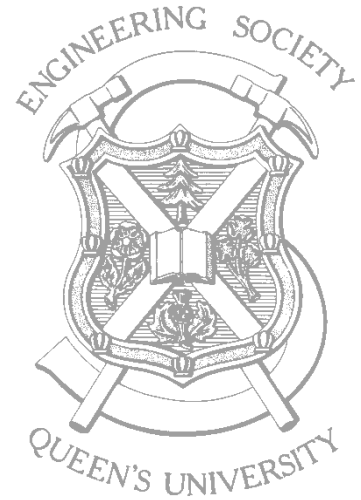


# Agenda

## Engineering Society Council Meeting

5:45pm, October 8<sup>th</sup> 2009

ILC 313ab



1. Adoption of Agenda: Motion 1
2. Adoption of Minutes: Motion 2
3. Speaker's Business
4. Presentations
  - 4.1. Frosh Week – Dean Woodhouse
  - 4.2. QPID and EWB Similarities and Differences
5. New Business: Motion 3-12
6. Game!
7. Executive Reports
8. Director Reports
9. Question Period 1
10. Faculty Board Report
11. A.M.S. Report
12. Senate Report
13. QPID Report
14. Athletic Report
15. Club Reports: Happy
  - Happy Group
  - EngPhys
  - Electrical and Computer
  - Mechanical
  - Mining
  - EngChem
16. Year Reports
17. Question Period 2
  - Sunny Group
  - Geo
  - Chemical
  - Apple Math
  - Civil

---

## Motion List

1. WHEREAS, this is the third agenda I've had to write in three weeks  
AND WHEREAS if you don't pass it, I'll be angry  
AND WHEREAS, you will not like me when I'm angry  
BE IT RESOLVED Council approve the agenda of the Council meeting of Thursday, October 8<sup>th</sup> 2009, as seen on the EngSoc website

MOVED BY: Victoria "the madder Vic gets, the stronger Vic gets" Pleavin

SECONDED BY: Sarah "Hulk, Hulk, Hulk" Newton

2. WHEREAS, Emily types faster than the Flash ever could  
AND WHEREAS, she also leaps piles of agendas in a single bound  
BE IT RESOLVED THAT Council approve the minutes of the Council meeting of Thursday, September 24<sup>th</sup> 2009, as seen on the EngSoc website

MOVED BY: Emily "The Amazing Typster" Haggarty

SECONDED BY: Victoria "Nickname Maniac" Pleavin

3. WHEREAS, Buffy the Vampire Slayer would have died quickly (and permanently) without help from friends  
AND WHEREAS, one friend is fantastic, but doesn't quite make a Scooby Gang  
AND WHEREAS, Deputy Returning Officers would be a fantastic way to fight those nasty vamps  
BE IT RESOLVED THAT: Council approve of the changes to By-Law 3 in its second reading as seen in appendix "Sunnydale"

MOVED BY: Victoria "Apocalypse? Not if I can help it" Pleavin

SECONDED BY: Dani "Saving the World... again" Piercey

3. WHEREAS, Dunna nunna nunna nunna batman  
AND WHEREAS, Dunna nunna nunna nunna batman  
AND WHEREAS, Dunna nunna nunna nunna batman  
AND WHEREAS, Batman  
AND WHEREAS, BATMAN

BE IT RESOLVED THAT: council ratify \_\_\_\_\_ as Tea Room  
Sustainability First Year Project Coordinator

MOVED BY: Dan "NANNA NANNA NANNA NANNA LEADER!" Gleeson

SECONDED: BY Robin "Robin" Johannsen

4. WHEREAS, Earth!

AND WHEREAS, Fire!

AND WHEREAS, Wind!

AND WHEREAS, Water!

AND WHEREAS, Heart! Goooo planet

BE IT RESOLVED THAT: council approve of ratifying Max Howarth as the Internal Affairs Intern First Year Project Coordinator and \_\_\_\_\_ as the Job Booklet First Year Project Coordinator

MOVED BY: Victoria "looting and polluting is not the way" Pleavin

SECONDED BY: Robin "the power is yours" Johannsen

5. WHEREAS, the Engineering Society strives to be inclusive,

AND WHEREAS, we want to be even more inclusive,

AND WHEREAS, a committee could help us with this,

AND WHEREAS, this committee should be called the Fantastic Four,

BE IT RESOLVED THAT: \_\_\_\_\_ (a member), \_\_\_\_\_ (another member),

\_\_\_\_\_ (a third member), and \_\_\_\_\_ (the fourth member) be members on the  
Committee on Inclusivity,

MOVED BY: Cenk "inclusivity is my middle name" Aytimur

SECONDED BY: Ed "include, include, inclucycle" Watson

6. WHEREAS, this budget is Beastly

AND WHEREAS, I hope debating this doesn't make you blue

BE IT RESOLVED THAT: Council approve of the budget for 2009-2010 council year

MOVED BY: Cory "The Invisible Expenses Man" Vos

SECONDED BY: Ryan "The Jolly Good Fel" Low

7. WHEREAS, this is the coolest thing since the invention of geek summer camps

AND WHEREAS, everyone in this room can sympathize with the fresh meat in this room

BE IT RESOLVED THAT: Council approve of the changes to the student development Policy Kappa as seen in appendix "Green Goblin" to allow the supervision of the Youth action program by the ERC chair

BE IT FURTHER RESOLVED THAT: Council approves the Youth Action program

Charter as seen in appendix "Web-Slinger"

MOVED BY: Jackson "I'm n00b and proud" Tse

SECONDED BY: Kasmet "Sew L33T it hurts" Niyongabo

8. WHEREAS, The Faculty is reviewing the decision to change its name,  
AND WHEREAS, feedback from all stakeholders is expected,  
AND WHEREAS, students are a chief stakeholder in this matter,  
BE IT RESOLVED THAT: the Engineering Society \_\_\_\_\_ the decision that the faculty to change its name to the Faculty of Engineering and Applied Science.

