visit the site and give me some feedback on how it could better grab people's attention, or other ways that I should be advertising these opportunities. Thanks!

Ed Watson

Vice-President (Student Development)

Vice-President (Society Affairs) - Report to Council
[Cenk Aytimur – vpsa@engsoc.queensu.ca](mailto:vpsa@engsoc.queensu.ca)

Hi Everyone,

Hope you all had a great Halloween weekend. My portfolio has been very quiet and repetitive for the last two weeks. Two Deputy Returning Officers (DROs) have now been hired (and hopefully ratified). They will make a great addition to our election team.

Aside from that, there isn't much to report on. Hope everyone has a great SciFormal (for those of you attending).

VP Academic Report

Mike Brown

Nov 5, 2009

Here's what's going on in academics (w00t)

BED Fund

Numbers are in! With carry-overs from last year (disciplines that didn't submit a proposal and council allowed them to keep their share from last year), the numbers are:

	Received Amount	Share (25%)	Remainder	Carry-Over:	Discipline Total:
CHEE	\$11,341.54	\$2,835.39	\$8,506.16	\$0.00	\$8,506.16
CIVL	\$12,871.96	\$3,217.99	\$9,653.97	\$0.00	\$9,653.97
ECE	\$7,478.40	\$1,869.60	\$5,608.80	\$5,940.00	\$11,548.80
ENCH	\$3,660.30	\$915.08	\$2,745.23	\$0.00	\$2,745.23
FIRST YEAR	\$34,652.80	\$8,663.20	\$25,989.60	\$0.00	\$25,989.60
ENPH	\$5,543.86	\$1,385.97	\$4,157.90	\$0.00	\$4,157.90
GEOE	\$3,459.40	\$864.85	\$2,594.55	\$2,925.00	\$5,519.55
MECH	\$17,965.37	\$4,491.34	\$13,474.03	\$0.00	\$13,474.03
MINE	\$4,855.90	\$1,213.98	\$3,641.93	\$4,725.00	\$8,366.93
MTHE	\$3,577.00	\$894.25	\$2,682.75	\$2,445.00	\$5,127.75

As you can see, there's a \$26,410.43 fund for any discipline to draw from (made from the 25% withdrawal from each discipline).

I'm looking forward to great proposals for awesome equipment to enhance your educational experience.

SEED

SEED will be holding a first year forum somewhere near the end of the term, be sure to look out for specifics in weeks to come. First years encouraged to spread the word and to come out and share any concerns about the first year experience.

Curriculum Development

I'm continuing to work with the faculty to create a design spine throughout all disciplines and years. We're currently looking at the desired outcomes for each year and how that will relate to delivery through courses. Some disciplines (ie. Mech, Civil) won't see that much of a change, while others (ie. ECE) will see much more engineering design in the curriculum. The ultimate goal is for every engineering student to be familiar with the design process; something that is currently the focus of a few key courses that don't have the logistics to cover every student at the moment.

Transcript/Letter Grade & GPA System

The final decision on the actual details of the GPA/Letter Grade system hasn't gone through Senate yet (it's still in committee currently). Depending on if I've met with Academic Caucus yet, I'll be able to let you know what the current options are now.

Conclusion

That's it from me. Questions may be asked during... wait for it... Question Period!

Cheers,

Mike

Protip: If you have too much money, you can easily dispose of the money by slathering it in delicious barbecue sauce and feeding it to a dog. Works every time.

PS. WOOOOO SCI FORMAL

Report to Council

Ryan Low

Vice-President (Operations)

Finances have dominated my life for the past couple of weeks. The issues with bouncing cheques has mostly been resolved with students, with Greg and myself re-issuing cheques and covering the fees students have incurred if any. The lingering issue comes from companies who are just now cashing cheques and they are bouncing. I hope to have all of the bounced cheques re-issued by the end of this week.

Currently I am also working to get the next financial review conducted by our accountants to review the societies finances for the year ending August 31st, 2009. The goal is for next year to have not only the societies finances reviewed yearly, but also the services finances reviewed, and thus ensuring we are endeavoring to be as transparent and accountable with student finances as possible, as well to have the books up to standards if incorporation is to ever be a realistic objective.

In the past week I have started meeting with Andrew Pope to set out better structures and guidelines for services reporting to the board of directors. Currently there is no standardization of information being presented to the board, and the information may not be presented in a clear useful way. With these structures and guidelines in place BOD can become more efficient to the services and better give oversight to the services.

Lastly this weekend is going to be awesome, woo SCI FORMAL!!!! Also by next council the exec/directors/senators will have gone to John Orr which should be a great time. It will be a great November

Ryan

Director Reports

Kasmet Niyongabo

Director of external communications

excom@engsoc.queensu.ca

PEO SC

- I had a meeting with Lee Wesley, I helped him out with his presentation for OSPE and we talked to Annette Bergeron, to try to get her to come speak at PEO SC, it seems like she will be a dinner speaker.
- The conference is projected to come in well under budget since we were able to save a lot of money in the room bookings on campus. The speakers have been confirmed for the most part. The committee is doing great so far.

NCWIE

- The three delegates going to NCWIE this year will be: Emily haggarty, Courtney Squires and Ariana Van Laren
- NCWIE has increased their delegate fees significantly and that's why we are sending a smaller delegation

ESSCO

- We will be having our monthly meeting soon. I will post a report after.

ERC

- The committee has been hired

Youth Action

- Committee will be hired this weekend
- The high schools have been contacted, we are trying to get the ball rolling soon.

Rest of life

- It's been a good busy two weeks with midterms and hiring. But a lot of things are getting done so all in all we are doing great
- Everybody under my portfolio gives their 120% so I have no doubt that PEO SC, ERC and Youth Action will be smashing successes this year.

Hey Non Directors of Finance,

Few things,

- Remember to bring your old cibc cheques to Ryan and Greg to be changed to a BMO one so it does not bounce.
- Budget and a list of accounts is now on the wall by the Payment, Deposit and Internal Credit Card Requisitions. If you are part of the budget and claiming an expense for your group make sure that you indicate the budget line on the form. Also please put your account code on the "account to be debited/credited line" If you can't find one specific to your group just put it under which ever director or executive your budget line falls under.
- System still in transition. Continue to be patient. Sorry for the inconvenience.
- Sorry I wasn't here last week I had a midterm.

Cory

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

doit@engsoc.queensu.ca

November 3rd, 2009

I.T.

Met with the computer managers and assigned tasks related to fixing the current I.T. system, Drupal, and the Media Wiki. Additional training applied to some of the managers.

Weeks 6 & 7 was focused towards academics and EngSoc I.T. took a back seat. Weeks 8 & 9 I expect my managers to be almost fully capable of managing the entire server system. Some of the managers will be meeting with me twice a week and more scheduling information will be sent to them.

Documentation templates, contact information spreadsheet, and a meeting schedule are complete.

Director of Services Council Report

Thursday, November 5th, 2009

What a week! SciFormal in two days, job interviews, projects, assignments, and general hooliganery, here's the services portfolio I've been up to these last two weeks:

Staff Chats

Staff chats are occurring starting on Monday and going until... the end of time (December 1st)! The service managers have been forwarded the blank schedules and staff have been requested to sign up for a slot that fits in with their schedule. The report will be compiled in December before exam season begins and delivered out to the managers.

Science Quest Hiring

The Science Quest directors (have/have not) been hired, and they are _____ and _____!

