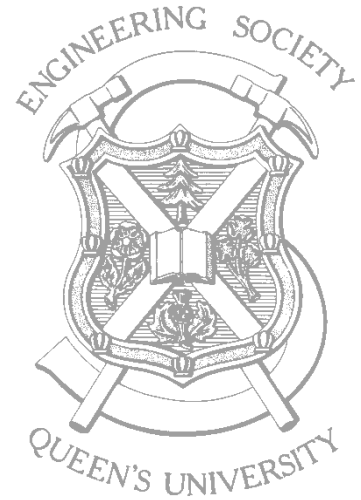


Agenda

Engineering Society Council Meeting

5:45pm, Thursday October 22nd 2009

ILC 313ab



1. Adoption of Agenda: Motion 1
2. Adoption of Minutes: Motion 2
3. Speaker's Business
4. Moment of Silence
5. Presentations
 - 5.1. Dean's Presentation
 - 5.2. Moving to Online Elections
6. New Business: Motion 3-10
7. Game!
8. Executive Reports
9. Director Reports
10. Question Period 1
11. Faculty Board Report
12. A.M.S. Report
13. Senate Report
14. IT Report
15. QPID Report
16. Athletic Report
17. Club Reports: Sunny
18. Year Reports
19. Question Period 2

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

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

Motion List

1. WHEREAS, holy crop! It's Harvest Council!

AND WHEREAS, I know I'm enjoying this bounty of food

AND WHEREAS, I hope I don't eat my words

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

MOVED BY: Victoria "om nom nom" Pleavin

SECONDED BY: Sarah "um num num" Newton

2. WHEREAS, Scarecrow's pale in comparison to the scariness of 25 pages of minutes

AND WHEREAS, I'm proud to announce that council is now crow free!

BE IT RESOLVED THAT Council approve the minutes of the Council meeting of Thursday, October 8th 2009, as seen on the EngSoc website

MOVED BY: Emily "Types Scarily Fast" Haggarty

SECONDED BY: Victoria "Old Crow" Pleavin

3. WHEREAS We're ready to grow an educational garden,
AND WHEREAS, a garden requires many, many seeds,
AND WHEREAS, we've acquired the rarest premium seeds available,
AND WHEREAS, quality seeds will ensure defense from any zombie attacks,
BE IT RESOLVED THAT: Council ratify _____, _____, _____, _____, _____,
_____ and _____ as members of Students for Engineering Education Development.

MOVED BY: Thai "I'm the chief gardener" Phi

SECONDED BY: Mike "Does that make me the chief hoe?" Brown

4. WHEREAS Wooooo fun time are needed!,
AND WHEREAS EngWeek is an awesomely fun time,
AND WHEREAS we would love for every week to be EngWeek,
BE IT RESOLVED THAT: council ratify Ross Kennedy, Max Howarth, Maddie Reid, Jegg Leavitt,
Cassis Frengopolous, Claire Wunker, Frances Emery, Lochana Ponnalam, Tamara Teofanovic and
Anbareen Firoog as EngWeek committee members.

MOVED BY: Jill "No such thing as too much fun" Lackey

SECONDED BY: Emily "the facilitator of this fun" Haggarty

5. WHEREAS: The Youth Action Program needs a coordinator
AND WHEREAS: this is a new program and needs someone knowledgeable and dedicated to get the
program off to a good start

BE IT RESOLVED THAT: Council appoints _____ as the 2009-2010 EngSoc
Youth Action Program Coordinator.