MOVED BY: Mike Brown

SECONDED BY: Victoria Pleavin

9. WHEREAS, the Bat Cave is a good place to keep money  
AND WHEREAS, VP Ops is Batman and the Prez is Robin, and both have access to the bat cave  
AND WHEREAS, the Prez looks good in those tights  
AND WHEREAS, VP Academic is Alfred and Alfred looks after the bat cave in the superheroes absence

BE IT RESOLVED THAT: that council approve the changes made to the theta policy as seen in appendix MR FREEZE

MOVED BY: Ryan "KAPAW" Low

SECONDED BY: Greg "Holy rusted metal batman" Ellis

10. WHEREAS, the justice league serves the people  
AND WHEREAS, Superman cleans the streets as wonder woman cleans the Hall of Justice  
BE IT RESOLVED THAT: that council approve the changes made to the eta policy as seen in appendix Silver Surfer

MOVED BY: Ryan "Mr. Fantastic" Low

SECONDED BY: Greg "The Thing" Low

11. WHEREAS, LOLOLOOL  
AND WHEREAS, THIS MOTION IS WAY TOO LATE  
BE IT RESOLVED THAT: Council approve the FYPCOS I hired named \_\_\_\_\_ who is going to be the \_\_\_\_\_ and named \_\_\_\_\_ who is going to be the \_\_\_\_\_ and \_\_\_\_\_ who is going to be the \_\_\_\_\_

MOVED BY: Ed "☺" Watson

SECONDED BY: Robin "☹" Johannsen

# Executive Reports

Date: October 4, 2009

To: AMS Assembly

From: Greg Ellis, EngSoc President

Subject: EngSoc Report

October has come which marks the first quarter of this semesters completion. The society is keeping up with the beginning of the clubs and groups as well as a great start to the year for the services.

## Jacket Council

Jacket Council went well this year! I wont go into detail since you were all there...right?

## Jacket Fitting

This Saturday marked the first time the frosh got to touch the coveted GPA only to take them off minutes later. Jacket Fitting went really well with the First Year Exec hosting a successful BBQ at the same time. The frosh also now have a crest that you will see show up at some point in time on the Clark Patio. Everything ran very smoothly with a line always inside of Clark but never reaching the outside doors.

## Clark Hall Pub 'Fall Patio'

Two weekends ago the second of two back-to-back patio rituals occurred. It was very successful with alumni coming to the patio mingling with students. This is the one biggest alumni event on campus and it is hosted by students. What an experience!

As for the rest of that weekend, the next day at the football game, the students did in fact rush the field. The students were very respectful to the authority at the game and within five minutes the students that had taken the field also had left the field leaving the game to proceed without a hitch.

## Board of Directors

The Board of Directors will be meeting on Monday to go over the rest of the services policy that was brought forward at last council as well as guide the services in their strategic plans. All the sub-committees of the board have been meeting to progress along their stated goals.

If at any time there are any questions about your society, you can find any of your Exec/Director team during our office hours, or just in the lounge (our second home).

Cheers,

- Greg

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VP Operations, Ryan Low

**REPORT NOT SUBMITTED**

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VP Academic Council Report

October 8, 2009

Mike Brown

Wow, week 3 already? Here's the latest update for all things academic.

### **Students for Engineering Education Development (SEED)**

I'm happy to report that we've hired our SEED committee for the year. We'll be setting our agenda for the year at the first meeting, and I know the committee will be focusing on increasing awareness of SEED and digitizing many of its information gathering efforts through the use of online tools and applications.

### **EngLinks**

EngLinks is doing well; we've got an active tutor list posted online. If you're interested in being a tutor, check out the applications online.

### **Curriculum Review**

I'm currently sitting on a faculty wide curriculum review committee at the moment. Currently we've been gathering information from every department on how a variety of topics are currently covered, with a particular focus on design projects and professional engineering skills. Over the next few months we'll be looking at ways to ensure that every discipline is exposed to an adequate level of engineering design experience and professional engineering skills. Keep watching my reports for future updates.

### **Faculty name change?**

As you all know, the faculty is currently reviewing the option to rename itself to the Faculty of Engineering and Applied Science. I'll be moving a motion tonight that the Engineering Society take a stance on such a change; however, this doesn't necessarily mean explicit support or detraction from myself, but rather a means for us to debate it as a council. As I urged you at last council, be sure to talk to students in your disciplines and years to get their point of view on the issue. As representatives on the Engineering Society council, you're here to do exactly that: represent.

#### **GPA/Letter Grade System**

This is an issue that I've been talking about for a while now (even as a senator). I've attached the system that was passed by Senate last May; however, be aware that Senate has mandated SCAP (Senate Committee on Academic Procedures) to continue to review the system to suit the needs of all faculties. For example, one concern that has been raised to the registrar is the need for a grade designation indicating eligibility for a supplemental examination (currently you can write a supplemental if your mark is in between 40-49, but with the letter grade system, a fail is a fail). The entire interfaculty academic caucus will be working with the registrar and SCAP to ensure that all student concerns are addressed.

#### **Conclusion**

That's it for me. As always, any questions or comments can be directed to me during question period.

Cheers,

Mike

#### **Protips (Videogame Edition):**

- **Hit the enemy's weak point for massive damage.**
- **Press the jump button to jump.**
- **Touching fire hurts.**
- **You can die in combat.**
- **The floor here will kill you, try to avoid it.**



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

First off, I apologize for my absence from council this evening. I unfortunately had to leave earlier today to be home in time to leave for a family trip. I hope that by now the budget has been approved and that there is only a short amount of time remaining for this council.

The hiring fair was held last Monday. Unfortunately there were a few factors that made the night less successful than I would've liked, but we still had a lot of applications for most of our positions which means that the event wasn't a total dud. I will be sure to pass on to my successor that this event requires more advertisement and probably class talks to encourage first years to come out and get involved.

Jacket council was held last Wednesday, and it was quite successful since the first years we able to convince the uppers years that they should be allowed to get GPAs instead of Golden Party Cod Pieces and Fun Fur Granny Panties.

