

Agenda

Engineering Society Annual General Meeting

5:45pm, March 16th 2010

Ellis 323



1. Adoption of Agenda: Motion 1
 2. Adoption of Minutes: Motion 2
 3. Speaker's Business
 4. Presentations
 - 4.1. Accountability
 - 4.1.1. President
 - 4.1.2. Vice President (Society Affairs)
 - 4.1.3. Vice President (Student Development)
 - 4.1.4. Vice President (Operations)
 - 4.1.5. Vice President (Academic)
 5. Business Arising from the Minutes – None
 6. New Business: Motion 3-10
 7. Break!
 8. Executive Reports
 9. Director Reports
 10. Question Period 1
 11. Faculty Board Report
 12. A.M.S. Report
 13. Senate Report
 14. Board of Directors Report
 15. QPID Report
 16. Athletic Report
 17. Club Reports: Happy and Sunny
 18. Year Reports
 19. Question Period 2
 20. Election of the new Speaker
 21. Discussion Period: Old Exec and Director team
- | | |
|---|---|
| <ul style="list-style-type: none">○ <u>Happy Group</u>○ EngPhys○ Electrical and Computer○ Mechanical○ Mining○ EngChem | <ul style="list-style-type: none">○ <u>Sunny Group</u>○ Geo○ Chemical○ Apple Math○ Civil |
|---|---|

Motion List

1. WHEREAS, democracy, more like demo-crazzyyyyy
AND WHEREAS, ahhhhh, the oldest joke in the book
BE IT RESOLVED Council approve the agenda of the Annual General Meeting of Tuesday, March 16th 2010, as seen on the EngSoc website
MOVED BY: Victoria Pleavin
SECONDED BY: Sarah Newton

2. WHEREAS, not a minute has passed this year where we have not enjoyed council
AND WHEREAS, we are down to the last minutes of this council session

AND WHEREAS, don't worry, AGMs are counted in the hundreds of minutes, so we can enjoy this thoroughly together.... Forever.

BE IT RESOLVED THAT Council approve the minutes of the Annual General Meeting of Tuesday, March 10th 2009, as seen on the EngSoc website

BE IT FURTHER RESOLVED THAT Council give Emily Haggarty a round of applause for her wonderful work this past year

MOVED BY: Emily Haggarty

SECONDED BY: Victoria Pleavin

3. WHEREAS Titles need to be kept up to date

AND WHEREAS the title 'Archivist' will no longer accurately describes what the archivist will be doing

BE IT RESOLVED that the Archivist position will henceforth be referred to by name and in policy as the Chief Internal Records Officer.

MOVED BY: Max Howarth

SECONDED BY: Derrick Dodgson

4. WHEREAS, We are no longer members of the Faculty of Applied Science

AND WHEREAS, It would be great if our policy reflected that we are now all members of the Faculty of Engineering and Applied Science

BE IT RESOLVED THAT: All instances of "Faculty of Applied Science" occurring within the Engineering Society constitution and any policy manual and bylaws (except Bylaw 11) are replaced by "Faculty of Engineering and Applied Science"

BE IT FURTHER RESOLVED THAT: The constitutional guru is authorized to make these changes as per their regular duties

MOVED BY: Mike Brown

SECONDED BY: Adam Bunn

5. WHEREAS the AGM is incredibly early this year AGAIN, thanks AMS

AND WHEREAS Policy states that the Board of Directors are to be hired during the Annual General Meeting

AND WHEREAS the Board of Directors should have a significant time period for advertising and promotion in order to get the best and brightest

BE IT RESOLVED Council move the hiring of the Board of Directors a special general meeting to be held right before our last council of this year on April 1st, 2010

MOVED BY: Andrew Pope

SECONDED BY: Victoria Pleavin

6. WHEREAS the EngSoc Board of Directors are to be "nominated by a nominating committee and elected by the general membership at the Annual General Meeting" (By-Law 19)

AND WHEREAS, that is later reaffirmed that "The Engineering Society membership shall elect the voting members to the Board at the Annual General Meeting" (Policy Zeta)

AND WHEREAS, no committee has been convened to recommend candidates for election to the Board of Directors.

BE IT RESOLVED THAT: _____ and _____ are elected to Board of Directors for two year terms

BE IT FURTHER RESOLVED THAT: _____ is elected to Board of Directors for a one year term

MOVED BY: Mackenzie Dixon

SECONDED BY: Andrew Sullivan

7. WHEREAS, Democracy is fun,

AND WHEREAS, A few electoral reforms may assist us in guaranteeing free and fair elections to a greater degree

BE IT RESOLVED THAT: Council adopt the changes to By-Law 3 (Engineering Society Elections), as seen in Appendix: Bueller... Bueller... Bueller...