The Daily Grind

Mail, services requisitions, I CLOSED THE TEA ROOM LAST WEEK ☺, sales are GREAT across all services, everyone is gorgeous.

See you at Ritual!

Dan Gleeson

Director of Services

services@engsoc.queensu.ca

Professional Development

Last Wednesday was the MIT Recruitment session thank you to anyone who attended this function, which was held by a previous Engsoc President Mr. Morrison. On December third Robert Buchan will be coming to queens and the department of mining as well as Engsoc will be hosting a meet and greet session with Mr. Buchan who will speak on his career and experiences. This would be an invaluable event for any student to attend.

Upcoming events at career services are

Applying to Teaching Workshop- Nov 3rd.

Queens Law Forum-Nov 4th, Come learn about law school

Resume Workshop-Nov 4th

Careers in insurance day- Nov 4th

Interview Workshop- Nov 5th.

Green Careers Day-Nov 5th

Director of Internal Affairs

Greetings all,

Week six should be known as “death week”. However I (and the people in my portfolio) did manage to get some things done despite the horror of it all.

What are the people in my portfolio up to?

- Gurus (Valerie and Derrick) made some changes to By-Law 2 to reflect how council is actually done, be prepared to see more by-laws coming your way courtesy of these two
- Job Booklet FYPCO (Lauren) is done the template for the job pages of the book and has started e-mailing people to fill out their pages
- Dani Piercey (CRO) and I hired two new DROs named Ryan Reid and Matt Cudmore. They’re totally awesome and I hope you ratify them tonight.
- Intern FYPCO (Max) has made some “now hiring!” templates for the TV for your easy advertising needs. He’s also going to be arranging the banquet and will be starting work on that soon

As for myself, I updated Beta to reflect the way things are again (more truth!) and will be starting work on that lovely now useless piece of policy called “Elections Policy”.

In the mean time, I’m trying to figure out where on Earth to put the awards trophies up. With all the places that have been striked out because people might steal them it’s getting a bit redonkulous. Any ideas/input would be lovingly appreciated.

Also: New placards!!!!!!!!!!

Also Also: YEAH SCI FORMAL YEAHHHHHHHHH **WHOOOO** YEAH SCI FORMAL **WHOOOOO!!!**

I remain,

Victoria Pleavin

APPENDIX: GO TEAM GO

APPENDIX C DESIGN TEAM CHARTERS

Queen's Biofuels Reaction Engineering Team.....	1
Queens' Space Elevator Team	3
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Queen's Concrete Toboggan Team	76
Queen's Formula SAE Team	87
Queens University Autonomous Robotics Team	108
Mostly Autonomous Sailboat Team (MAST).....	1140

Queen's Biofuels Reaction Engineering Team

Article I: Mission/Purpose

1. The Biofuels Reaction Engineering Team's objective is to investigate, design and operate biochemical processes related to alternative fuels and evaluating them on criteria including sustainability and feasibility.
2. The mission is to learn about the various production methods of biofuels through design, construction, collective collaboration and multidisciplinary teamwork.

Article II: Membership

1. Members of the team may be from any faculty or field of study provided they are either a current student or faculty member.
2. Members wishing to work in the lab must have WHIMS certification and approval by the safety officer of the executive and of the building staff.

Article III: Governance

1. The governing body of the Biofuels Reaction Engineering Team is to consist of the executive and at least one Faculty Advisor.
2. The executive is made up of student members from Queen's University who are in Engineering, Chemistry or Biochemistry, as an understanding of the chemistry or processes behind the production of biofuels should be standard within the executive.
3. The Faculty Advisor should be a professor who has experience in bioreactors or chemical processing.
4. The executive members will be hired to positions including but not limited to the following:
 - a. Processing Chief: The Processing Chief is required to lead the design and construction meetings of the team. They will decide what materials need to be purchased and direct the construction sessions.

APPENDIX: GO TEAM GO

- b. Treasurer:** The Treasurer is required to produce and update balance sheets and budgets as well as collect and manage the funds that the team receives.
- c. Safety Officer:** The safety officer is required to review and approve, with the help of the Faculty Advisor, all designs to ensure that the safety of all present is protected. The executive as a whole is responsible for make sure safety documents are comprehensive and current.
- d. Marketing:** Advertises the team through various means. Also is responsible for finding new sources of funding for the team and is required to be present at all fundraising events.
- e. Public Relations:** Acts as a liaison between the team and the Queen's community. The public relations executive is responsible for maintaining the team website and various social groups.
- f. Captain:** It is the responsibility of the Captain to arrange and book all meeting places and times. The Captain is to support the other executives in their jobs and ensure that the biofuels reaction team's yearly objectives fall within the mission statement outlined in Article I. The Captain also acts as a point of contact to external bodies including the Engineering Society.

Article IV: Impeachment

1. Impeachment of an executive member is warranted by the following: Duties and Responsibilities are not preformed adequately, theft of equipment or supplies, inappropriate behaviour such as intentionally sabotaging the process or apparatus. Continued lack of attendance at executive council meetings without a reasonable excuse may also result in impeachment
2. Impeachment requires a simple majority vote by the executive.

Article V: Finances

1. Banking is conducted by the Treasurer.
2. The bank that will be used for the team's account will be TD Canada Trust.
3. Each cheque must have the signature of the treasurer and one other executive member, chosen at the discretion of the Captain.
4. The Treasurer, if on leave for extended periods of time may extend his or her ability to sign checks to any member he or she deems responsible.
5. All funds are to be accumulated through sponsorship, internal fundraising and grants from EngSoc, the Faculty of Applied Science and the AMS.

Article VI: Membership Fees

1. There are no paid positions within the team and no membership fees.

Article VII: Summary for Promotional Purposes

APPENDIX: GO TEAM GO

1. The Biofuels Reaction Engineering Team provides insight to members of the Queen's community into the biofuels industry by investigating, designing, constructing and operating biochemical processes related to alternative fuels. The team members develop knowledge of the biofuels industry, chemical engineering laboratory skills and team work.

Queens' Space Elevator Team-~~Charter~~

~~Article VIII:~~Article I: Objectives & Mission Statement

1. The objective of the Queen's Space Elevator Team is to have an operating space elevator for the 2007 Power Beaming Challenge as per the guidelines provided by the Spaceward Foundation.
2. Long term goals include reentry in the Challenge in future years and possible entry into a separate tether creation challenge.
3. This team will exist to provide Queen's students with experience solving real-world engineering problems in a competitive team environment.

~~Article IX:~~Article II: Conditions of Membership

1. Any student of the Queen's Engineering, Commerce, or Arts and Science program is welcome to join QSET.
2. The experience of upper year students is desired; however, QSET is also a facet for students without prior knowledge in any technical fields.

~~Article X:~~Article III: Composition of Governing Body

1. The Queen's Space Elevator Team will consist of both regular and executive members, where a regular member is defined as one that is not an executive.
2. Executive members will be chosen based on three conditions: experience, nomination, and popular vote.
 - a. With the exception of QSET's first year of operation, all executive members must have at least one year's experience with QSET.
 - b. For members to be elected for executive positions, they must be nominated by two other QSET members.
 - c. Finally, executive positions will go to nominees who hold the majority vote (50%).
 - d. All active QSET members of the previous year may vote.
3. Elections will take place following the annual Elevator 2010 Space Elevator Games.
4. All executive positions have a one year term.