Since last council, ERB has had their first meeting and elected a new chair. Furthermore, they are now able to check policy before it is presented to council to ensure that it is in line with the general direction of the Society and provide feedback. The other two members (1 one-year and 1 two-year) will be interviewed (tentatively) on Oct 17<sup>th</sup> or Oct 18<sup>th</sup>. The applications for those two positions are due Oct 14<sup>th</sup>.

I've also met with Ilana, the Chief Marketing Officer, for the first time this school year. We're now on the same page and have a general direction for the marketing office for the upcoming year. The applications to become part of the marketing office are now available. They are due Oct 14<sup>th</sup> and interviews will occur on Oct 17<sup>th</sup> and Oct 18<sup>th</sup>. If you know anyone interested, make sure you encourage them to apply!

That's all for me for this week, I hope everyone has a fantastic Thanksgiving (or at least a great long weekend). See you in two weeks!

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#### **VP Student Development Report for October 8 2009 by Ed Watson**

For news and developments from the world of student groups, keep your eyes epoxied to <http://engsoc.queensu.ca/studentgroups/> !  
*December 6<sup>th</sup> Memorial Ceremony*

Women In Science and Engineering (W.I.S.E.) has agreed to take on the task of organizing the December 6<sup>th</sup> Memorial Ceremony for the women killed at l'Ecole Polytechnique. This year marks the 20<sup>th</sup> anniversary. If you would like to help at any stage in the process, get in touch with Samantha Liner, WISE Vice-President, at [wise@engsoc.queensu.ca](mailto:wise@engsoc.queensu.ca).

#### *Student Leaders Workshop*

The student leaders series of workshops came to a close this past Saturday with sessions including leadership and strategic planning. Feedback has been overwhelmingly positive. This series of workshops shows promise and with any luck will be hosted and built upon by VPSDs to come.

## **FYPCO Hiring**

Conferences FYPCO: \_\_\_\_\_!

Design Teams FYPCO: \_\_\_\_\_!

QPID FYPCO: \_\_\_\_\_!

### *Environmental Development Committee*

The Environmental Development Committee is looking for the best and brightest to fill its executive. Applications on the website!  
Due Thurs. October 14<sup>th</sup> 5:30PM.

### *Equity Caucus*

On Tuesday I attended the first ever meeting of AMS Equity Caucus, and it was \_\_\_\_\_! Equity Caucus is a new initiative out of ASUS and the AMS, created as a forum for discussing equity-related issues in a multidisciplinary context. We are currently searching for an engineering rep to Equity Caucus. This should be someone who is well-connected to the Engineering Society and the engineering community in general, whether that's through EngSoc Council or otherwise. Send me an email if you're interested!

### *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 at the end of the month 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)

Queen's University Institute of Electrical and Electronics Engineers Student Club

Canadian Aeronautics and Space Institute Kingston Chapter (CASI)

# Director Reports

External Communications, Kasmets Niyongabo

## **REPORT NOT SUBMITTED**

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Robin Johannsen

Director of First Year

So much has happened since last council. I've been a busy girl. There was great turn out for Jacket Council, thank you to everyone who came. It was a lot of fun. First year Exec is up and running with a successful first event, the BBQ outside Jacket Fitting and they were a huge help to CEO the whole day. It ran fantastically and there was some great bonding. Thank you's to Greg, Jay, CEO and Sci'13 exec for being so helpful.

FYPCO hiring happened last weekend but there were a few positions still unfilled. The deadlines for \_\_\_\_\_ will be extended until \_\_\_\_\_.

I'm still working on increasing my visibility to first years and want to continue to be present around campus and at first year events. Being around all day helped but I was sometimes mistaken for a frosh so I put on my GPA. Thank goodness for GPA's...

LOVE,

Me.

---

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

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

October 8<sup>th</sup>, 2009-09-20

*The typical duties of a Director*

Met with my Computer Managers and delegated tasks concerning

- Website development
- Repairing a glitch in the server
- Repairing the operating systems in the EngSoc lounge
- Connecting the printers to the computers in the lounge

*The BIG Picture*

I'm continuing to research the secure setup for the Wiki that will eventually host the records of Queen's Engineering. I'm also looking into remote directory applications that will enhance group work among members of EngSoc.

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## Director of Events Report

Jillian Lackey

**Hiring!**

The EngWeek Committee was hired on the weekend. We now have a committee of \_\_\_\_\_ awesome people to plan some sweet events ☺

Also, Fungineering hiring has been extended until October 15, 2009. So APPLY NOW IF YOU LIKE AWESOME GOOD TIMES!!!!!!!!!!!! And make your friends apply too.

**General Updates**

The Wine & Cheese is coming along nicely. In the next few weeks I will compile the list of invitees from the last 4 years of EngSoc phone books so expect to receive your invites sometime in the next few weeks! The event will be held at Clark on November 7 at 2:30 or 3:00 (yet to be determined) and there will be yummy yummy cheese, fruit and veggies.

The Buddy Boat cruise is going to be on Friday October 16<sup>th</sup>. This year we are discouraging massive pre-drinks and will be having buses pick frosh up at their Vic Hall and West Campus and upper years will get on buses at the ILC. We hope this will increase sobriety at the event, as StuCons will be checking at the buses and at the boat.

**Pun of the Bi-Week**

"I should have been sad when my flashlight batteries died, but I was delighted."

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Director of Services Council Report

Thursday, October 8<sup>th</sup>, 2009

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

- **JACKET FITTING** – the first year students had Jacket Fitting on Saturday. The line was moving pretty quickly (for jacket fitting), as the CEO management staff, had briefly trained the first year executive on their roles and responsibilities that day. All went well, and I even showed up in the afternoon with timbits!
- **Hiring** – CEO hired a general staff member to help out around the shop, especially with Jacket Fitting and possible merchandise satellite booth in the near future. Also, the Tea Room hired a First Year Project Coordinator to help with sustainability initiatives this year.
- **Clark Lounge** –working towards garbage and recycling set-up for the lounge, in addition to a "clean-up day" with Clark, GW, QPID, and CEO all pitching in to organize and clean the common space mid semester.
- **Science Quest Staff Chats** – the final report is almost complete...
- **Science Quest Policy** – thanks for passing it last week, because...