MOVED BY: Mike Brown

SECONDED BY: Victoria Pleavin

8. WHEREAS, The Incoming Executive are supposed to be inducted in at the Annual General Meeting, AND WHEREAS, This allows us to create a record of transition that's both useful and historical, AND WHEREAS, No induction procedure currently exists,

BE IT RESOLVED THAT: Council adopt the changes to Bylaw-4: The Executive as seen in Appendix: EZIO AUDITORE, and Policy Manual α (Engineering Society Council) as seen in Appendix: SHH, I'M AN ASSASSIN

BE IT FURTHER RESOLVED THAT: This oath is applied retroactively for the current incoming executive and this annual general meeting.

MOVED BY: Mike Brown

SECONDED BY: Mackenzie Dixon

9. WHEREAS, every year we require people to be on the board of Engineering Society and Research Centre (Kingston)

AND WHEREAS, this opportunity is to be given to as many students as possible

BE IT RESOLVED THAT: the Queen's University Engineering Society recognizes that Victoria Pleavin, Emily Fay and Derrick Dodgson now sit on ESARCK Board of Directors

BE IT FURTHER RESOLVED THAT: The following three persons are appointed to ESARCK board of directors for a one year term: _____, _____ and _____.

MOVED BY: Victoria Pleavin

SECONDED BY: Emily Fay

10. WHEREAS, I don't know what they were complaining about last year

AND WHEREAS, it may have taken 5 days but it wasn't so bad

AND WHEREAS, everyone else has checked out already and we need people to replace them

BE IT RESOLVED THAT: the following be ratified by the AGM for their respective position: Rachel Currie as Director of External Communications, Maegan Fell as Director of Professional

Development, Jessica Steeves as Director of Events, Matt Lloyd as Director of First Year, Torrencio Vigilante as Director of Information Technology, Max Howarth as Director of Internal Affairs, Logan Reid as Director of Finance, and Erik Giles as Director of Services

MOVED BY: Victoria Pleavin

SECONDED BY: Derrick Dodgson

THIRDED BY: Emily Fay

FOURTHED BY: Douglas Haney

FIFTHED BY: Adam Bunn

Executive Reports

Date: March 1, 2010

To: Engineering Students

From: Greg Ellis, EngSoc President

Subject: President's Annual General Meeting Report

If I can say one thing about the 2009-2010 school year, it is that it was a good one – for the Engineering Society, and for me. I was privileged to work with some of the most talented and inspiring people I have ever met, and I am leaving this experience feeling incredibly fortunate that I can call them my friends. Together, we accomplished what I believe to be great things for the Engineering Society. Given that this is my last public report to the Society's members, I will attempt to reflect on what I see as some of the major accomplishments and successes we experienced this year.

Introduction of the Engineering Society Bookkeeper

In a continued effort to create a more professional Society, a chartered accountant was solicited into maintaining the Engineering Society financials, including all services. I can say with all confidence that most students have a very difficult time accounting for taxes when running our businesses or the Society itself. The move to a bookkeeper is an important step towards becoming more accountable and transparent to our members especially considering that it is their money that is being spent.

Renewed Faculty Relations

While less public than some other initiatives, the increase in communication between the Society and the Faculty, specifically the Dean, should not be overlooked. The Executive was able to meet this year with Dean Woodhouse on at minimum a monthly basis to update her on the Society's activities, provide feedback and represent student views to her on the Faculty's business, and develop new areas for collaboration. The close relationships developed this year will hopefully be mutually beneficial for years to come.

Renewed Alumni Relations

The faculty wasn't the only group to get a little closer to the Society. The non-homecoming patio ritual, the largest alumni event on campus, ran smoothly this year. Alumni count on the patio to be open to reconnect with their old-classmates, and to feel like a student again for a short time. The alumni involved thoroughly enjoyed themselves and are always finding ways to give back to Queen's.

Thank You!

Throughout this year, I relied on and received invaluable contributions, support, dedication, advice, feedback, and more from a host of individuals deserving of recognition and my gratitude. As such, I would like to pass on my sincerest thanks to Ryan, Mike, Ed, Cenk, Robin, Kaz, Dan, Cory, Vic, Jill, Brent, Sulli, Jay, Danielle, Mike, Mackenzie, Ross, Pope, Rob, Gary, Claire, Chris, Brittney, Charlie, our AMS reps, Dean Woodhouse, Ann Messenger, members of Council, the Board of Directors, the service managers, and all of the active members of the Society that I may have missed. I could not have asked for a better collection of amazing individuals to work and share this experience with, and it is because of all of you that this job is worth doing.

Finally, I would like to thank the Society's members for the opportunity to be a part of such an amazing organization. I hope that I've done it justice.

Cheers,

- Greg

AGM Report to Council

Ryan Low

Vice-President (Operations)

Most of my report will be covered in my accountability presentation during the AGM, but the past couple of weeks have been filled with transitioning, and not much else. A couple of loose ends of projects were tied up, and setting up the paperwork for transitioning the financial authorities from Greg and myself to our successors Vic and Emily.