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APPENDIX: GO TEAM GO

Article XI: Article IV: Possible executive positions of QSET and their respective responsibilities:

1. President

- a. Set milestones
- b. Keep the team on schedule and on budget
- c. Keep the team aware of both short and long-term goals
- d. Be responsible for ensuring the team has the necessary resources
- e. Set and chair meetings with the executive regularly
- f. Be QSET's representative to the EngSoc, Queen's University, The Spaceward Foundation, and sponsors
- g. Assist VP
- h. Ensure QSET members are motivated and have a positive environment
- i. Mediate conflicts
- j. Recruitment
- k. Coordinate events

2. Vice-President Operations

- l. Logistics Coordinator
- m. Manage day to day operations of team
- n. Communications between sub-teams, governing body and regular members
- o. Manage materials and inventory
- p. Regularly communicate progress and problems with the president
- q. Periodically assess team progress, the outlook of members, and how each member views his or her contribution.

3. Vice-President Design

- r. 3D Modeling and mechanical design
- s. Ensure subsystem team's designs are on schedule
- t. Ensure physical design compliance with competition rules
- u. Mediate between subsystem teams when objectives merge

4. Vice-President Finance

- v. Budgeting and management of funds
- w. QSET's representatives
- x. Acquiring team sponsorship and funding in conjunction with VP Sponsorship

5. Vice-President Sponsorship

- y. Principally focused on attaining a high level of sponsorship
- z. Organizing the sponsors reception and thank-you event

Article XII: Article V: Provisions for Impeachment

APPENDIX: GO TEAM GO

1. Should there be any reason to impeach a member (executive or non-executive), a vote of all executive members will be held.
2. If the vote is found to be in majority (decided by a minimum of 50%), said member will be forced to resign from their position and a new member will be elected for the remainder of their term.

~~Article XIII:~~Article VI: Banking

1. Banking for QSET will be done externally by the VP Operations.
2. A bank has yet to be selected.

~~Article XIV:~~Article VII: Fees & Paid Positions

1. At this point, the team has elected to not create a student fee for this club. This may change as QSET growth progresses.

~~Article XV:~~Article VIII: Summary for Promotional Purposes

This year, the Queen's Space Elevator Team will enter in The Spaceward Foundation's annual Space Elevator Games. This team will compete against experienced professionals and top engineering schools in the annual Power Beaming challenge, designing and building a wirelessly powered elevator with the ability to climb a paper-thin carbon fiber tether. To win this competition and the five-hundred thousand dollar grand prize, the Queen's Space Elevator Team must combine cutting-edge technology with superior problem solving skills and technical knowledge

Charter of ASIC Laboratory

~~Article I: Mission Statement~~

~~1. The ASIC (Application Specific Integrated Circuit) Laboratory is to inspire engineering students' interests and excel by applying learned knowledge and acquiring new knowledge in the field of the digital logic design.~~

~~Article II: Objectives~~

1. The ASIC Laboratory will strive to achieve:
 - a. 1st place in DAC Design Contest
 - b. 1 papers published in professional journals

~~Article III: Conditions of Membership~~

~~1. All members of ASIC Laboratory must be registered engineering students with exception that business section may compose students from school of commerce.~~

~~Article IV: Team Structure & Composition~~

~~1. The ASIC Laboratory will be composed of two divisions, the project division and business division.~~

APPENDIX: GO TEAM GO

- ~~2. The project division is responsible for the progress of the projects in the laboratory.~~
- ~~3. The business division is responsible for seeking sponsorships and manages finance for the team.~~
- ~~4. One elected laboratory manager will oversee the operation of the whole team, both project and business division.~~
 - ~~a. The laboratory manager will hire managers to manage the operations in each division.~~
 - ~~b. Separate manager is required for each project that the team is undertaking.~~
- ~~5. Impeachment & Non-confidence vote~~
 - ~~c. If members of the team have found the elected manager is inadequate and incapable of fulfill his or her duty as the manager, an impeachment can be made.~~
 - ~~d. Non-confidence vote can be held, and an election for a new manger is to be held if more than 50% of members in favor of non-confidence.~~

Article V: Finance

- ~~1. The team will process all financial transaction through Engineering Society's bank accounts.~~
- ~~2. All cash acquisition must be done by both the treasurer and the team manager.~~
- ~~3. There are no fees or paid positions in the team.~~

Article VI: Summary

~~The ASIC Lab is a team that works on the technology innovation's forefront by designing new digital logic element or systems such as Wireless processor, low lower CPU chip and etc. The team will participate in DAC Design Contest and also publish papers on academe journals. Welcome all engineers to join the team.~~

Queen's Concrete Canoe ~~Charter~~ Team Charter

Article I: Objectives and Mission Statement

1. The Concrete Canoe Team is a student run club that designs and builds a canoe made of concrete and competes against other Universities nation wide.
2. Our objectives are to provide a learning environment for students while also providing a fun activity that promotes leadership, teamwork and project management.

Article II: Membership

1. While the team is mostly comprised of civil engineering students, the club is open to anyone who expresses interest in joining.

Article III: Team Structure

APPENDIX: GO TEAM GO

1. The governing structure of the team is subject to change, but as it stands right now consists of:

- a. Team Captain – handles all administrative duties and runs all team functions
- b. Head(s) of Construction – are in charge of all construction duties
- c. Concrete Heads – are in charge of material acquisition and design of the concrete mixes
- d. Mold Heads – design and build the mold for pouring of the canoe
- e. Head of Design – designs the boat and performs computer analysis of strength
- f. Head of Technical Report – compiles the technical report
- g. Head of Oral Presentation – handles all responsibilities for the oral presentation
- h. Fundraising – responsible for acquiring external sponsorship and internal fundraising

Article IV: Impeachment and Non-confidence

1. If problems arise with one of the executive members, then a vote will take place among the remaining executive members and majority rules.
2. This will stand for votes of non-confidence and the possible need for impeachment.
3. If impeachment does occur for any reason, then it will be the executive's decision whether they would like to replace the impeached member with a new member or not.

Article V: Banking Information

1. The bank account for Concrete Canoe is currently held by TD Canada Trust.
2. All of the money is accumulated by sponsorship, internal fundraising and grants from EngSoc, the dean, the faculty and the AMS.

Article VI: Summary

The Concrete Canoe Team provides an excellent opportunity to have a great time while also learning life skills. Team participation promotes teamwork, leadership and project management. It is a chance to take technical skills learned in the classroom and apply them in a real world project.

Queen's Concrete Toboggan Team

Article VII: Article I: Objectives and Mission Statement

1. The Queen's Concrete Toboggan Team is a team where students can apply the technical skills learned in the classroom to a design project.
2. Students also have the opportunity to practice and develop a variety of other skills, such as oral and written communication, fundraising, budgeting, and project management.

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APPENDIX: GO TEAM GO

~~Article VIII:~~Article II: Conditions of Membership

1. Any student at the University can join the Concrete Toboggan Team
2. Typically only second and third year civil engineering students are actively recruited.

~~Article IX:~~Article III: Composition of Governing Body

1. Any member of the team can hold an executive position.
2. Typically, members returning for their second year on the team are given preference.

~~Article X:~~Article IV: Provisions for Impeachment

1. Should there be any reason to impeach a member (executive or non-executive), a vote of all executive members will be held.