- **SCIENCE QUEST DIRECTORS** – the 2010 Science Quest directors are being hired the weekend of October 17<sup>th</sup>, 2009. We're changing the current system from Business/Program to Program/Outreach, as the bookkeeper takes care of many of the business related tasks. More on this in my presentation, Ryan and I need to iron out the wrinkles and he had to go out of town for the weekend.
- **Clark** – Patio Ritual was EPIC! So was Make Your Exit!
- **Tea Room** – manager evaluations are going on this week.
- **SOCIAL** – the first service manager social of the year was on Saturday! After a glorious barbecue, the lot of us went out for a night on the town at Joy. Kudos to Jay for helping out!



OHM NEVER FORGOT HIS DYING UNCLE'S ADVICE.

One more month until staff chats! Yippee!

Dan Gleeson  
 Director of Services  
[services@engsoc.queensu.ca](mailto:services@engsoc.queensu.ca)

PS. Electricaaaaaaaaaal →

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**Director of Professional Development, Andrew Sullivan**

Proctor and gamble mock interviews will be on October the 16<sup>th</sup> and applications have been posted. The date to apply for this technical workshop has been moved to the 15<sup>th</sup> at midnight. This workshop is put on every year by the great people at proctor and gamble with the express interest of making students more confident and skilled at job interviews.

The external relations comity is still looking to hire members and that hiring will be after the thanksgiving weekend. This group is our public face in the Kingston community and do great work with FebFest and the Santa clause parade just too name a few events.

I am still looking to hire a first year project coordinator to help with working on a couple of events for QUIP. Career services have expressed an interest in gaining more people involved in this program and we have been discussing some ideas for making this event better attended.

In closing Engineering Career week as well as a great deal of workshops that are being hosted by career services, for more information on these please visit there website at:

<http://careers.queensu.ca/>

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**Director of Internal Affairs**

Weren't we just here?

I've hired two FYPCs! The job booklet fypc is \_\_\_\_\_ and the internal affairs intern is Max Howarth I am super excited to work with them.

Last week was jacket council, which I like to think was a grand success. I'd also like to note that as of the time that I am writing this report the facebook group supporting Rick Mercer coming to Queens to accept this prestigious position of Honourary EngSoc President is at 695 members.

Elections have finished for the fall season. I'm delighted to say that section rep elections went smoothly and we should have three new first year section reps with us this evening. Also hopefully by-law two will pass in its second reading tonight so that it matches the policy that got passed last council.

Also I'm happy to report that ERB is now fully functional again. Yay! We've had some super awesome discussions that I wish I could tell you about, too bad they're confidential.

Until Next Time,  
 I remain,  
 Victoria Pleavin

APPENDIX SUNNYDALE:

**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, ~~of SciFormal Committee~~ 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 shall serve as the CEO

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

2. In the absence of 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, ~~and~~ coordination and delegation of tasks ~~of for~~ all elections and enforce the Bylaw 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 (DRO)s:

i. The DROs shall be responsible for aiding the CRO in coordination of all elections

ii. DROs will not be consulted in election rulings or disputes

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

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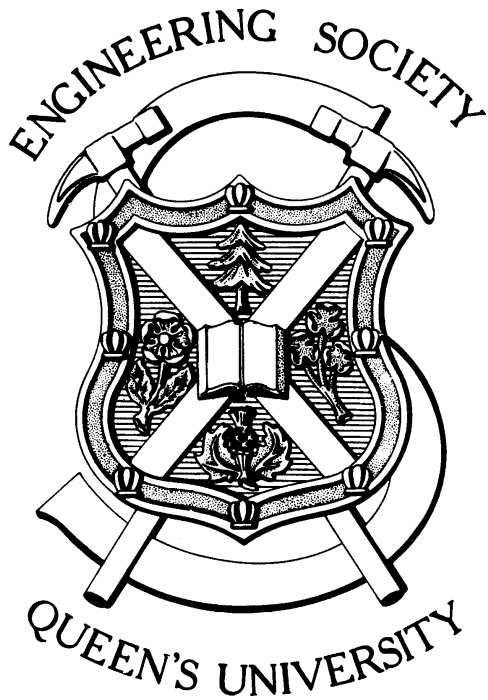
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**Part II: EngSoc Executive Elections**

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

a. President

*The Youth Action Program Charter*  
*of the Engineering Society of*  
**Queen's University**



Beamish-Munro Hall  
Queen's University  
Kingston, Ontario  
K7L 3N6

*Preamble: The Engineering Society represents the interests of undergraduate Applied Science students at Queen's University - to the Faculty, the University, the Alma Mater Society, the Kingston Community, and the Ontario and federal governments. This document contains the mission, vision and implementation of the Youth Action Program of the Engineering Society.*

## **A. THE STATEMENTS OF THE PROGRAM:**

### **Part I: Youth Action Program committee**

1. There shall exist an Engineering Society Youth Action Program committee which shall advertise an engineering solution sponsorship competition and make decisions regarding the allocation of the sponsorship money to proposals given by Kingston youth in order to solve a community problem using engineering solutions. The committee shall organize and conduct activities where the need should arise or if there is no proposal received from high school students is viable.
2. The EngSoc Youth Action Program Committee shall be composed of:
  - a. A Youth Action Program Coordinator
    - i. The Youth Action Program Coordinator shall be responsible for holding regular meeting and taking appropriate action towards any committee member that displays actions or attitudes that do not comply with their responsibilities or the Queen's code of conduct.
    - ii. Report to the External Relations Committee chair
  - b. A Youth Action Program Committee
    - i. The Youth Action Program Committee shall be composed of a minimum of four Queen's engineering students. The committee will decide on which proposals are allotted sponsorship money.