Moved by: Kasmel "this thanksgiving I'm thankful I'm not a turkey" Niyongabo

Secoded by: Robin "too bad you're a chicken" Johannsen

6. WHEREAS Biofuels is an emerging technology
AND WHEREAS anything with "bio" in it is great and worthy of our consumption (just watch a yogurt
commercial)
BE IT RESOLVED THAT Council ratify the Biofuels Reaction Engineering Team as a Design Team of
the Engineering Society
BE IT FURTHER RESOLVED THAT Council approve the addition of the Biofuels charter to Policy
Manual Appendix C, as seen in Appendix Probiotics
BE IT FURTHER RESOLVED THAT Council approve the changes to Policy Manual Kappa as seen in
appendix Activa

MOVED BY: Ed "Full of Methane Gas" Watson

SECONDED: Kasmel "Full of Turkey" Niyongabo

7. WHEREAS we don't like repeating ourselves
AND WHEREAS we don't like repeating ourselves
BE IT RESOLVED THAT Council approve the changes to policy manual Kappa as seen in appendix
double-take

MOVED BY: Ed "Watson Ed" Watson

SECONDED BY: Robin "Johannsen Robin" Johannsen

8. WHEREAS, There is a fancy new voting system being offered by Alma Mater Society
AND WHEREAS, technically because their elections aren't until Feb 2nd and 3rd we aren't supposed to
go with them

AND WHEREAS, But it's shiny and new!

BE IT RESOLVED THAT: Council approve of the executive elections being run in conjunction with the
Alma Mater Society this council year

MOVED BY: Victoria "I just love a huge election" Pleavin

SECONDED BY: Dani "Just make sure you're safe" Piercey

9. WHEREAS, it's nice when policy reflects what we do, not what we used to do

AND WHEREAS, I guess I've been breaking the rules up until this motion... whoops!

BE IT RESOLVED THAT: Council approve of the changes to policy section Alpha as seen in Appendix:
"You can't handle the truth!"

MOVED BY: Victoria "Old policy makes me giggle" Pleavin

SECONDED BY: Cenk "I thought it made you lol" Aytimur

10. 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

Executive Reports

VP Operations

Report NOT

SUBMITTED AGAIN

Date: October 17, 2009
To: EngSoc Council
From: Greg Ellis, EngSoc President
Subject: EngSoc Report

The beginning of Week 6! Halfway through the term already. Everyone ready for midterms?

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, _____. These two positions run the two largest events hosted by the Engineering Society, as I'm sure you know.

AMS Assembly

Some good news from Assembly, more of our groups and clubs will be on the fall referendum ballot for student fees. Although a few of our teams did not get enough signatures to merit being added to the ballot, they defended their stance and convinced the rest of Assembly to add them to the fall ballot. Kudos to them!

Not a very long winded report, ask me any questions you have.

Cheers,

- Greg

VP Academic Report

Mike Brown

Oct 22nd, 2009

Another council, another report; hold on to your socks sports-fans, here's another glimpse at the whirlwind (*Pidgeotto style*) world of academics.

SEED

The SEED committee has been hired and is up for ratification at this council. We've had our first official meeting to set the agenda this year; it looks like we should be on track to deliver two forums and possibly a course review. One of the priorities this year is for the committee to increase its general visibility so that the forums are well attended and that students have an idea of where to take any academic grievances or ideas any time during the year (in addition to myself).

BED

The BED Fund coordinator has met with a majority of the BED fund reps to outline the timeline for the year and fill in any details for the reps. We should be getting this year's funding numbers from the registrar by the end of the month. I urge all discipline clubs to help their BED Fund rep in the endeavour of creating a well planned out and beneficial proposal.

EngLinks

EngLinks is off to a fantastic start! As of the time of writing this report, our current tutor level is 41 tutors. We're preparing to do an advertising blitz as we head into midterms. Great job Steph! If you or your friends are stressed about imminent midterms and need the helping hand of a tutor (especially first years), be sure to check out EngLinks.

Vice Principal (Academic)

As you may have heard, Vice Principal (Academic) Patrick Deane will be leaving Queen's in July to become the President of McMaster University. A big congratulations to VP Deane, it's definitely McMaster's gain. As Principal Woolf strikes a search committee, I'll be sure to work with the rest of the executive to communicate the most desirable attributes and characteristics of a VP Academic.