It has been a great year, with many successes, but the majority of it could never have been accomplished without the fantastic operations team I had this year, who are often unrecognized, and have done a fantastic job. Cory and Dan have spent hours making sure things worked out properly this year, and I could not have had such a great year without them. Adding to that, all of the managers of the 6 EngSoc services this year were amazing, and have gone above and beyond in their jobs, and their successors have high bar set for them for the 2010-2011 operational year.

Ryan

Vice President (Academic)

AGM Report

March 16, 2010

Wow, it's been an entire year already? I'll be going over my strategic plan during my accountability session tonight in an overview of the past year, so you'll just have to wait for those specific details. Just to give you an update on some last minute projects I've been working on:

Academic Planning/Student Surveys

You may have noticed the survey that I sent out last week. As of March 11, we've had about 340 responses thus far. The purpose of this survey was to evaluate current attitudes and desires for a variety of details regarding academic programming within the engineering program at Queen's. Over the past weekend I've drafted up a final report that will be submitted to the Dean at tomorrow's faculty board. Check out the Academics section on the EngSoc website for further details.

BED Fund

BED Head Board met last Wednesday to review the proposals for the year. I'm glad to report that we received quality proposals from all disciplines, and I'd like to extend thanks to all of the reps and to Chris Cochrane, the BED Coordinator. Some of the proposals require a few clarifications, so Adam will be bringing some to Thursday's council, and the remainders to the final council of the year.

Englinks

Englinks has had an outstanding year, no doubt due to the hard work of Steph Dumais, the Englinks coordinator. The service will be planning a debrief session within the next few weeks to see how the service can be improved and just general feedback on the program.

SEED

SEED is moving forward on its plan to review APSC 174. Also, look for future advertisements for the all-year forum within the next few weeks.

Ask the Deans Night

The faculty will be hosting a night with Dean Woodhouse and Associate Dean (Academic) Clapham as a means of opening communications between the administration and the student body. The actual event is March 23rd from 6-7 pm in Dupuis auditorium. If you'd like to have a specific question addressed, email deansadmin@appsci.queensu.ca by March 17th (tomorrow!).

Academic Hiring

Just as a plug for Adam, the positions of SEED Chair, Englinks coordinator and BED Fund coordinator are all being hired within the next week, with applications due March 18th at 5:30 pm. Check out the EngSoc website for applications, and be sure to speak with Adam if you're interested at all.

Conclusion

That's pretty much it from me. I'm sure I'll repeat it a few times tonight, but I'd like to thank you all for your hard work and dedication to the society throughout the past year. Your dedication as members of council has ensured the continued success and accountability of this organization. I wish you all luck in your future endeavors.

Cheers,

Mike Brown

Vice President (Academic), 2009-2010

Queen's Engineering Society

VP (Society Affairs) – AGM Report
Cenk Aytimur – Vice-President (Society Affairs)

vpsa@engsoc.queensu.ca

Dear Queen's University Engineering Students,

This is the final report that I will compose as the Vice-President (Society Affairs) of the Engineering Society. I would like to thank everyone that I worked with this past year; I wouldn't have had such a successful year without your help and support.

To start off, the weekly newsletters I believe were quite successful this year, especially with the introduction of a list of contents and html hyperlinks to easily navigate through the e-mail quickly and effectively. This has hopefully increased the communication between the ongoing of the Society and our constituents.

With the number of applicants we've also had this year for various positions within the society, I believe that volunteer involvement has also increased in many aspects of the Society. The two hiring fairs that I have held (March and September of last year) had a large turnout showing that students have interest in becoming involved.

I believe that the part of my Society that has greatly improved this year was the IT Office. Thanks to **Brent Mucci** (Director of IT) and his **system administrators'** dedication and hard work, next year's IT Office is stepping forward in the right foot. The Office was able to create a good set of documentation describing the system and common procedures, which will prove invaluable for the incoming team. Brent also created an operations & transition manual from scratch so that the next DoIT will have a good foundation to step off from. Brent and I were able to create some implicit policies for the IT Office and we hope to have them in a document before the end of the year.

As for the Director of IT position, it was fundamental in the changes that occurred to the IT office, and I believe that it will play a critical role for years to come. The decision that Brent and I have reached is that it would be a great hindrance to the office and its ability to remain reliable if the DoIT role was turned back into an officer position.

The transitioning process within my portfolio has also been very successful. This is partly due to Chris Bimm's work on this project last year. **Jill Lackey** (Director of Events) also ensured that each event coordinator position had a transition manual. Her portfolio was also very successful this year. To name a few accomplishments, we received our deposit from the buddy ski trip, has most of our equipment for our charity events sponsored, and as always, had a very successful EngWeek. The Fungineering committee has a couple of events in store, so make sure you keep an eye out for those.

The Internal Affairs portfolio has had much change throughout this year. Some of it was forced on us by the AMS, the rest were great improvements to the portfolio. I think that **Victoria Pleavin** did a great job running and preparing council this year. The themes were always fun and exciting, and we had a large turnout for almost every council. She also did a fantastic job dealing with the change of the AMS voting system, from paper ballots to electronics ones. The creation of Deputy Returning Officers (DROs) also helped make sure the elections ran smoothly. I have no doubt that the upcoming Awards Banquet will be a great success.