### **Part II: Purpose of the Program**

It is the position of the Youth Action Program that:

3. Increasing awareness of engineering and improving the community is a public good that benefits Canadian society at large.
4. Promote the use of engineering as a tool to better communities.
5. Supports the character development of the young leaders of tomorrow, and such a program will provide an opportunity to:

- a. Learn more about engineering,
  - b. Learn project management, budgeting, accountability, teamwork, and foster self-growth.
7. Promotes the interaction of Applied Science students with Kingston high school and college students as it will improve external relations between the community and the university.

### **Part III: Implementation of the Program**

8. The Youth Action Program will find an engineering theme for the competition each year and advertise it in local high schools and in the community and youth will send in projects proposals based on the theme and the projects with the most chance of success and which will have the most impact will be selected for sponsorship.
9. Sponsorship money shall only be given to a candidate through an organization that has a registered charitable number. It is the responsibility of the applicant to find an organisation with a registered charitable number that will oversee their project; all schools have a registered charitable number.
10. Every project must be completed and a final report sent to the Queen's engineering society 8 months after they receive the sponsorship money.
11. To be eligible for sponsorship money, candidates must be
  - a. Between the ages of 13 and 18,
  - b. A resident of Kingston or its surrounding areas\*, and
  - c. Attending high school or college.
12. Projects will be considered for funding based on their potential to make a positive impact on Kingston's population and how well it uses engineering and design as a means to solve the problem.
13. Recipients of the sponsorship money must send a midterm and final report to the Queen's engineering society outlining the benefits that their project has added to their school or community and what they have personally learned about the usefulness of engineering as a means to increase a community.
14. High school students shall have the hours spent working on the program count towards their community service hours.
15. No community service hours shall be signed off for a student who has not yet completed his/her project and sent in a midterm and final report

\*Candidates must preferably be living in Kingston or its surrounding areas for at least 6 months following their proposal submission since this will make it easier to obtain deliverables from them.

## APPENDIX: GREEN GOBLIN

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

### *D. External Relations Committee*

#### **Part I: General**

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:
  - a. The Chair
  - b. Director of Professional Development (ex officio)
  - c. Director of External Communications (ex officio)
3. These positions shall be filled according to Policy Manual Section γ.A: Appointments.

#### **Part II: Duties**

4. The specific duties of the External Relations Committee are the following:
  - a. to oversee external relations Programs including but not limited to:
    - i. sponsorship packages;
    - ii. resume programs;
    - iii. mentorship;
    - iv. mock interviews;
    - v. Engineering Summer Job Fair;
    - vi. FebFest; and
    - vii. National Engineering Week.
  - b. to communicate with industry through the preparation and forwarding of promotional material relating to the operation of EngSoc and appropriate groups and services.
  - c. to coordinate corporate hosting including the organization of corporate information sessions.
  - d. to promote the concept of interaction between students and industry on campus.
  - e. to coordinate information sharing between sponsorship representatives from EngSoc groups seeking external funding.
  - f. to act as a liaison between EngSoc and Queen's University Career Services and the Queen's University Internship Program.

## APPENDIX: GREEN GOBLIN

g. to provide progress updates and also a timeline of events at a minimum of bi-weekly with the Director of External Communications and the Director of Professional Development.

g.h. [the Engineering Society youth action program chair should report to the ERC chair in accordance to the Youth Action Program Charter in Appendix E.](#)

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### *E. The Internal Marketing Office*

#### **Part I: General**

1. The Internal Marketing Office (IMO) will work with EngSoc clubs, committees, and other associated groups to raise awareness of the Engineering Society's activities among its members.
2. Any event, group or service wishing to solicit the IMO's services will approach the Chief Marketing Officer. The IMO, will decide as a whole, what initiative(s) they will undertake and then work with that group to plan a marketing campaign.
3. If no groups readily approach the office within the first two weeks of each term, the IMO will decide where the marketing of the Engineering Society can be improved and, with approval from the associated group, plan a marketing campaign pertaining to said group.
4. The Internal Marketing Office's membership will be comprised of the following:
  - a. Chief Marketing Officer
  - b. Web Designer(s)
  - c. Promotional Video Officer(s)
  - d. Graphic Designer(s)

#### **Part II: Duties**

5. The Chief Marketing Officer's duties consist of:
  - a. Acting as the point of contact with other EngSoc groups
  - b. Coordinating the IMO's activities and delegating tasks
  - c. Handling all billing and finances associated with any particular marketing campaigns
  - d. Reporting on behalf of the IMO to the Vice-President (Society Affairs)
6. The Web Designer's duties consist of:
  - a. Creating promotional web pages consistent with the marketing campaign strategy developed by the IMO
  - b. The electronic distribution of all promotional media created by the IMO
7. The Promotional Video Officer's duties consist of:

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## 0: FINANCIAL POLICIES

*Preamble: This Policy covers all financial policies of the Engineering Society, its services, and associated groups that are governed by the Engineering Society Council and the Engineering Society Board of Directors.*

### A. FINANCES

The Engineering Society's Financial Structure:

1. The Engineering Society Council shall hold ultimate authority over all financial decisions of the Society, its services, and all associated groups. This authority shall be delegated in the following manner:
  - a. The Engineering Society Board of Directors shall oversee the financial accountability and sustainability of the services of the Engineering Society. (*Reference ζ, C.*)
  - b. The Budget Approval Committee shall oversee the financial accountability of the events, conferences, and competitions of the Engineering Society. (*Reference θ, G.*)
  - c. The Engineering Society Executive shall oversee the upkeep of the books of the Society and ensure that all services, events, and groups affiliated with the Society are financially accountable. The Executive shall be empowered to financially obligate the Society, with the approval of Council, and are required to update members of the Society on the financial situation of the Society on a regular basis. (*Reference θ, C.*)
2. The Director of Finance shall be ultimately responsible for the money of all Society services, events, conferences, years and disciplines, as well as the Engineering Society Operating Budget. ~~D~~Services and design teams shall manage their own finances in bank accounts separate from the Engineering Society, though they may bank with the Society if they so choose, and must act in accordance with policy outlined hereafter.
3. The Engineering Society will follow Canadian generally accepted accounting principals(GAAP)
4. The Engineering Society will have one chart of accounts to cover the society and its services. Each business will maintain only one set of books
- 2.5. All books will be open to all officers of the Society (within reasonable notice)