Curriculum Planning

My meetings with the faculty around this area have been ongoing. We're moving out of the phase of what currently exists for design aspects throughout the curriculum and into planning what will be occurring in the future. The general vision is for design experience and the design process to be present in all years and all disciplines. For some disciplines, this won't mean much change from the current structure; other disciplines will see a healthy injection of much needed design work in the future. As always, if you have specific questions about the nitty-gritty of this planning exercise, I'm always happy to discuss it one-on-one.

Conclusion

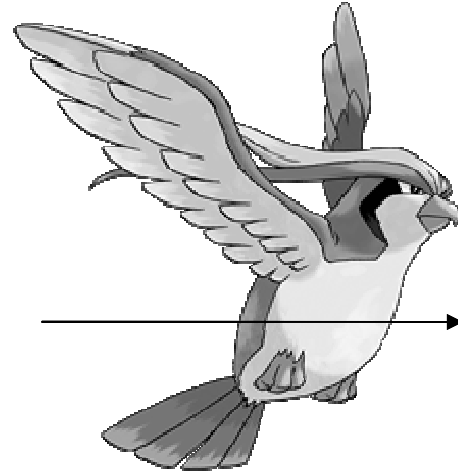
That's it from me. Anything that I've missed or lacked the psychic foresight to include in my report will be in my verbal report.

Cheers,

Mike



Protip: BRAAPPPPPPPPP



Pidgeottooo AWESOME

ZOMG PIDGEOTTO EVOLVED INTO PIDGEOT!!!!!!111111

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

Good evening fellow Council Members. I hope that everyone had a great thanksgiving long weekend. I don't have too much to report on this week. There has been some hiring under my portfolio. Mainly, EngWeek Committee, Fungineering Committee and new Computer Managers have now been hired. Also, just this past Friday, we had the Buddy Boat Cruise which was a great success! I'd like to thank both Melissa Dick and Tim Campbell for all the work that they put in to make that event so successful.

I will soon be looking to form a committee that will work on a print newsletter that I would like to setup and distribute before the end of my term. I will be looking for a combination of students from all years and disciplines to help me with this task.

As some may have notices, the IT architecture has been undergoing changes since the long weekend. Unfortunately, we aren't back up 100% yet, but we are working towards it as quickly as possible.

As always, if you have any questions about anything, feel free to talk to me or send me an e-mail!

VP Student Development Report for October 22 2009

Design Team Roundtable

Coming up in the next couple weeks

FYPCOs

They're grrrrreat!

AMS Clubs Grants

Our groups got some!

Old Teams and Clubs

I'm still looking for people who know anything about the current or previous existence of any of the following groups. Please let me know, or their accounts will be closed next council and they'll be de-ratified.

Queen's Engineering Business Club

Queen's Biomedical Engineering Club

Simple Harmonic Motion

SOH CAH TOA

Waveguides

Free Flight Design Team

Queen's LEGO Bridge Design Team

Queen's Wetland Integrated Design Team

Application Specific Integrated Circuit (ASIC)

Canadian Aeronautics and Space Institute Kingston Chapter (CASI)

Ed Watson

Vice-President (Student Development)

Director Reports

Jillian Lackey

Director of Events

Hiring, Hiring, Hiring!

This weekend we did hiring for the Fungineering committee and have some super awesome, enthusiastic people to plan some sweet events! We need a few more people so I will be approaching year executive events people in the very near future ☺ Yay FUN!

General News:

The Wine and Cheese for Sci' Formal is coming along. It will be held on Saturday, November 7th, between 3 and 5pm at Clark Hall Pub (invitation only). Should be a really great time ☺

The Buddy Boat cruise was on Friday night and it was a(n) _____ time! Great work to Melissa Dick and Tim Campbell to get that event sanctioned this year when everyone thought it wasn't possible!

Pun of the Bi-week:

"A hole has been found in the nudist camp wall. The police are looking into it."

Kasmet Niyongabo

Director of external communications

excom@engsoc.queensu.ca

ESSCO

- Teleconference
 - You can find the minutes here : http://essco.ca/documents/09_10/October%20Minutes.pdf
- PEO SC
 - Registration is now up
 - The other schools have been invited and they all seem very eager to attend
 - Conference will be held from the 27th -29th of November (same time as NCWIE)
 - I spoke to PEO and they will send us the \$15000 during the first week of October.