Unfortunately, a part of my portfolio that I wish I could've done more work on, was the marketing office. **Ilana Signer** was a very motivated and dedicated Chief Marketing Officer. She has a lot of good ideas, but unfortunately, we had no applicants for positions within the marketing office. Although we tried to take on an advertising project to help increase awareness about the existence of the marketing office, it never came to fruition. I have passed my thoughts on the marketing office to my successor, and I hope that it will undergo great improvement over the next year.

Over the next couple of weeks, I will be finishing some final projects which I have started. One of them will be to have some addition to policy manual β to reflect some changes that I feel are necessary. I will also be finishing off the creation of a privacy policy in order to ensure that the incoming executive team will have access to some select records from the Registrar's office, under a strict binding contract. These two items have been on my list for a long period of time; however it was very difficult to work on them during this busy transition process. As a result, I will complete them before the end of the school year.

Finally, I'd like to end off by thanking all of the volunteers that were involved in the Society this past year. Everyone did a fantastic job and gave the Society their best. This was a fantastic year for the Society!

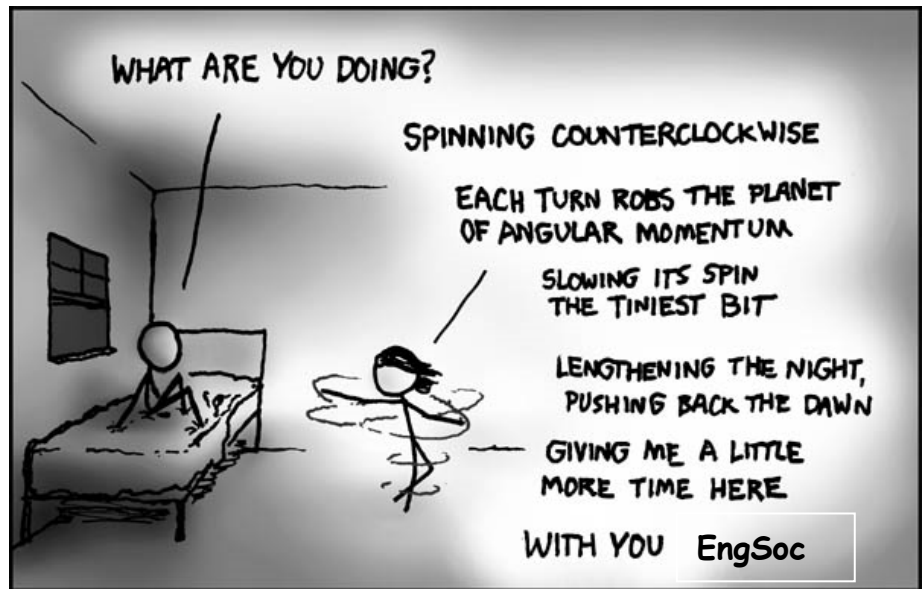
I'd like to wish everyone good luck and success on all of their future endeavours and undertakings. Thank you for allowing me to have the experience of a lifetime!

I remain,

Cenk Aytimur

Vice-President (Society Affairs),

2009 - 2010



VP Student Development Report for March 16, 2010

Transitioning is complete. Doug is now up to speed on every aspect of the portfolio. In many cases he has been learning by doing. On that note, there is a lot of hiring happening right now in the portfolio but you'll have to ask Doug the deadlines because he's handling that already. I'd say the SD portfolio is in good hands for the coming year.

My accountability presentation will give you a final update on the status of the portfolio – which projects have been completed, which are ongoing, and which will be passed off to Doug for his consideration. Read up on my strategic plan (you could be the first!) at <http://engsoc.queensu.ca/society/executive-directors/>. I'll be happy to answer any questions you have about this past year in the VPSD portfolio.

Looking back, it's been a fantastic year and I have many people to thank for making it so (and I will - see: tab night, banquet). But out with the old and in with the newbs!

Signing off,

Ed Watson

Vice-President (Student Development) 2009-10

Director Reports

Dear Council/Attendants of the Annual General Meeting,

What a wonderful year it has been and there are so many people I need to thank for their help along the way. I feel like I have been successful in my new initiatives and carried on the old just as well.

Thank You's Galore

I'd like to thank Greg Ellis for his support this year and all of the Executive and Director Team. You are fantastic people and I'm glad to have you as friends. Thank you to the First Year Executive for being so lively and positive. It was a great group of students with so much potential. Watch out, they are doing amazing things and will continue to do so in their years at Queen's. Special thanks to the voting members for coming out to Council regularly and contributing, it takes guts! Thank you to all my volunteers at All-Discipline's night; it could not have happened without you.