~~Article XI:~~Article V: Banking

1. The Concrete Toboggan Team does not do any banking through the Engineering Society.

~~Article XII:~~Article VI: Fees or Paid Positions

1. There are no paid positions.

~~Article XIII:~~Article VII: Summary for Promotional Purposes

Each year, the Queen's Concrete Toboggan Team designs, builds, and races a toboggan made primarily of concrete. This year, over 400 students from universities across Canada will travel to Montreal, Quebec to compete in the Great Northern Concrete Toboggan Race from February 1st to 5th, 2006.

Queen's Formula SAE Team Charter

Article I: Objective and mission statement

1. The Queen's Formula SAE Team exists for Queen's students to conceive, design, fabricate, and compete with small formula-style racing cars.
2. The restrictions on the car frame and engine are limited so that the knowledge, creativity, and imagination of the students are challenged.
3. The cars are built with a team effort over a period of about one year and are taken to the annual competition for judging and comparison with approximately 140 other vehicles from colleges and universities throughout the world.
4. The end result is a great experience for young engineers in a meaningful engineering project as well as the opportunity of working in a dedicated team effort

Article II: The team

APPENDIX: GO TEAM GO

1. exemplifies the integrated learning model for engineering education by being a multidisciplinary team made up of all engineering disciplines, commerce, arts, and science students
2. Capitalizes on all education and public relations opportunities, in order to remain a visible presence in the community and to promote the University and particularly Queen's Engineering.
3. Team members must effectively find and utilize all necessary resources, be it people, monetary, or materials, in order to build a successful vehicle.
4. The team operates entirely under the supervision of the 'Faculty Advisor', a volunteer liaison between the faculty and the team.
5. The current Faculty Advisor is Dr. Brian Surgenor, in the Mechanical Engineering Department.

Article III: Organization and internal management structure of the team

1. Is determined by the student members.
2. Typically a student manager has been appointed annually, by the agreement of the team.
3. In the past, when it has been judged to be in the team's interest, there have been co-managers.

Article IV: Financial management

1. Is accomplished by the student members of the team, under the supervision of the Faculty Advisor.
2. The team operates using a financial account provided by the Department of Mechanical Engineering.
3. Responsibility for sponsorship and fundraising lies with the team members, and is an integral component of the design challenge.

Article V: Work Space

1. The primary work space and machine shop support for the team is provided by the Department of Mechanical Engineering
2. Shared with the Mini-Baja SAE team in McLaughlin Hall.
3. The Formula SAE team would benefit immensely from ILC shared space, as the McLaughlin Hall workspace is not sufficiently sanitary for composites fabrication.
4. Collaboration between design teams would be improved, such as the sharing of curing ovens, which are currently on loan to the Solar team from Formula.

Article VI: Blurp:

APPENDIX: GO TEAM GO

The Queen's Formula SAE Team designs and builds a small Formula-style race car, to compete against hundreds of other university teams from around the world at a large annual competition in Michigan in May. The car is designed and built entirely by students, and is an excellent opportunity to learn skills and knowledge beyond what is taught in classes. All students are welcome, and anyone who contributes to the team has the chance to drive the car. It is one of the most exciting, educational, and just plain fun design teams at Queen's.

Queens University Autonomous Robotics Team Charter

Article VII: Article I: Mission Statement

1. Our mission is to provide undergraduate students with the opportunity to design and build autonomous robots while gaining invaluable hands-on experience.
2. Students are encouraged to take initiative and develop their own projects.
3. As a relatively young team - started in April of 2002, the Queen's University Autonomous Robotics Team was founded in hopes of obtaining the following goals:
 - a. Gain hands on experience with electrical, mechanical, and software components.
 - b. Learn to solve a real-world engineering problems.
 - c. Develop effective teamwork skills.
4. An underlying intent for the team is to promote ways in which technology can positively affect our day to day lives, and the lives of people around the world.
5. From medical applications, to space exploration, to replacing hazardous jobs in the workforce, the application of robotics can make positive changes to the world around us.

Article VIII: Article II: Conditions of Membership

1. QUART is only available to Queen's students in Applied Science or unless additional specialty experience is required. Such as:
 - a. AI programming (Computer Science) or marketing (Commerce) where additional Non-Applied Science students can participate and become a member.

Article IX: Article III: Composition of the Governing Body

1. The team will have one project manager for the entire school year.
2. The project manager will manage the team as he or she deems fit, in order to accomplish the team's goals for the year.
3. The project manager can assign the title of manager to willing team members with at least one term of experience with the team.
4. New project managers will be determined every April with an election process. Votes will be taken with the members who attend the election meeting.

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APPENDIX: GO TEAM GO

~~Article X:~~ Article IV: Votes of Non-Confidence

1. If at any time, the majority of the team deems the project manager to be unsuited for the position.
2. The team may hold an election to replace the current project manager, more than 80% of the team must vote.

~~Article XI:~~ Article V: Adequate Banking and Account Information

1. The project manager will be accountable for all finances for the team, unless otherwise delegated to a team finance manager.

~~Article XII:~~ Article VI: Fees or Paid Positions

1. There are no paid positions on the team at this time.

~~Article XIII:~~ Article VII: Team Summary

The Queens University Autonomous Robotics Team (QUART) is committed to providing a positive learning experience to all Applied Science students interested. The team is currently focused on producing two robots to compete in the Trinity Firefighting Robotics Competition in April of 2006. In this competition, a robot must autonomously (without human control) navigate a simulated house - complete with 'corridors' and 'rooms', and extinguish multiples candles and identify the location of a trapped 'baby'. The candles and simulated baby are placed randomly in 'rooms' and the robot must complete its task autonomously. The Trinity Firefighting Robotics Competition held in Hartford Connecticut is the largest public robotics competition in the world. Last year Queens tied for first place in the expert division.

Mostly Autonomous Sailboat Team (MAST)

~~Article XIV:~~ Article I: Objectives

1. The team goal is to design and build a 2m long autonomous sailboat to race against other university and college teams.
2. Depending on the winner of the previous event, the team may also be responsible for hosting the competition.
3. During this process we also want to give students the opportunity to augment their classroom learning by:
 - a. Participating in a hands-on project
 - b. Taking on roles which require responsibility and leadership
 - c. Familiarizing themselves with construction methods and tools
 - d. Finding solutions to complex, multidisciplinary challenges

~~Article XV:~~ Article II: Conditions of Membership

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APPENDIX: GO TEAM GO

1. Membership will be granted to any interested student.
2. The primary target will be engineering students in Mechanical, Electrical, and Computing disciplines, but membership may extend into other disciplines, faculties, and into the school of graduate and professional studies.
3. We allow this wide range of students in order to encourage working across disciplines, and to bring in expertise from other areas.

Article XVI: Article III: Team Structure

1. The team is composed of managers, team leaders, and members.
2. Two co-managers are recommended, but not required for formation of the team. Managers will be selected at the end of the project each year. Selection will be on a voluntary basis but if more than two people are interested, a vote will be held by the remainder of the team.
3. The team leaders oversee sub-groups on the team and manage a small group of students focused on a particular aspect of the project.
4. These positions are also voluntary, and the number of sub-groups can be adjusted to a certain extent in order to create the correct number of positions.
5. The remainder of the team is composed of student members.
 - a. Students may be involved with multiple subgroups if they wish.
6. In the event of non-confidence of a manager or group leader, the remainder of the team may vote and choose to either change the status of the student to a member, or to deny membership to the team.
 - b. This may only be done after appropriate steps have been taken to resolve the issue in a less drastic manner.