CFES

- Queen's will be preparing a presentation on Incorporation and a session on proper election procedures at the CFES congress

ERC

- Hiring for ERC will be held next weekend

New Business

- Jackson Tse and I Have been working on a calendar for the operations for the whole year for Youth Action.
-

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

doit@engsoc.queensu.ca

October 22nd, 2009

There are up days and down days

Attempted server migration over the Thanksgiving weekend and I was forced to stop due to security glitches. I fixed all of the glitches I found and went back to the old system. The file accessing part of the system went down but people can still download their files via FTP as a backup. I am in the midst of training my new computer managers and bringing them up to speed. I am very confident in their potential and extremely happy to have them on board.

I will remedy the server glitch as soon as I am done with training and mid-terms. I expect servers to be fully operational by the end of October.

Director of Services Council Report

Thursday, October 22th, 2009

October is here! School is rolling along nicely (WEEK 4), and so is the services!

- **Clark Lounge** – the whirlwind clean up of the happened last Saturday!
- **SCIENCE QUEST DIRECTORS** – the 2010 Science Quest directors are being hired this weekend. Applications were due a few hours ago, and the final schedule for interviews will be created after council today.

- **Science Quest** – the final 2009 staff chats report was compiled and delivered. Additionally, Ryan and I sat down with the old directors to talk about transitioning and final term things to complete.
- **ETA REVIEW** – Ryan, myself, and BOD are beginning the review of Eta – Services, as a lot of information is fairly outdated or incorrect. This will be brought in its entire 41 (for now) page glory to the first council of 2010, so be forewarned. Tentatively we'll have all revisions done for the late November BOD meeting, but that might be hindered a little bit by staff chats.
- **Staff Chats** – November = staff chats. 18 hours. One man. One Legend. Planning sheets and timing is almost complete and should be sent out to the services by the end of this weekend.
- **THE DAILY GRIND** – payment requisitions for the services, emails, mail, crises fixing, crime fighting, etc.

TWO WEEKS until staff chats... November should be a crazy month...

Dan Gleeson
 Director of Services
services@engsoc.queensu.ca

Professional Development – Andrew Sullivan

This week we hosted Procter and gamble mock interviews. The event was a great success owing much to the tireless efforts of those volunteers who went above and beyond to help the faculty. My many thanks to them. Procter and gamble will be hosting another such event in the new year, I encourage everyone to take part.

Director of Finance

Essentially still doing the same old finance stuff. No special projects to really mention. Still trying to work some kinks out, if you have noticed any thing wrong with the new system please tell me. If you tried to cash a cheque and it bounced it was an oversight on our behalf. Please let us know if it bounced and we will write you a new one that will actually work. What happened was that we moved our money to the new BMO bank account but we didn't have cheques for it yet, so we were still writing cheques on our old bank account. We didn't keep enough in the last one so some cheques have bounced. The problem has been fixed so if you do have a cheque it will be okay to cash.

I am currently writing a mid term. Hope council was fun.

Cory

Thursday October 22nd

Hello Council,

There are certain things that happen every year when the cold weather comes in. For one, people start dressing in funny costumes. Another thing that happens is the first years paint their new crest on Clark Hall Patio! This happened on a very cold evening last week. Congratulations to Sarah Burton, who drew the crest and is getting a freeeeeeee GPA! If you want to see the crest it is posted on the EngSoc First Year website!

Also, cold weather means midterms, which is why I am not here. Terribly sorry. Good luck with all of yours!

LOVE, ROBIN JOHANSEN
 Director of First Year

Greetings all,

Good news, I wasn't in this room last week! Also HURRAY FOR HARVEST COUNCIL

Aside from that, it's been meetings, meetings, meetings.

Intern: Hopefully by this council many of you will be experiencing the glory of the new VOTING CARDS. These things have literally not been updated since 2002. I had to figure out how to open up a Corel Draw File to even see the old template. Nice.