What I Did

This year I acted in an advisory capacity to the First Year Executive, and help them get comfortable in the workings so the Society. I continued the tradition of All-Discipline's Night taking place in the Atrium and got a record turnout. This year, it was a joint event with Queen's University Internship Program, which benefitted QUIP's turnout at their presentation. I succeeded at being fairly visible to the first year class, getting looks when I pass Sci'13 GPA's on campus, attending first year events and meeting friends of the first years I knew. As far as my new initiatives, I created new Workshops just for first year students. I feel like this fits the role of Director of First Year impeccably as I am preparing them for opportunities at Queen's and helping them overcome any disadvantage that comes from lack of experience. The first workshop focuses on interview preparation and tips. Although attendance was small, I put on the workshop 3 times and had a great response from the participants.

What I still have on the go

Three workshops are still to come! The second instalment of the Interview Workshop is happening this Saturday, March 13th at 3:30 PM in the ILC room 313. That's a lot of three's so it should be easy to remember. The next workshop is being put on by Paul Bowman, from Career Services, and it is a resume workshop for first year students in Ellis 332 on Thursday March 18th at 6 PM. These are great opportunities for first years to increase their strength as a job applicant. The final workshop I am working on is with Queen's Learning Commons, about Study Skills specifically for first year engineers. This won't happen until week 12 and we are still in the planning stage. I'll continue to be in touch with first years through the Sci' 13 list after tonight for information about these events.

I had a great year and loved getting to know everyone I worked with. I trust that this job is in fantastic and capable hands with Matt Lloyd. Please let him know any suggestions that you may have for him, to make next year even better. There is always room for positive change within the framework of the position.

Love Always,

Robin Johannsen
Director of First Year 2010-2011

Outgoing!! PD

This year has been amazing and I have had a lot of fun but have also gotten a lot of things done. Policy was written on the Technical workshops, as well as a curriculum being created for it. A new web page of job information specific to engineering and applied science students has been created that will be launched with the new webpage. The `How to get a job` handbook has been created and will be launched for next year to assist students in getting jobs and careers.

We have continued Proctor and gamble mock interviews and stepped it up for last year so that it happens twice a year instead of only once. I have also worked with career services on expanding their marketing to students especially with the internship program.

Take care everyone and its been great working with all of you Take care and as red green always says-
``I'm pulling for ya, we're all in this together``

Andrew Sullivan, Director of Professional Development

AGM Report, D.o.I.T 2009/2010

Brent Mucci, aka Do IT

March 11th, 2010

It has been a long and eventful year for EngSoc I.T. I went from knowing very little about our I.T. to mapping out, with documentation, virtually our entire framework. I've created a yearly presentation with a starter kit for future Computer Managers to receive so they can get a kick start into their new volunteer job. This year really was about people and establishing relationships with them. With the right people in place, our I.T. system has benefited 10 fold than if it were just me doing this alone. Thank you to all of my amazing Computer Managers for making this a fantastic year! Thank you to the Exec/Director team for your continuous support through the year and thank you to the VPSA, Cenk Aytimur, for without him I would not have even considered applying for Director of Information Technology.

Major Accomplishments

- **Nine Trained Managers:** Hired nine amazing Computer Managers. Held weekly meetings with them, giving them tutorials and setting up projects. This is by far my biggest accomplishment for EngSoc I.T. and the one that required the most amount of work. My managers have made EngSoc I.T. an incredibly useful resource and are continuing to do great things with it, please thank them when you see them!
- **Documentation:** Created an environment of documentation, where everything gets documented and added to an I.T. documents folder. This is to preserve long term I.T. memory and to mitigate problems of abandoning software, websites, user accounts, databases, passwords, and thereby forcing I.T. to restart every 3 or so years.
- **Website:** The new EngSoc website is up and running. With permission from the next DoIT, I will be leading a small team of Computer Managers and train them on how the website works and how to upkeep and maintain it. I will also tell them to train more managers once I have graduated and can no longer be easily reached.
- **Security & Cleanup:** The I.T. system had a lot of critically dangerous security holes. All that I have seen I personally fixed. The directory structure has been significantly cleaned up and reorganized both in the server and by cataloguing and storing software for the services.
- **Systems Rebuilt:** The computer systems have been rebuilt in the lounge but need to be replaced. The hardware is slowly failing. I am now making it a tradition for EngSoc to purchase 1 new computer in the summer and 1 new computer in the fall. All receipts will now be added to a new I.T. accounting book with proper dates applied.
- **QFrosh:** A stable, secure, and easily managed system for frosh to register for their frosh week. This was done as a dual accomplishment with the OC of 2009.
- **Archives Wiki:** A fully documented Wiki created by two of my very talented Computer Managers for the purpose of documenting the Engineering Society's adventures as they occur. It will contain our history as remembered and current events as they happen.
- **A Path More Travelled:** As the first Director of I.T. for Queen's EngSoc, I have created a set of routines and procedures for the future DoIT to follow as well as for the Computer Managers. It is now a custom to create documentation for everything and to share knowledge with everyone, even if it means taking more time to do it.