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### B. THE BANK OF ENGSOC

The Bank of EngSoc

1. The following outlines the Bank of the Engineering Society:

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- a. The Engineering Society shall maintain at least one external account at a chartered bank or trust company as well as such other accounts and financial instruments as may from time to time be appropriate.
- b. The chartered bank or trust company account (henceforth known as the Current Account) shall operate primarily as a vehicle for issuing cheques and accepting deposits.
- c. All Engineering Society funds shall be held in provincially or federally backed vehicles.
- d. Accurate records shall be kept respecting the amounts of these funds by a chartered accountant or a certified general accountant and will be audited annually by a chartered accountant approved by the Engineering Society.
- e. Any Engineering Society account ~~or~~ transaction must require the signatures of both the President and the Vice President (Operations) as the primary signing authorities on the bank account. In the case that either the President or the Vice President (Operations) are away, they may proxy their signing authority to the Vice President (Academics). If the President or the Vice President (Operations) has not given the permission to proxy their signing authority, Vice President (Academics) does not have the permission to sign instead of the President or Vice President (Operations) on any financial transaction regarding the Engineering Society Current Account.
- f. When signing authority is being given as a proxy, a formal document must be filed and kept on record to prove that the permission had been given for a given time period for the Vice President (Academics) to sign on the account.
- e.g. During the summer office, only one of the three summer office executives can take extended holidays at any point to ensure the ability for financial transactions to be signed for authorization.

2. The Director of Finance shall be responsible for three types of internal accounts of the Engineering Society:

- a. Expense Accounts - for groups which do not generate revenue, receiving funding from the Engineering Society Operating Budget. Groups with Expense accounts include:
  - i. Academic Think Tank
  - ii. Alumni Relations
  - iii. Archivist
  - iv. Athletics
  - v. BED fund
  - vi. Carol Service
  - vii. Charitable Works

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- viii. Chief Returning Officer
  - ix. Computer Managers
  - x. Dec 6<sup>th</sup> Memorial
  - xi. Environmental Development Committee
  - xii. Engineering Society ~~Social~~ and Research Center (Kingston) Incorporated (ESSARCK)
  - xiii. Equality Issues Committee
  - xiv. Kamikaze
  - xv. Marketing Office
  - xvi. Photographer
  - xvii. Professional Development Committee
  - xviii. Engineering Review Board
  - xix. SciFormal Wine and Cheese
  - xx. Terry Fox Run
  - xxi. Website
  - xxii. Welcome Back Week
  - xxiii. Industrial relation committee
  - xxiv. Internal marketing office
- b. Liability Accounts – for groups which are not designated funds in the Operating Budget, but have their own revenue. Groups with Liability Accounts include:
- i. Buddy Program
  - ii. Engenda
  - iii. EngWeek
  - iv. Orientation Week
  - v. Queen’s Engineering Competition
  - vi. SciFormal
  - vii. Yearbook
  - viii. Conferences, which can include:
    1. Conference on Industry and Resources Queen’s University Engineering (CIRQUE+)
    2. Commerce and Engineering Environmental Conference (CEEC)
    3. National Conference on Women in Engineering (NCWIE)
    4. Professional Engineers of Ontario Student Conference (PEO SC)

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c. Current Liability Accounts – for groups which are designated money in the Operating Budget but do not prepare a budget for the fiscal year. Groups with Current Liability Accounts include:

- i. Science Years
- ii. Discipline Clubs
- iii. Other Clubs
- iv. Science Formal Capital Account
- v. Orientation Week Capital Account

3. All financial transactions of the Engineering Society and associated groups with internal accounts shall be kept track of in a set of books maintained by the Director of Finance under the supervision of Vice President (Operations). These books shall be maintained ~~in accordance with good accounting practice, and shall record all withdrawals and deposits to the Current Account along with the particulars of each transaction by a chartered accountant.~~

4. A financial statement shall be issued to all internal account holders within the Bank of EngSoc upon request.

5. To receive money from the accounts, a cheque requisition form must be completed and signed by the Treasurer, ~~or~~ President, business manager, or head manager of that group.

6. No cheque shall be issued without a receipt, invoice or proof of purchase to verify the amount of the purchase.

7. A withdrawal exceeding \$500.00 must be accompanied by a cheque requisition form signed by BOTH the Treasurer and President of the group.

8. Cheques made out to any organization with an account in the Bank of EngSoc must be made payable to: The Engineering Society of Queen's University or Queen's Engineering Society.

### ***C. THE SOCIETY'S FINANCES***

#### Operating Budget

1. The Executive shall present to the EngSoc Council the final budget at the second Council meeting of the school year and the preliminary budget at the first Council meeting of the school year. The budget shall govern the expenditures of EngSoc for that financial year.

2. The Operating Budget shall include:

- a. All revenue and expenses budgeted for the financial year September 1 to August 31.

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- b. The balance of Engineering Society bank account(s) as of the year end
  - c. The surplus or deficit of any "Bank of EngSoc" liability accounts
3. EngSoc Council may amend the budget at any time during the year.
4. The approval of the budget by EngSoc Council shall authorize the Executive to make the expenditures granted in the budget without further approval from EngSoc Council being necessary.
5. Except as may be directed by the Council, with regards to the Engineering Society Budget, no member is empowered to make purchases in the name of the Society or in any other way financially obligate the Society.
6. Director of Finance shall present a Mid-Year Budget Update at the third Council meeting in the winter term. This update shall include:
- a. All expenditures from September 1 to February 1
  - b. Preliminary budgeted amounts for comparison with actual expenditures
  - c. A forecast of the year-end financial situation of the Society
7. The purpose of the Mid-Year Budget Update shall be to inform Council and the incoming Executive of the financial situation of the Society mid-way through the fiscal year.

### Taxation; PST and GST

8. Provincial sales tax returns shall be filed with the Provincial Government as required.
9. Goods and Services tax returns shall be filed with the Federal Government as required.