Job Booklet: Lauren is getting to work making a template so that she is prepared for when she interviews everyone about what their job is all about

Gurus: We're starting operation "Remove funny things from by-laws". Should be awesome.

CRO: OMG ELECTIONS. DRO applications were due today, so hopefully we got some and will be doing hiring this weekend. Aside from that election rules should be coming to a council near you soon

Archivist: Still waiting on the wiki, however archivist corner has made its way back into GW this week

Secretary: Emily has a midterm tonight! Hence a guest appearance from Chee, last year's secretary

ERB: is technically not in my portfolio, but they are awesome.

Aside from all this, you will have all decided the fate of elections this January tonight. Regardless of what we choose, I am really excited for elections. For a bonus, Kas has asked me to do a talk at CFES (Canadian Federation of Engineering Students) on how to run a good election. So you're in safe hands either way ☺

I remain,
Victoria Pleavin

Appendix Activa

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
 - c. Concrete Toboggan Design Team
 - d. SAE Formula Car Team
 - e. Fuel Cell Design Team
 - f. Free Flight Design Team
 - g. SAE Mini Baja Car Team
 - h. Mostly Autonomous Sailboat Team (MAST)
 - i. Queen's LEGO Bridge Design Team
 - j. Queen's Living Energy Lab Design Team (QLEL)
 - k. Queen's Solar Vehicle Team (QSVT)
 - l. Queen's University Autonomous Robotics Team (QUART)
 - m. Queen's Wetland Integrated Design Team (QWID)
 - n. Application-Specific Integrated Circuit (ASTC)
 - o. Space Elevator Design team
 - k. Queen's Biofuels Reaction Engineering 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

Appendix Double-Take

B. EngSoc Affiliated Clubs

Part I: Affiliated Clubs

1. The following student organizations are considered affiliated clubs of the Engineering Society:
 - a. Canadian Aeronautics and Space Institute Kingston Chapter (CASI)
 - b. Environmental Development Committee (EDC)
 - c. Equality Issues Committee (EIC)
 - d. Queen's Engineering Business Club (QEBC)
 - e. Queen's University Biomedical Engineering Club (QUBE)
 - f. Queen's University Institute of Electrical and Electronics Engineers Student Club (QIEEE)
 - g. Simple Harmonic Motion (SHM)
 - h. SOH CAH TOA
 - i. Waveguides
 - j. Women in Science and Engineering (WISE)

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
 - e. provision of adequate banking and account information as based on Section 0.E of the policy manual

- f. any fees or paid positions available to its members and
 - g. a fifty (50) word summary of their team to be used for promotional purposes
5. The charter must not contain violations of the Queen's University Code of Conduct and/or the Engineering Society Constitution.
 6. All charter changes will be brought to the Society for review when needed.
 7. No student organization under the jurisdiction of the Society shall be exclusive in its membership on the grounds of race, colour, religion or social status, as in accordance with the Ontario Human Rights Code.
 8. Membership and/or participation in the activities of Engineering Society affiliated clubs shall be open to all members of the Queen's Engineering Society. Membership/participation may be extended to members of other faculties, graduate students and faculty members, however it is suggested executive positions be held by members of the Society only. All exceptions must be documented in the organization's charter.
 9. Student organization members and executive officers shall serve as such without remuneration with the exception of those positions approved in the group's charter and when the approval of the Vice-President (Student Development) is given.
 10. Engineering Society affiliated clubs and their executive officers shall be responsible for familiarizing themselves with relevant Engineering Society policy and procedures and shall act in accordance. As such, at least one member of the executive of each Engineering Society affiliated club must attend each Engineering Society Annual General Meeting. Failure to comply with any other relevant Engineering Society policy, the Engineering Society constitution or the organization's own charter may result in the Vice-President (Student Development) proposing to council that the Engineering Society no longer be affiliated with the club.