Ongoing Projects

- The backup server is almost complete. My lead Computer Manager on this project will be working closely with the next DoIT to see its final implementation. It is very near completion but requires about 1 more solid week of work.
- Civic is our authentication and current file server. I have tried about a dozen times to migrate it to our newer servers but each attempt failed due to misconfigurations in the existing system. In other words, for every 1 step forward I wanted to take I knew I would have to also take 2 steps back. What I didn't see were the other 8 steps back I would also have to take due to glitches. All of these steps back added and took too much time for me to accomplish within this year.
- Air conditioning in the server room is progressing. We will have budgeted properly for this installation in the summer and I have already begun helping to plan it for the next DoIT to take care of.

Thank you to everyone who made this an amazing year!

Sincerely,

Brent Mucci

Director of Information Technology

Engineering Society

Queen's University

Director of Events Report

Jillian Lackey

General Updates

This year was awesome! I wish the best to Jessica next year! I know she will do amazingly!!!!!! (Yes, that was multiple exclamation marks)

This year I feel that I have accomplished what was expected of me, and more.

I continued Fungineering – they are hoping to have a couple more events before the year-ends. The Buddy Program really took off, with over 800 participants and even hosting a ski trip (which until this year, had yet to exist in my university career). I also worked on a super semi, which occurred yesterday and was _____ (I am hoping for 'amazing').

Also a huge success were our more charitable events – the Terry Fox run was awesome, meeting the goal of almost \$2000. And Fix n' Clean came in drastically under budget, having helped out over 8 houses with no cost to the engineering society – they received enough sponsorship to cover the entirety of their expenses.

Sorry for the short report, I had a midterm before it was due and am therefore exhausted.

Pun of the Bi-Week

I trained my dog to hunt for underground mushrooms but now he's more truffle than he's worth.

Director of Services AGM Report

Tuesday, March 16th, 2010

And here we are... the great EngSoc ride is nearly over. Here's some things that I did this year!

- Assisted with the transition into the new Bookkeeper system
- Ironed out the wrinkles in the new services requisition system
- Updated internal staff chat procedure to better reflect the needs of service staff
- Created a weekly outline and timeline for the service portfolio (TIFRs, apps, deadlines, etc.)
- Finalized an outline and template and info package for future manager training days

- Hosted and organized many inter-service manager social events
- The usual daily work (mail, requisitions, firefighting, etc.)

Upcoming:

SERVICE STAFF APPLICATIONS are due this **Thursday, March 18th** into the EngSoc mailbox by **5:30 pm**. This year we have moved to a single service staff application for all three services which will streamline the procedure. Additionally, the 2010-11 executive will be implementing a new one-job-per-student initiative to open more positions for the constituents. Kudos to Emily Fay and Erik Giles for leading this!

MANAGER TRAINING DAY was yesterday. Jay, Greg, Ryan, the AMS SIC, and I presented on topics including EngSoc history and ties to the services, strategic planning, EngSoc financial system and budgeting, social issues in the diverse workforce, hiring, training, and HR practices, and how to be a successful manager. We also talked about how awesome Jay is (probably).

TRANSITION DOCUMENTS for the managers are going to be due to Erik Giles by April 2nd. This is so that the managers can transition the incoming managers and provide a supplementary information document with their reflections on the year.

It's been a slice.

Dan Gleeson

Director of Services

services@engsoc.queensu.ca

Director of Internal Affairs, Victoria Pleavin

I can't believe it's been a year since I was ratified as Director of Internal Affairs.

Here's a rundown of the projects I planned and maybe not planned for this year and how they turned out.

Ditch the AMS for elections – This one did not turn out as planned. Given that the AMS took this year to go to the online system is seemed like we would save more money, and time by continuing with them. Despite my complaints about the AMS not delivering on some promises they still did what no other year has done in that regard and should be commended on getting the online elections system up and running.

Hired DROs – This worked out beautifully this year. Our DROs did a great job and with their help we were really able to ramp up the elections in regards to quality this past year.

Job Booklet – I hired a FYPCO to do this job and we're definitely off to a good start. Although not a finished job there is definitely more than enough material there to safely pass off to Max for the next year and finish it up in the near future.

By-Law/Policy Cleanup – Although there is still (and always is) room for improvement, I definitely gave the internal affairs policy a nice makeover and hopefully will save Derrick from some grief this summer when he gets to do the big re-write

History Wiki – This came online this year although is nowhere nearly close to completion.

However with the infrastructure in place I am excited for when this is filled out and finished in the upcoming years.

Hire FYPCOs – This worked out splendidly. As much as we call frosh lame all the time I definitely found some of the cream of the crop this past year and they helped me with numerous tasks. They are definitely winners in my book.

Established Council in ILC313 – This has been a long time coming and was discussed off and on throughout all my years since arriving on campus. It's nice to have finally happened.

Upcoming: AWARDS BANQUET BUY YOUR TICKETS!!!!!!!!!!!!!! It's on March 27th at the Radisson, \$20, and totally worth it.