### The Capital Fund Policy

10. The capital fund exists as an investment account of monies accrued by the Engineering Society. This policy mandates the Engineering Society to manage this account so that it may be a sustainable resource for the future.
11. A capital fund budget must be approved by the Engineering Society Council. The capital fund budget must be maintained by the Director of Finance throughout the fiscal year.
12. Contributions to the capital account shall consist of:
- a. Investment income.
  - b. Operating Budget, or internal account, surpluses.
13. Expenditures from the capital fund can be made from the following categories:
- a. An unforeseen need for emergency funding.
  - b. Operating Budget, or internal account, deficits.

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- c. Capital improvements to the Engineering Society lounge and offices.
  - d. New Engineering Society initiatives.
  - e. Loans made to Engineering Society Services or affiliated groups.
14. All capital fund contributions and withdrawals must be accounted for according to group that makes them.
15. Monies disbursed for new Engineering Society initiatives must be replaced according to a fiscal plan.
16. All expenditures must be approved by the Engineering Society Council. In case of emergency funding, the expenditure must be ratified at the earliest possible council meeting.
17. The Capital Fund shall always be above a minimum amount given by the sum of the following amounts:
- a. 5-7% of the sum of all Engineering Society Budgets.
  - b. Twice the amount of the largest emergency expenditure to date

### Operations

18. A list of all Engineering Society assets (including prices and dates purchased) will be kept up to date for capital planning and purchasing purposes.
19. A log will be kept by the Director of Finance of all items placed in and removed from the Engineering Society safe, including dollar amount, date of deposit, date of removal, name of depositor, and signature of the Vice President (Operations) or President as a witness.
20. Money shall not be kept in the safe over the weekend except for petty cash and float change (maximum \$200).
21. All groups, clubs, teams, events, or persons cited as an Expense Account, Liability Account, or Current Liability Account must abide by the guidelines as set out in the EngSoc Finances Handbook for that year.

~~21-22.~~

### Dean's Donations

- ~~22-23.~~ Dean's Donations shall be allocated through the faculty by application to the Dean of Applied Science through VP (Student Development)

## D. HONORARIA

### Purpose

1. The payment of an honorarium is an expression of gratitude by EngSoc. Such payments are not to be considered a salary.

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## Transition Dinner

2. The Engineering Society shall finance two transition dinners each year; the first for the incoming/outgoing Executive Members and the second for the incoming/outgoing Directors.

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3. The financial breakdown for each dinner shall be as follows:

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a. \$110.00 including applicable taxes for each incoming/outgoing executive or director attending the dinner.

b. \$50.00 including applicable taxes for transportation.

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4. The above outlined finances for either dinner shall only be made available upon presentation of all final Transition Reports from either group in question (outgoing Executive Members or Directors) to the Engineering Society Review Board.

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5. Should either group wish to proceed with their transition dinner while there are still final Transition Reports outstanding, it shall be at the discretion of the Engineering Society Review Board Chair to release the full amount of funding minus \$110.00 for each transition report that has yet to be submitted.

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6. In the case where an individual returns for a second consecutive year in a new role as an Executive member and/or Director, they are entitled to one transition dinner as incoming and a second as outgoing upon submission of their final transition report to the Engineering Society Review Board.

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7. In the case where an Executive member or Director returns for a second consecutive year in the same position, they are entitled to one transition dinner as incoming and a second as outgoing upon submission of a Position Report, summarizing the past year, to the Engineering Society Review Board.

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## John Orr Dinner

8. The Engineering Society shall finance the participation of the Engineering Society Executive, Directors and Senators in the annual John Orr Alumni Dinner.

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9. The Engineering Society shall be financially responsible for the following:

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a. Tickets to the John Orr Dinner & Dance for all attendees.

b. Hotel Accommodations for all attendees at \$200.00 per room to a maximum of four rooms.

c. Transportation & Parking costs to and from the event to a maximum of \$615.00. Personal car use shall be reimbursed at a rate of \$0.25 per kilometer travelled.

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10. Dinner participants shall be personally responsible for any expenses in excess of those outlined above.

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## **D.E. CLUBS, YEARS, AND DISCIPLINES**

*(Ref. By-Law 5, By-Law 6)*

## APPENDIX: MR. FREEZE

### Finances

1. The finances of clubs, science year, and discipline clubs shall be managed by the Director of Finance through current liability accounts in the "Bank of EngSoc", as outlined in ̸, B.
2. Any club with an account external to the "Bank of EngSoc" must:
  - a. Inform the Director of Finance of the bank account number, the financial institution which holds the account, and the names of all persons with signing authority over the account every September to ensure no account is lost.
  - b. Require the signatures of both the club President and Treasurer for all transactions.
  - c. Transfer signing authority within one month of the hiring of a new President and Treasurer.
3. Clubs, years, and disciplines need not create a budget of expected revenues and expenses for the fiscal year.
4. Clubs, years and disciplines may only request money that they currently have in their account. No club, year, or discipline is permitted to go into debt with the "Bank of EngSoc" for ~~longer than 6 months~~~~a prolonged period of time~~.
- ~~5. For special circumstances when a club, year or discipline requires funds causing debt up to \$500, a proposal for how the funds will be replaced must be submitted to the Vice President (Operations) and must be approved by the Executive for the funds to be granted.~~
- ~~6-5.~~ If a club, year, or discipline requires funds causing a debt of more than \$500, a proposal for how the funds will be replaced must be submitted to the Vice President (Operations) and must be approved by a motion of Council for the funds to be granted.
  - a. For special circumstances, only the approval of the Executive is needed.
  - b. A log book should be kept by the group treasurer of all transactions in addition to the records of the Director of Finance.
- ~~7-6.~~ Receipts of all expenditures must be saved by the treasurer of each group. These receipts must be attached to cheque requisitions and given to ~~VP~~the Director of Finance in order for a cheque to be issued.

### E.F. EVENTS, CONFERENCES, AND COMPETITIONS

#### Finances

1. The finances of events, conferences, and competitions shall be managed by the Director of Finance through liability accounts in the "Bank of EngSoc", as outlined in ̸, B.