Article XVII: Article IV: Financial Information

1. All team banking is done through the Engineering Society under the MAST name.
2. Expenses are covered by students until reimbursed by the team unless the expense is significant enough to merit request of a cheque from the team.
3. All team members participate on a volunteer basis and are not paid compensation for their time.
4. The team may provide accommodation, food, and/or flights as required for events, but this is not guaranteed, and students may be required to provide their own funding for such expenses.

Article XVIII: Article V: Team Summary (for publication purposes)

The Mostly Autonomous Sailboat Team (MAST) designs and builds 2m long sailboats which can sail themselves using onboard computer control and sensors. The boats are developed for 'SailBot', a competition which Queen's founded in co-operation with the University of British Columbia. SailBot 2006 will be held in Kingston in May.

APPENDIX: TEAM GO TEAM

B. EngSoc Affiliated Clubs

Part I: Affiliated Clubs

1. The following student organizations are considered affiliated clubs of the Engineering Society (**also ratified under another faculty society*):

- a. ~~Canadian Aeronautics and Space Institute Kingston Chapter (CASI)~~
- b. Environmental Development Committee (EDC)
- a.
- b. ~~e.~~ Equality Issues Committee (EIC)
- f. Queen's University Institute of Electrical and Electronics Engineers Student Club (QIEEE)
- g. Simple Harmonic Motion (SHM)
- h. SOH CAH TOA
- i. Waveguides
- c. ~~j.~~ Women in Science and Engineering (WISE)
- d. ~~-~~ Women in Science and Engineering (WISE)
- e. Positive Allies and Queers in Engineering (PAOE)
- f. Engineers Without Borders (EWB)
- g. Queen's Energy and Commodities Association (QECA)*

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Part II: Ratification and Guidelines

2. All student organizations affiliated with the Engineering Society shall be under the jurisdiction of the Society.

3. Any student organization wishing to become affiliated with the Society and/or enjoy the use of publicity shall obtain recognition from the Society in the form of ratification of its charter (as defined below) by the Society. The organization will submit this document to the Vice-President (Student Development) and Director of Internal Affairs who shall review the charter based on guidelines set out in this section or otherwise established by the Engineering Society before presenting to Council.

4. The charter of an Engineering Society affiliated club shall be a brief document covering the following sections:

- a. its objectives and mission statement
- b. any conditions of membership
- c. the composition of the governing body including its officers, their mode of selection and their duties/privileges
- d. provisions for impeachment and votes of non-confidence regarding any officer

APPENDIX: TEAM GO TEAM

14. It is understood that all student organizations recognized through this policy are not agents of the Society, cannot incur debts or obligations on behalf of the Society, and cannot attribute their debts or obligations to the Society.

15. Money received by any club from any source including but not limited to sponsorship, grants, donations or winnings must be used only for the expressed purposes of the club as outlined in its charter. Misuse of funds will result in appropriate action, and may result in the Vice-President (Student Development) proposing to council that the Engineering Society no longer be affiliated with the club.

Part IV: Web Access

15. Each club president or chair will be provided with an Engineering Society e-mail address and access to web space. The content of all e-mails and postings is subject to the University's Code of Conduct and should be used for club specific purposes only.

16. It is the responsibility of the outgoing club chair or executive to provide the contact information of the incoming officer to the Engineering Society Information Technology Officer so the account information can be changed over accordingly.

17. Webspace must be updated once a term to reflect the changing objectives and goals of the club as well as post any new information such as activities, meetings, internal structure, and hiring.

18. The Engineering Society e-mail address for the club must be checked a minimum of once per month.

19. All clubs are subject to the Engineering Society Computing Policy found in section 8.F of the Policy Manual.

C. Design Teams

Part I: General Guidelines

1. All Engineering Society design teams are subject to the same policy as Engineering Society affiliated clubs, outlined in part B of the Policy Manual.

2. Any exceptions to the policy stated in part B will only be permitted with approval from the Vice-President (Student Development).

3. The following student organizations are currently considered to be Engineering Society design teams:

a. Aero Design Team

b. ~~Concrete Canoe Design Team~~ Queen's Concrete Toboggan Team (QCTT) Team

c. ~~Concrete Toboggan Design Team~~ Queen's Concrete Canoe Team (QCCT)

d. SAE Formula Car Team

e. ~~Fuel Cell Design Team~~ Queen's Fuel Cell Team (QFCT)

APPENDIX: TEAM GO TEAM

~~f. Free Flight Design Team~~

~~gfg. SAE Mini Baja Car Team~~

~~hgh. Mostly Autonomous Sailboat Team (MAST)~~

~~i. Queen's LEGO Bridge Design Team~~

~~jhj. Queen's Living Energy Lab Design Team (QLEL)~~

~~kjk. Queen's Solar Vehicle Team (QSVT) Queen's Solar Design Team (QSDT)~~

~~lj.l. Queen's University Autonomous Robotics Team (QUART)~~

~~m. Queen's Wetland Integrated Design Team (QWID)~~

~~n. Application Specific Integrated Circuit (ASTC)~~

~~koo. Space Elevator Design team Queen's Space Engineering Team (QSET) team~~

Part II: Design Team Roundtable

4. The Vice-President (Student Development) will chair four meetings per year (two per term) of the Design Team Roundtable which is designed to be a time for teams to discuss problems and issues relating specifically to their team as well as other teams, provide updates on their progress, and allow for the Engineering Society to relay important information to the teams.

5. Four design team roundtable meetings will be held per year, two in each term. A member of the executive for each design team must attend each meeting. Due to the importance of these meetings, failure to attend may result in the Vice-President (Student Development) proposing to council that the Engineering Society no longer be affiliated with the design team.

Part III: Integrated Learning Centre

6. The competitive design space in the Integrated Learning Centre is designed as an area for teams to freely work on their projects. However since it is a shared space, certain principles must be upheld. In order for a design team to be allocated space in the ILC, the team must agree to and uphold the rules provided in the 'ILC Team Space Lease'. Upholding these principles are key to the safe and efficient workings of design teams and therefore breaching the agreement in any way may result in the Vice-President (Student Development) proposing to council that the Engineering Society no longer be affiliated with the design team.

7. Safety is the main concern in the competitive design team space. Since design teams will know their specific safety concerns and procedures, each team must submit a list of important safety information to the Vice-President (Student Development) and post a copy outside of their design team space. This document should be updated on a regular basis.

APPENDIX: I AM THE EGGMAN

17. Liaising with the Faculty of Applied Science and the AMS Services on Services issues.

Part IV: Vice-President (Society Affairs)

(Ref. By-Law 4, Part II, Section 4)

12. The Vice-President (Society Affairs) shall strive to represent the Engineering Society to its members and market the Society to the community at large,

13. The Vice-President (Society Affairs) shall have direct responsibility and authority over the following elements of the Society:

- a. the Director of Internal Affairs.
- b. the Director of Events
 - i. Associated events of the Engineering Society not specifically delegated to another officer or separately empowered committee.
- c. the Director of Information Technology
- d. Internal Marketing Office (IMO).
- e. the Polling Officers
- f. the Society Videographers.
- g. the Society Photographers.