Thank you Dani, Matt, Ryan, Valerie, Derrick, Emily, Max, Lauren, Mackenzie, Sarah, Cassie and the rest of ERB for being fantastic people to work with in and among my portfolio this year. Additionally thanks must be given to Cenk for always being there in addition to the rest of the Executive and Directors for the great jobs they did. Last but not least thank you council for being here, being attentive and involved. I've appreciated the attendance of all of you in this past year and really, most of my job couldn't have been done without you. I hope to see many of you back next year!

I remain,
Victoria Pleavin

APPENDIX: SHH, I'M AN ASSASSIN

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 2nd 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.

B. Annual and General Meetings

(Ref By-Law 2)

1. By-law 2, Part X shall govern the conduct of all annual or general meetings of the Engineering Society. The annual meeting shall be held on the Tuesday of the week of the second last Council meeting in the Winter term each year, the precise date, time, and venue to be decided by the President. At least one week's notice to this meeting shall be given to all members.

2. The order of business at the annual meeting includes the approval and signing of the minutes of the past annual meeting. This is followed by the reports of the outgoing Executive, other reports from council members, other matters affecting the interests of

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the Society, and induction & oath of the incoming Executive (with the latter being outlined in Bylaw-4, Part VII).

C. Engineering Society Standing Committees

Part I: Standing Committees of Council

1. Engineering Society Committee on Inclusivity

- a. The Committee shall examine issues of inclusivity associated with the policies, procedures and events of the Engineering Society. These include, but are not limited to gender issues, harassment, discrimination, exclusive practices, and practices that are not in the best interests of the spirit of the Engineering Society.
- b. The Committee on Inclusivity shall consist of
 - i. Vice-President (Student Development)
 - ii. Vice-President (Society Affairs)
 - iii. At least three non-executive members of Engineering Society Council elected at the first meeting of the Fall semester
 - iv. At least three non-Council members of the Engineering Society hired in September
 - v. Two faculty or staff members of the Faculty of Applied Science
- c. The total number of positions in sections b.iii and b.iv is at the discretion of the Vice-President (Student Development) as long as a balance between Council and non-council members is maintained.
- d. Each year must be represented on the Committee, with at least two members being first year students.
- e. A Chair shall be elected by the committee members at the first meeting of the Committee. The Chair must be a student, but may not be a member of the Engineering Society Executive. The Chair shall be responsible for organizing the committee, running meetings and moderating the open forums.
- f. The committee will hold at least one open forum per semester where all members of the Engineering Society will be invited to share their views on the issue of inclusivity within the Engineering Society. Anonymous minutes of these open-forums shall be taken.
- g. The committee shall compile a written report presenting any inclusivity issues brought to the committee and providing recommendations on ways to alleviate the identified issues. This report shall be presented at the Annual General Meeting of the Engineering Society Council and be made available on the Engineering Society website.

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BY-LAW 3

ENGINEERING SOCIETY ELECTIONS

Part I: Elections Committee

1. There shall exist an Engineering Society Elections Committee which shall organize and conduct the elections of the Executive, of all Year representatives of the society, and of other Society officers where the need should arise.

2. The EngSoc Elections Committee shall be composed of

a. A Chief Electoral Officer (CEO):

i. The CEO shall be responsible for resolving disputes and making rulings during the election, interpreting the Engineering Society Constitution for this purpose in a manner consistent with its intentions.

ii. The ~~Director of Internal Affairs~~Speaker of EngSoc Council shall serve as the CEO.

1. In the event of the absence of the Director of Internal Affairs's Speaker-absence, the Vice President (Society Affairs) Director of Internal Affairs shall serve as the CEO.

2. In the event of the absence of the both the Speaker and the Director of Internal Affairs, the Vice President (Society Affairs) shall serve as the CEO.

~~1-~~

~~2-3.~~ In the event of the absence of the Speaker, the Director of Internal Affairs and the Vice President (Society Affairs), the Engineering Society Council shall appoint a Society member to serve as CEO.

b. A Chief Returning Officer (CRO):

i. The CRO shall be responsible for the logistics, coordination and delegation of tasks for all elections and enforce By-~~L~~aw 3 to that end

ii. The CRO shall defer to the CEO for a ruling where a dispute is registered.

iii. The CRO will be appointed by the Executive and ratified by the EngSoc Council based on Policy Manual Section y.A.

c. Deputy Returning Officer(s) (DRO):

i. The DRO(s) shall be responsible for aiding the CRO in coordination of all elections

ii. DRO(s) will not be consulted in election rulings or disputes

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~~iii.~~ The DRO(s) will be appointed by the Executive and ratified by the EngSoc Council based on Policy Manual Section γ.A.

d. Ex-Officio Members

i. The Director of Internal Affairs

~~1. The Director of Internal Affairs will serve in an advisory capacity on the Committee, unless they are acting as CEO, under Part 1.2.a.ii.1.~~

~~ii. shall sit on the Elections Committee as an Ex-Officio advisor~~**The Vice-President (Society Affairs)**

~~1. The Vice-President (Society Affairs) will serve in an advisory capacity on the Committee, unless they are acting as CEO, under Part 1.2.a.ii.2.-~~

~~iii.~~

Part II: EngSoc Executive Elections

3. The officers listed below shall be nominated and elected by all members of the Engineering Society:

- a. President
- b. Vice-President (Student Development)
- c. Vice-President (Operations)
- d. Vice-President (Society Affairs)
- e. Vice-President (Academic)
- f. Senators

4. Nominations for these positions must be submitted before -the end of the business day the Wednesday two weeks prior to last day of polling. Such nominations shall be submitted in writing to the Chief Returning Officer of EngSoc and must be signed by at least fifty (50) members of the Engineering Society. There shall be no limit to the number of nominees for the candidacy of each office.