Part III: Funding

11. Student organizations shall be eligible to receive Society donations and/or grants including the Engineering Society Dean's Donation and grants outlined in Section ξ.B of the Policy Manual. Any funding received from the Society shall be spent for the purpose for which it was requested.
12. Funding allocated to student organizations shall be held by the Society until the need for the specific event for which it is budgeted.
13. All student organizations shall maintain a complete set of books which could be reviewed by the Director of Finance if needed.
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
- c. Concrete Toboggan Design Team
- d. SAE Formula Car Team
- e. Fuel Cell Design Team
- f. Free Flight Design Team
- g. SAE Mini Baja Car Team
- h. Mostly Autonomous Sailboat Team (MAST)

- i. Queen's LEGO Bridge Design Team
- j. Queen's Living Energy Lab Design Team (QLEL)
- k. Queen's Solar Vehicle Team (QSVT)
- l. Queen's University Autonomous Robotics Team (QUART)
- m. Queen's Wetland Integrated Design Team (QWID)
- n. Application-Specific Integrated Circuit (ASTC)
- o. Space Elevator Design 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.

8. In order to have iButton access to the competitive design team space, the member must have valid WHMIS training. If a non-WHMIS certified member wishes to work in the building, they must be accompanied by a person with valid WHMIS training

9. A monthly calendar will be posted outside the competitive design team space for all teams to record what they will be doing, any large equipment that will be used, and any

competitions that are taking place. It is the responsibility of the team leaders to keep this calendar updated.

Part IV: Web Access

10. Design team shall receive equivalent privileges to those granted to Engsoc Clubs and must abide by those rules governing the use and access of such accounts.

11. All design teams are subject to the Engineering Society Computing Policy found in section A.B of the Policy Manual.

12. Design teams will have a common electronic storage location for which meeting minutes and information pertinent to all design teams can be stored.

Part V: Funding

~~1. Design Teams shall be eligible to receive Society donations and/or grants including the Engineering Society Dean's Donation and grants outlined in Section 5.B of the Policy Manual. Any funding received from the Society shall be spent for the purpose for which it was requested.~~

~~2. Funding allocated to student organizations shall be held by the Society until the need for the specific event for which it is budgeted.~~

~~3. All student organizations shall maintain a complete set of books, which could be reviewed by the Director of Finance if needed.~~

~~4. 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.~~

~~5. Teams that receive funding from any alumni or student sources must use any and all winnings, from competitions on appropriate team purchases, as deemed by the Vice-President (Student Development). 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 design team.~~

D. External Relations Committee

Part I: General

~~6.1.~~ The External Relations Committee will coordinate and maintain a network of industry partners, facilitate programs for sustainable corporate sponsorship and work to advance the professional image of the Engineering Society and Queen's Engineers.

2. The membership will consist of a minimum of three student members along with the Director of Professional Development and the Director of External Communications with the following titles:

APPENDIX PROBIOTICS

**APPENDIX C
DESIGN TEAM CHARTER**

Queen’s Biofuels Reaction Engineering Team.....1
Queens' Space Elevator Team Charter.....3
Charter of ASIC Laboratory5
Queen’s Concrete Canoe Charter6
Queen’s Concrete Toboggan Team8
Queen’s Formula SAE Team Charter.....8
Queens University Autonomous Robotics Team Charter10
Mostly Autonomous Sailboat Team (MAST).....11
Queens' Space Elevator Team Charter.....1
Charter of ASIC Laboratory3
Queen’s Concrete Canoe Charter4
Queen’s Concrete Toboggan Team5
Queen’s Formula SAE Team Charter.....6
Queens University Autonomous Robotics Team Charter8

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.

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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.

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

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 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 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 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.

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APPENDIX: YOU CAN'T HANDLE THE TRUTH

α: ENGINEERING SOCIETY COUNCIL

The Engineering Society Council policy deals with the structure organization, and operation of the council meeting, both regular and the annual general meeting. This policy also lists some of the standing committees of council and operation of those comities.