14. The duties of the Vice-President (Society Affairs) include, but shall not be limited to:

- a. attending and acting as secretary at all executive meetings as described in By-Law 4, Part III.
- b. acting as a resource in the effective operation of the Internal Marketing Office (IMO).
- c. the maintenance of an open database of all non-confidential transition reports to be used as job description information for EngSoc hiring.
- d. Supporting Review Board in the acquisition of transition reports from all outgoing EngSoc Executive, Directors, and Officers; prior to the end of his/her own term
- e. the maintenance of a database of current EngSoc Position holders, the maintenance of mailing lists and a file of unsuccessful candidates for all EngSoc positions.
- f. the maintenance of the paper filing system of the Society Offices.
- g. the administration and monitoring of the e-mail lists of Engineering Society, including approval of all electronic communications to the Society membership through this list in accordance with the Society's Computing Policy (Policy A.B)
- h. the indirect maintenance of the external and internal computer systems of the Society Offices through supervision of the Director of Information Technology (IT).

APPENDIX: I AM THE EGGMAN

i. liaising with each Science Year and Discipline Club; this includes convening regular meetings of the Year Presidents' Caucus.

~~ensuring the accuracy and integrity of the EngSoc archives by sending information to campus archives whenever necessary.~~

~~j. ensuring all Hiring Committees are familiar with and follow the Hiring Policy (Policy γ.B)~~

~~k. organizing the annual Appointment Fair to publicize available appointed positions~~

~~j-l~~

~~k.m.~~ the facilitation of an institutional memory of past Society occurrences for future benefit by:

i. supervising the EngSoc Videographers and Photographers in the documentation of Society events throughout the year.

ii. supervising the activities of the EngSoc Handbook (Proceedings of the Engineering Society) Editors.

~~l-n.~~ reporting to Council the state of affairs of the Society with respect to this portfolio.

Part V: Vice-President (Academic)
(Ref. By-Law 4, Part IV, Section 16)

15. The Vice-President (Academic) shall represent the Society to the Faculty of Applied Science and to Queen's University on all academic and curricular matters, and in matters related to the implementation of the Integrated Learning philosophy. The Vice-President shall act to enhance the quality of education delivered to all students of Queen's Applied Science.

16. The Vice-President (Academic) shall have direct responsibility and authority over the following elements of the Society:

- a. The Faculty-Student Liaison Committee.
- b. The Better Equipment Donation (B.E.D.) Fund.
- c. Englinks, the Engineering Society's tutor-matching program.
- d. Students for Engineering Education Development (SEED).

17. The duties of the Vice-President (Academic) include, but shall not be limited to:

- a. Attending all executive meetings as described in By-Law 4, Part III.
- b. Representing the Engineering Society membership in all matters related to academics and curriculum.
- c. Developing and implementing initiatives of a curricular nature in order to enhance engineering education

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APPENDIX: I AM THE EGGMAN

- i. to act as a liaison with the Science Formal Committee and assist them in using EngSoc resources.
- j. to organize the EngSoc Formal Wine and Cheese.

Part II: Director of Internal Affairs

(Ref.By-Law 8, Part II, Section 3.)

3. The Director of Internal Affairs shall oversee the procedure and protocol of the Society.
4. The Director of Internal Affairs shall have direct responsibility and authority over the following elements of the Society:
 - a. the Chief Returning Officer (CRO)
 - b. the Council Secretary
 - c. the Constitutional Guru
 - d. the Society Archivists
5. The specific duties of the Director of Internal Affairs include, but shall not be limited to:
 - a. maintaining consistency mechanics and smooth operation of Council.
 - b. running elections arising in Council including those of Speaker and Assistant Speaker.
 - c. being present at Council meetings and acting as an objective resource for the EngSoc Speaker
 - d. Compiling and publicizing the agenda of upcoming Council meetings.
 - e. Publicizing upcoming Council meetings in the This Is For Real section of Golden Words
 - f. acting as the Chief Electoral Officer (CEO) for all Society elections and overseeing the Chief Returning Officer (CRO) in carrying out of said elections, as seen in Bylaw 3, Part I:
 - i. meeting as necessary with the Chief Returning Officer (CRO)
 - ii. making rulings resolving disputes and making rulings during the election
 - ~~g. the organization and scheduling of all EngSoc appointments.~~
 - ~~h. ensuring all Hiring Committees are familiar with and follow the Hiring Policy (Policy 7.B)~~
 - ~~i. organizing the annual Appointment Fair to publicize available appointed positions~~
 - g. being the Policy Brahma of the Constitutional Guru.
 - ~~j. h. ensuring the accuracy and integrity of the EngSoc archives by sending information to campus archives whenever necessary~~

APPENDIX: I AM THE EGGMAN

~~k.i.~~ Compiling a directory of contacts for all position holders in the Engineering Society and in its associated groups, clubs and organizations.

~~l.j.~~ being an ex-officio, non-voting member of the EngSoc Review Board, as seen in Bylaw 15 and Policy ε.A.

~~m.k.~~ proposing changes to the current Constitution and Policy Manual to be implemented by Council in conjunction with the EngSoc Review Board.

~~n.l.~~ coordinating the annual Engineering Society Awards ~~BanquetRetreat~~, as seen in Bylaw 17:

i. soliciting nominations and selecting candidates for the Awards Committee, in accordance with Bylaw17, Part I, Section 2

ii. liaising with the Faculty Office with respect to Society Awards.

iii. holding meetings of the Awards Committee as necessary.

iv. organizing and chairing the annual Awards ~~BanquetRetreat~~.

~~o.m.~~ overseeing the activities of the EngSoc archivists in the retrieval of information from campus archives to provide perspective on current Society happenings.

~~p.n.~~ communicating at a minimum of weekly with the Vice-President (Society Affairs)

Part III: Director of Professional Development

(Ref. By-Law 8, Part II, Section 4)

6. The Director of Professional Development shall coordinate all EngSoc activities associated with career advancement and preparation of Society members for post graduate work.

7. The Director of Professional Development will support the long term stability of external groups by promoting strong ties to industry through the initiation of corporate partnerships and exploration of alternative avenues of sponsorship to support groups.

8. The specific duties of the Director of Professional Development are the following:

a. to oversee professional development programs including but not limited to:

i. resume programs;

ii. mock interviews;

iii. cover letter workshops;

iv. informational pamphlets; and

v. the Engineering Summer Job Fair.

b. to act as an ex-officio member of the External Relations Committee.

c. to act as a resource person, focusing on career development and preparation for undergraduate engineers

APPENDIX: EIGHT DAYS A WEEK

BY-LAW 2 RULES OF ORDER

Part I: Preparation for Meetings

1. Details of the preparation for meetings shall be outlined under sections α .A and α .B of the Policy Manual.

Part II: The Speaker

2. There shall be a speaker of EngSoc Council, who shall be appointed in accordance with By-Law 1, Part III.5.a.

3. a. The Speaker shall preside at all meetings of EngSoc Council and shall preserve order and decorum.

b. The Speaker shall not participate in debate.

c. The Speaker shall only cast a vote in the event of a tie, in which case the Speaker shall vote in such a way as will permit the matter to be brought before council at a later date. The Speaker may permit members to state their opinions on this matter insofar as it relates to questions of procedure. Comments on the merits of the matter under discussion are out of order at this time and shall not be permitted.

4. a. Any member, if called to order by the Speaker, or on a point raised by another member, shall yield the floor while the point is being stated.

b. At the Speaker's discretion, debate may be entertained on questions of order but must be strictly relevant to the case.

