

BY-LAW 18

POLICY MANUAL

Part I: General

1. There shall exist a Policy Manual of the Engineering Society. It shall describe the details of the structure and organization (including duties of the officers), special events, services, groups and clubs, and other operating procedures of the society.
2. There shall exist a Representation Policy Manual of the Engineering Society. It shall describe the positions of the Engineering Society and the Society's representation policies.

Part II: Outline of the Policy Manual

3. The following sections are part of the Policy Manual, with the specified contents:

α – EngSoc Council

- EngSoc Council and Standing Committees
- Rules of Order at Council Meetings
- Annual and General Meetings

β – Society Leadership

- The Executive
- Summer Executive Positions
- Directors

γ – Hiring and Transition

- Appointments
- Hiring Policy
- Dismissal Policy
- Transition

ε – Grievances and Conduct

- ERB
- Grievance Procedure
- Ethics Policy

ζ – Corporate Guidance (?)

- QUESSI Directors
- ESARK Directors
- EngSoc Board of Directors
- Steering Committee

η – Services

- Management Contracts
- Services Transition
- Services Complaints Policy

- Management Evaluations
- Campus Equipment Outfitters
- Science Quest
- Golden Words
- Clark Hall Pub
- Engenda
- Science Constables
- iCons

θ – Society Finances

- Finances
- The Bank of EngSoc
- The Society's Finances
- Honoraria
- Clubs, Years, and Disciplines
- Events, Conferences, and Competitions
- Budget Approval Committee
- Service's Finances
- Services Capital Plan
- Administration Fees

ι – Academics

- SEED
- BED Fund
- EngLinks
- Faculty Board Representatives

κ – Student Development

- Athletics
- Clubs
- Design Teams
- IRC

μ – Conferences and Competitions

- Internal
- External

λ – Information Technology

- IT
- Engineering Society Computing Policy
- Open Mailing Lists

ν – Special Events

- Orientation Week
- EngWeek
- Science Formal

- Super-Semi
- ξ – Awards and Grants
 - Pub Grants
 - EngSoc Awards
- π – Technical Workshops
 - New Workshops
 - Running of Workshops
 - Special Exceptions
- ω – Permanent Staff
 - Hiring Procedure
 - Terms of Employment
 - Continuous Improvement
 - Vacation and Holidays
 - Leaves and Other Absences
 - Termination

Appendix A – Discipline Clubs Constitutions

Appendix B – QUESSI Constitution

Appendix C – Design Team Charters

Appendix D – QPID Constitution

Appendix E – Youth Action Program

Part III: Outline of the Representation Policy Manual

4. The following sections are part of the Representation Policy Manual, with the specified contents:

a–Representation

A) The Positions of the Society

Part IV: Amendments to the Policy Manual

5. The Policy Manual may be amended or repealed with approval of the Engineering Society Review Board and the Engineering Society Council

6. Policy changes must be submitted to the Engineering Society Review Board two weeks prior to the proposed council reading such that the Review Board may review and edit the policy and work with the submitter to make the necessary changes.

7. ERB will ensure that all parties with the potential to be affected by the proposed policy changes will be contacted and notified of the proposed policy changes one week prior to the council reading.

8. Upon completion of review by the Engineering Society Review Board, the Council may proceed with the Council Reading, which shall consist of debate and final approval.

9. The proposal shall take effect immediately after the Council Reading.

10. The Policy manual may also be amended or repealed by referendum or by an annual or general meeting of the members of the Engineering Society (in one reading). Such amendments shall take place immediately.

11. Editorial Changes to the policy manual may be made by the Internal Affairs Director or a delegate.

a. Editorial changes to the Policy Manual include correcting references to other sections of the Policy Manual and By-Laws as well as spelling and grammatical changes.

b. Such editorial changes must not conflict with the intent of the policy

c. The Engineering Society Review board must be notified of such changes.

Part V: Amendments to the Representation Policy Manual

12. The Representation Policy Manual may be amended or repealed through the EngSoc Council by means of a reading at one meeting of Council. The one reading shall be debate and final approval.