5. An all candidates meeting of all members of EngSoc shall be held as soon as possible after nominations have been received. At this meeting nominees for each position will be allowed to speak.

6. a. In the event of no nominees for the candidacy of any one position, the nomination period will be extended until the following Saturday at noon. If 1 or more nomination is received the election for this position will be held with the regular election. There will be no further extensions.

b. If only one nomination is received for any one position at the end of the nomination period, the nomination period will be extended until the following Sunday at noon. The election for this position will be held with

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Part VII: Methods of Voting

32. Preferential Voting

a. Multiple round voting

- i.** All persons entitled to cast a vote shall cast a single vote. If multiple candidates are to be selected in a single running, all persons entitled to cast a vote shall cast as many votes as there are candidates to be selected.
- ii.** If one of the candidates has secured greater than 50% of the votes cast, they shall be declared the winner. If no candidate has greater than 50%, the candidate with the least number of votes shall be eliminated from candidacy and all persons entitled to cast a vote shall recast their vote(s) given the reduced slate of candidates.

b. Balloted voting

- i.** All persons entitled to cast a vote shall rank the candidates in order of preference (first preference, second preference, third preference, etc.) on the ballot.
- ii.** All candidates need not be ranked on a ballot.
- iii.** A ballot marked with a single 'X' or other lone demarcation clearly indicating the selection of a single candidate over all others (as in the first-past-the-post system) shall be interpreted as a first preference ranking for the selected candidate and no preference for the remaining candidates.
- iv.** If there is any ambiguity in a ballot as to the explicitly stated preference between any two candidates, that ballot is to be considered spoiled and set aside.
- v.** A ballot is defined to be a vote for a particular candidate if:
 - 1.** the candidate is the highest ranked preference on the ballot.
 - 2.** the candidate has not been eliminated from candidacy.
- vi.** If one candidate receives more than 50% of the votes cast, they shall be declared the winner. If no candidate has greater than 50%, the candidate with the least number of votes shall be eliminated from candidacy. All votes for that candidate are then redistributed to the candidate who is the next preference listed on that ballot and is still in candidacy. If there are no remaining votes for candidates still in candidacy on a particular ballot, the ballot shall be set aside. This redistribution shall continue until one candidate has collected greater than 50% of the votes cast, or only two candidates remain. If only two candidates remain and neither has collected greater than 50% of the votes cast, the candidate with the greatest number of votes shall be declared the winner.

Part VIII: Neutral Parties

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33. In the interest of ensuring a fair and democratic process without the possibility of interference by those with privileged authority, the following individuals and groups are prohibited from actively campaigning or endorsing candidates during Executive & Senator elections:

a. Members of the Executive

b. Senators

c. Members of the Elections Committee

d. Members of the Engineering Society Review Board

34. Active campaigning and endorsing is defined as overtly supporting or denouncing a candidate in public forum.

35. Active campaigning and endorsing does not include membership in social media groups of candidates for informative purposes.

vi-36. All grievances regarding violations of neutrality may be forwarded to the Engineering Society Review Board and processed as outlined in Policy Manual ε.

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against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and

b. all other costs, charges and expenses that they sustain or incur in or about or in relation to affairs of EngSoc; except such costs, charges or expenses as are occasioned by their own willful neglect or default.

21. No act or proceeding of any officer or Council shall be deemed invalid or ineffective by reason or the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualifications of such officer or Council.

22. Officers may rely upon the accuracy of any statement or report prepared by EngSoc auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

Part VII: Policy References Induction & Oath

~~23. This by-law may be referenced in the following section of the Policy Manual: β .A~~

~~23. The Executive shall be inducted at the Annual General Meeting as noted in Policy Manual: α .B.2~~

~~24. The following oath shall be performed orally by each incoming Executive member and noted fully in the minutes of the meeting: "Standing before the membership at this Annual General Meeting occurring on (date of induction), I, (name of inductee), the incoming (position of inductee) pledge to uphold the values, duties and vision of the Engineering Society of Queen's University, along with any other responsibilities as a member of the Executive as outlined in the Constitution, By-laws and Policy Manuals of the Engineering Society of Queen's University."~~

Part VIII: Policy References

~~25. This by-law may be referenced in the following section of the Policy Manual: β .A~~

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