5. a. If a request for explanation of a point of order, or practice, or of a particular ruling is made, the Speaker shall state the rules of authority applicable to the case.

b. No debate shall be permitted on any rulings.

c. Rulings may be overruled only by a two-thirds vote of members present.

6. a. The reference source for all points of order or procedure not covered in this by-law shall be Bourinot's Rules of Order in its most recent edition.

b. If a point is raised which is not covered in either of the above, reference shall be made to Beauchesne's Rules and Forms of the House of Commons of Canada, in its most recent edition, which shall be the final authority.

c. No rule shall be amended or repealed without a notice of motion having been given during the previous meeting.

d. The suspension of any rule of order may be effected without notice by the Speaker, for the duration of the meeting, if fewer than three members object.

7. The Speaker, after calling the attention of the meeting to the conduct of a member who persists in irrelevance or repetition, may direct that member to discontinue their speech.

APPENDIX: EIGHT DAYS A WEEK

8. The Speaker shall interrupt any member who makes use of inappropriate language.
9.
 - a. The Director of Internal Affairs shall provide a warning to the offending member and the year, discipline or committee that he/she represents after one missed meeting and inform the offending member and his/her group after a second absence.
 - b. Upon the absence of any voting member from two meetings of EngSoc Council during their term, without either proxying their vote or reasonable cause, the Director of Internal Affairs through the Vice President (Operations) shall temporarily freeze the EngSoc account of and withhold funding to the year, discipline or committee that the offending member represents.
 - c. The account shall remain frozen and funding withheld until the offending member can meet with the Director of Internal Affairs to explain his/her absence from meetings or at the discretion of the Director of Internal Affairs.
 - d. Subsequent absences from EngSoc Council without either proxying one's vote or reasonable cause will again result in the temporary freezing of accounts and withholding of funds without notice. Notification will be sent from the Director of Internal Affairs to the year, discipline or committee. A letter, signed by three members of the executive or committee in question, excluding the offending member, must be sent to the Director of Internal Affairs either confirming their support for the offending member to continue as representative to EngSoc Council or stating the selection of a new representative.
 - e. Proxying a member vote for three consecutive EngSoc Council meetings is considered equivalent to missing two Council meetings, and the same consequences will apply.

Part III: Substantive Motions

10.
 - a. All substantive motions shall:
 - i. Be moved in the following format:
 - WHEREAS (problem or reason)
 - AND WHEREAS (if multiple problems or reasons)
 - BE IT RESOLVED THAT (request or solution to problem)
 - BE IT FURTHER RESOLVED THAT (if multiple solutions/requests)
 - Moved By: (mover's name)
 - Seconded By: (seconder's name)
 - ii. Be seconded;
 - iii. Either
 1. Be preceded by a notice of motion, submitted in writing at a previous meeting of EngSoc Council; or

APPENDIX: EIGHT DAYS A WEEK

f. When an amendment is on the floor, debate shall be limited strictly to the amendment itself; no debate on the main motion shall be entertained until the amendment has been voted upon.

g. An amendment may be taken as friendly ~~if it does not alter the intent of the motion but rather clarifies the meaning or corrects the wording at the discretion of the mover.~~ A friendly amendment to a motion ~~may be made provided no voting member of council objects to such being done; otherwise the mover shall be offered the chance of proposing a formal amendment will be accepted without debate.~~

Part IV: Rules of Debate

14. a. The quorum for EngSoc Council shall consist of one plus one-half of the voting members, rounded down if it is not a whole number.

b. If quorum is not maintained, the Speaker shall recess the meeting while an effort is made to secure sufficient members to retain quorum. If this effort fails then the meeting shall be adjourned with the time and the names of the members still present being recorded in the minutes. The remaining business on the Agenda may be proceeded with during the following meeting under Business Arising from the Minutes.

15. a. Every member of EngSoc Council shall rise and address the Speaker when speaking in debate.

b. All members shall be referred to by their surnames.

16. a. Either the mover or the seconder of a motion shall be the first to speak in the debate.

b. The person who introduced the motion shall also have the right of summation at the end of the debate.

~~17. a. No person shall speak more than once during the debate on a particular motion, except for the mover (see Section 16), but such persons may speak to an amendment moved by another person, even if having previously spoken to the main motion.~~

~~b. 17. The moving of an amendment shall constitute speaking to the main motion.~~

~~a.~~ a. No person shall speak for more than ~~ten~~ three minutes at a time without the permission of the speaker.

~~b.~~ b. Members may speak to a motion more than once, but only after every other member choosing to speak for the first time has spoken.

~~c.~~ c. Prior to the cessation of debate, the speaker shall announce that debate is being closed.

18. During debate, any member may request that the motion under consideration be read again, as long as this right is not abused as a delaying tactic.

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APPENDIX: EIGHT DAYS A WEEK

19. When a motion is under debate, no other motion, except for procedural motions or amendments, may be raised.
20. a. Guest speakers may not participate in debate but may answer points of information (see Section 22).
b. A guest speaker is defined as anyone present at a meeting who is not a member of EngSoc
21. No person shall interrupt another person except on a point of information, order, or privilege.
22. a. Any person may rise on a point of information to request or give factual information concerning the motion under debate.
b. All requests for information shall be addressed to the Speaker.
c. All replies shall be addressed to the Speaker.
d. Neither the question nor the reply shall be considered a speech to the motion under debate.
23. a. Any person may rise on a point of order and bring to the attention of the Speaker any deviation or departure from the rules or ordinary procedures of EngSoc Council (see also Sections 4, 5, 6).
b. A point of order cannot be raised when another point of order is being considered.
c. A point of order must be raised when the irregularity occurs.
d. If the Speaker finds that a member is not rising on a point of order, the Speaker shall direct that member to sit down.
~~e. A point of order does not constitute speaking to the motion under debate.~~
24. a. Any person may rise on a point of privilege to:
i. Correct a substantial misinterpretation or misrepresentation of his or her previous speech; or
ii. Bring to the attention of the council any personal insults or abuse directed at them; or
iii. Introduce new members of EngSoc Council or guest speakers.
b. Any voting member wishing to be excused from the remainder of the meeting must rise on a point of privilege and request the permission of the Speaker to do so. The Speaker's decision in this matter shall be guided by the reasons given for making the request and by the extent to which the meeting is liable to lose quorum.
c. In general terms, points of privilege refer to all matters affecting the rights and immunities of EngSoc Council collectively, or to the position and conduct of persons participating in the meetings.
~~d. A point of privilege does not constitute speaking to the motion under debate.~~

APPENDIX: EIGHT DAYS A WEEK

~~25.~~ When the Speaker is putting the question, no member shall walk out of the meeting, or make any noise or disturbance.

~~26-25.~~ ~~No member shall reflect upon any vote of EngSoc Council, except for the purpose of moving that such a vote be reconsidered (see Section 31).~~

~~27-26.~~ **a.** At the conclusion of debate the Speaker shall call for a vote by a show of hands to determine whether the motion shall be accepted.

b. If the decision is to be challenged, four voting members must stand to request a formal recount.

c. At the request of four voting members, the vote shall be taken by roll call instead of show of hands. If the Speaker has already taken a show of hands, then this request must be made before the Speaker announces the results.

d. When a vote is taken at EngSoc Council, any member may request that the numbers or names of the voters be recorded in the minutes.

e. Any member has the right to request that the minutes record them as having supported/opposed/abstained on the motion.

~~28-27.~~ Smoking and the consumption of alcohol are ~~is~~ prohibited in EngSoc Council chambers.