A. Rules of Order at Council / Rules of Order at Council Meetings

(Ref. By-Law 2)

Part I: Order of Business

1. The order of Business for Meetings of EngSoc Council shall be:

- a. Adoption of the Agenda
- b. Adoption of the Minutes
- c. Speaker's Business
- ~~e~~.d. [Presentations](#)
- ~~e~~.e. [Business arising from the Minutes](#)
- ~~e~~.f. [New Business](#)
- ~~d~~.g. Reports of the Executive, namely
 - i. President
 - ii. Vice-President (Student Development)
 - iii. Vice-President (Operations)
 - iv. Vice-President (Society Affairs)
 - v. Vice-President (Academic)
- ~~v~~.h. [Reports of the Directors, namely](#)
 - ~~v~~.i. [Director of Internal Affairs](#)
 - ~~v~~.ii. [Director of Events](#)
 - ~~v~~.iii. [Director of External Communications](#)
 - ~~v~~.iv. [Director of Finance](#)
 - ~~xi~~.v. [Director of First year](#)
 - ~~v~~.vi. [Director of Information Technology](#)
 - ~~v~~.vii. [Director of Professional Development](#)
 - ~~v~~.viii. [Director of Services](#)
- ~~v~~.i. [Game](#)
- ~~e~~.j. Question Period I (see subsection 3)
- ~~f~~.k. Faculty Board Report
- ~~g~~.l. A.M.S. Report
- ~~h~~.m. Senate Report
- ~~h~~.n. [QPID Report](#)

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- ~~i.~~ QUESSI Report (see subsection 5)
- ~~j-o.~~ Athletic Report
- ~~k.~~ Question Period II (see subsection 3)
- ~~l-p.~~ Club Reports (see subsection 2)
- ~~m-q.~~ Year Reports
- ~~n.~~ Business arising from the Minutes (see subsection 4)
- ~~o.~~ Other business.
- ~~p-r.~~ Discussion Question Period II (see subsection 3)

Part II: Reports

2. The Department Clubs are divided into two groups. The first group is referred to as the "Sunny Group" and consists of Geological, Chemical Engineering, Applied Math, and Civil~~Mining, Mechanical, Electrical, and Physics~~. The second group is called the "Happy Group" and consists of the disciplines of Engineering Physics, Electrical and Computer, Mechanical, Mining, Engineering Chemistry, Geology, Applied Math, Chemical, Chemistry, and Civil. Clubs within the two groups will report at alternate council meetings.

3. The two question periods, the first following the executive director reports and the second following the athletic year reports, should not exceed fifteen minutes in length each.

4. 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).

~~5.~~ The QUESSI Report is to be presented at every alternate council meeting.

~~6-5.~~ The Agenda for each meeting shall be prepared by the Executive, who shall draw up the Agenda from all items submitted to the Director of Internal Affairs. The Director of Internal Affairs Executive 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 Executive Director of Internal Affairs, so that it may be distributed with the Agenda.

~~7-6.~~ 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.

~~8-7.~~ 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

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details of the business for the meeting, but it must state the time and location for the meeting.

~~9-8.~~ 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.

~~10-9.~~ 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.

~~11-10.~~ All personal reports and other confidential material contained in minutes, reports, or the Agenda are to be clearly marked confidential, and are to be treated as such until otherwise decided by EngSoc Council.

~~12-11.~~ Copies of all reports which are to be received or approved shall be in the hands of each member of EngSoc Council at least ~~24~~ 48 hours before the meeting at which time the report is to be considered. If the report is to be printed and distributed among council members the draft copy shall be presented in the EngSoc office, to the Director of Internal Affairs, 48 hours previous to the meeting

~~13-12.~~ If copies of any reports are not in the hands of members by this time, the report shall not be proceeded with except by the consent of the speaker or 2/3 of the members present and voting.

~~14-13.~~ The only exception to the time limits is those reports coming from a special committee, which shall be delivered to the EngSoc office one week prior to consideration by EngSoc Council, or an acceptable length of time as deemed by the Executive.

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 the Society, and induction of the incoming Executive.

C. Engineering Society Standing Committees