~~29-28.~~ **a.** The Executive may, if it so desires, for certain items of business for which publicity is not in the interests of EngSoc, put forward a motion to assemble in closed session.

b. Such a motion shall take the form, that EngSoc Council enter closed session for the purpose of discussing (a particular item of business).

c. If the motion is concurred in by two-thirds of the members present and voting, then EngSoc Council shall enter closed session.

d. When in closed session the Speaker shall ensure that all persons who are not members of EngSoc Council, except those (if any) whom EngSoc Council has invited (see Subsection e), leave the council chambers.

e. When in closed session, EngSoc Council may call before it any person or persons whose experience or knowledge of the item of business to be discussed will aid EngSoc Council in reaching a decision.

Part V: Procedural Motions

~~30-29.~~ All procedural motions shall:

a. Be seconded;

b. Commence with the word THAT;

c. Not be preceded by a preamble;

d. Take precedence over debate on the main motion; and

e. Not be debatable or amendable.

APPENDIX: EIGHT DAYS A WEEK

~~31-30.~~ **a.** After any question has been decided, any member may, at the same meeting or at the next meeting thereafter, move reconsideration of the question.

b. Such a motion shall take the form, that the decision taken on a motion (number of motion) of (date of meeting at which the decision was taken) be reconsidered.

c. If the council requests an explanation, the Speaker shall permit the mover to give a brief (one or two minutes) outline of the reasons for proposing reconsideration.

d. Reconsideration of a decision taken on a motion at a previous meeting shall require a two-thirds vote of the total voting membership of EngSoc Council.

e. Reconsideration of a decision taken on a motion at the same meeting shall require a two-thirds vote of those members present and voting.

f. No question shall be reconsidered more than once, nor shall a motion to reconsider be reconsidered.

g. Should EngSoc Council resolve that the specified motion is to be reconsidered, the original vote shall be of null effect and EngSoc Council shall begin a new debate on the motion. ~~Persons who spoke to the motion in the previous debate shall have the right of speaking in the new debate.~~ Should EngSoc Council not wish to continue the discussion at this time, it would be proper for the matter to be laid on the table.

h. Should a member of EngSoc Council give notice at a meeting that they intend to move at a later date for reconsideration of a decision taken at current meeting, then the decision taken shall be held in abeyance until such time (-usually the following meeting-) as the motion of reconsideration is voted on. If such notice is not given, then there is no obligation to delay implementation of the decision.

~~32-31.~~ **a.** Any member wishing to curtail debate on a motion may move the previous question.

~~**b.** Moving the previous question shall constitute speaking to the main motion.~~

~~**b.**~~ **b.** Such a motion shall take the form, that this question be now put.

~~**c.**~~ **c.** If the motion of previous question is resolved in the affirmative by a two-thirds vote of members present and voting, then debate on the main motion is superseded; a brief summation shall be given by the mover of the main motion, after which the main motion shall be put directly to the vote.

~~**d.**~~ **d.** It is not in order to move the previous question when an amendment is under debate. A motion of previous questions may not be applied to an amendment or to a procedural motion.

~~**e.**~~ **e.** If the motion is resolved in the negative, then debate shall proceed as if no motion had been made, and it shall not be in order to move the previous question on the same main motion until some intermediate proceeding, such as a motion to amend, has been proposed and decided.

APPENDIX: EIGHT DAYS A WEEK

~~g.f.~~ A motion of reconsideration may not be applied to a motion of previous question.

~~33-32.~~ **a.** Any person wishing to delay consideration of a question may move that the motion be laid on the table.

b. Such a motion shall take the form, that this question be laid on the table.

c. When the motion is resolved in the affirmative, the main motion and all amendments related thereto are carried to the table and removed from consideration by EngSoc Council at that time.

d. When the motion is resolved in the negative, the business proceeds as if no motion had been made.

e. The consideration of any motion laid on the table may be resumed at any time, without previous notice, upon a motion to be decided by a simple majority. If this motion is decided in the affirmative, then EngSoc Council shall resume consideration of the question and all amendments relating thereto. ~~Persons who spoke to the motion(s) before it was (they were) laid on the table shall have the right to speak during the resumed discussion.~~

f. Such a motion shall take the form, that the following question be raised from the table....

g. A motion of reconsideration applies to a decision taken to either lay on the table or raise from the table.

~~34-33.~~ **a.** Any member may at any time move a motion of adjournment of the meeting. ~~The moving of this motion shall constitute speaking to the motion under debate at that time, and such a motion may not be proposed by a member who has already spoken to the motion under debate.~~

b. Such a motion shall take the form: THAT this meeting now be adjourned.

c. When the motion is resolved in the affirmative, all remaining business shall be superseded and the meeting shall end, the time being recorded in the minutes.

d. When the motion is resolved in the negative, business shall proceed as if no motion had been made, except that it shall not be in order to move adjournment again until some intermediate proceeding (such as an amendment or another main motion) has taken place.

e. A motion of reconsideration applies to a decision taken on a motion of adjournment.

f. Meetings of EngSoc Council shall automatically adjourn after three hours unless a motion to extend the deadline is passed. Such a motion shall require a two-thirds vote of the members present and voting in order to be resolved in the affirmative.

APPENDIX: EIGHT DAYS A WEEK

~~f.g. Motions to extend the deadline shall extend EngSoc Council for a maximum of thirty minutes. Following the thirty minutes, additional motions to extend Council must be passed in order to continue.~~

~~35-34. a.~~ Any person wishing to take up an item of business out of its appointed order on the Agenda may move, that motion (number on motion sheet) be considered as the next order of business. Such a motion may not be proposed when another motion is being debated, and shall be decided by a simple majority vote.

~~b.~~ Any person wishing to prevent EngSoc Council from taking a vote on the main motion under discussion may move, that EngSoc Council proceed to the next order of business. Such a motion may not be proposed when an amendment or procedural motion is being debated, and shall be decided by a simple majority vote. ~~The moving of such a motion shall constitute speaking to the main motion, and may not be proposed by a person who has already spoken to the main motion.~~

Part VI: Committee of the Whole

~~36-35. a.~~ A Committee of the Whole is ordinarily appointed by a motion that EngSoc Council go into Committee of the Whole to consider (a particular question or motion pertaining thereto).

~~b.~~ Such a motion is neither amendable nor debatable.

~~c. Such a motion may be proposed by a person who has already spoken to the question under debate. If the motion to enter Committee of the Whole is defeated, then the moving of this motion shall not constitute a speech to the motion under debate.~~

~~37-36.~~ The Committee must remain within its terms of reference.

~~38-37. a.~~ When EngSoc Council enters Committee of the Whole, a motion may be put forward, that the Speaker leave the chair. The purpose of such a motion is to allow the committee proceedings to be chaired by someone more qualified or to give the Speaker a rest.

~~b.~~ If the motion is resolved in the negative, the Speaker shall retain the chair.

~~c.~~ If the motion is resolved in the affirmative the deputy Speaker (see By-Law 1, Section 4 Subsection c)) or, failing that, a person immediately appointed by the Committee, shall take the chair and preserve order and decorum.

~~d.~~ If a sudden disorder occurs, the Speaker shall immediately resume the chair.

~~39-38. a.~~ Members may speak to a motion more than once, but only after every other member choosing to speak for the first time has spoken.

~~b.~~ Motions presented during Committee of the Whole are not required to be seconded and therefore shall not be seconded.