## APPENDIX: MR. FREEZE

2. Any event, conference, or competition with an account external to the “Bank of EngSoc” must:

- a. Inform the Director of Finance of the bank account number, the financial institution which holds the account, and the names of all persons with signing authority over the account every September to ensure no account is lost.
- b. Require the signatures of both the Head Organizer and Treasurer for all transactions.
- c. Transfer signing authority within one month of the hiring of a new Head Organizer and Treasurer.

3. Receipts of all expenditures must be saved by the treasurer of each organizing committee. These receipts must be attached to cheque requisitions and given to the Director of Finance in order for a cheque to be issued.

4. The Engineering Society will maintain a Capital Expense Account for Science Formal and Orientation Week which will have the same circumstances as a Type 3 account as outlined in theta.B.2.c. with the following stipulations

- a. Any purchases made from the Capital Account must be approved by either the Orientation Chair or the Convener, and the treasurer or Finance Chair with approval from Director of Finance and the President

5. Science Formal and Orientation Week must budget an amount of \$4000 to be moved into each groups Capital Expense Account every year

### Preliminary Budgets

6. Preliminary budgets must be presented to the Budget Approval Committee, as outlined in  $\theta$ . G.

7. The following criteria will be the minimum accepted by the Budget Approval Committee when reviewing preliminary budgets:

- a. All budgets must contain a well researched and developed statement of probable income and expenses for the group over the given time frame.
- b. All budgets must contain the preliminary budget and final report from the previous year (where available and for the purposes of comparison only).
- c. All budgets must have a detailed appendix containing:
  - i. an explanation and outline of any significant differences from the previous year;
  - ii. an explanation of each line item on the budget and how its value was obtained; and
  - iii. written estimates for large line items.
- d. All budgets must have a 10% contingency (expense) line item (i.e. 10% of total expected expenses).

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- e. All preliminary budgets must be zero balanced (net income - expenses = \$0.00).

### Final Financial Reports

8. Final financial reports must be presented to the Budget Approval Committee, as outlined in  $\theta$ , G.

9. The following criteria will be the minimum accepted by the Budget Approval Committee when reviewing Final Financial Reports:

- a. All Final Reports must contain an accurate statement of income and expenses for the group over the given time frame.
- b. All Final Reports must contain the final report from the previous year and the preliminary budget of the present year.
- c. All final reports must have an appendix containing:
  - i. an explanation and outline of any significant differences between the report and the preliminary budget; and
  - ii. any relevant information to aid in future budgets.

### Financial Assistance

10. All conferences, Orientation Week, and SciFormal must abide by the following rules:

- a. An appropriate amount of money must be set aside to pay for a minimum of 5% of the expected attendance of the given event or 5 places, whichever costs less.
- b. This money will be used to distribute bursaries, either in part or in full, to pay for the attendance of Engineering Society members based on financial need.
- c. The bursary selection committee will be comprised of the head organizer of the given event and the appropriate EngSoc Executive or Director based on their portfolio.
- d. The selection will be based on a written application. An interview may also be conducted at the discretion of the head organizer of the event.
- e. The availability of these bursaries must be advertised through the standard Engineering Society hiring procedure.

### Credit Card

11. The President, Vice-President (Operations) and General Manager of the Engineering Society will each hold a ~~CIBC AAA Wood Gundy Aeroplan~~ VISA BMO Corporate MasterCard with Airmiles Credit Card in their names, tied to the Engineering Society's ~~CIBC Asset Advantage account~~ BMO Commercial Account.

12. The Director of Finance will oversee the credit cards use, and will ensure that the following stipulations for credit card use are met:

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- a. The Credit Card will be used for approved capital expenditures, the purchasing of approved inventory for the Society's services, and for any approved budgeted expenses, including budgets approved by the Budget Approval Committee.
  - b. Before the Credit Card is to be used for any purchase, the Vice-President (Operations) and President must approve its use for that specific purchase.
  - c. The Director of Finance and General Manager must be notified of all Credit Card purchases.
  - d. The Credit Card Holders are responsible for providing all receipts of purchases to the Director of Finance. If no proof of purchase is available, it is up to the discretion of the Director of Finance as to whether or not to bring the item to Council under theta.F.12.e
  - e. Any purchases which are not approved by the Vice-President (Operations) and President, and, which are not brought to the attention of the Director of Finance and General Manager, will be brought to the Engineering Review Board (ERB), which will then make the recommendations to the EngSoc Executive on a course of action to be made.
    - i. An inappropriate purchase is defined as one which is not approved in the Society's operating budget or a service's budget, and/or, is not approved by both the Vice-President (Operations) and the President.
    - ii. Possible courses of actions include the confiscating of the user's credit card, suspension from the offender's position (when allowed in policy), or recommendation that they be removed from their position. Recommendations on the appropriate courses of action will be made at the discretion of ERB.
  - f. If a credit card is lost, the credit card shall be temporarily cancelled by the Director of Finance. It is the responsibility of the credit card holders to immediately notify the Director of Finance when the credit card is lost.
3. The Director of Finance will present to Council the Society's credit card statements twice annually, along with both the mid-year actuals and the year-end budget actuals.

### F.G. THE BUDGET APPROVAL COMMITTEE

#### Purpose

1. The Budget Approval Committee (herein after known as the Committee) shall review and approve all preliminary budgets and final financial reports for Engineering Society events, conferences, and competitions, including but not limited to:
  - a. Buddy Program
  - b. Conference on Industry and Resources Queen's University (CIRQUE)

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- c. Engenda
- d. Engweek
- e. Orientation Week
- f. Queen's Engineering Competition (QEC)
- g. Science Formal
- h. Super Semi
- i. Any external conferences hosted by the Engineering Society of Queen's University
- j. Any other external group as is seen fit by Council.

### Composition and Selection of Committee Members

2. The Committee shall be composed of nine members. These members shall be:
  - a. the Director of Finance
  - b. Four current student members of the Engineering Society, for staggered 2-year terms.
  - c. Two voting members of EngSoc Council for 1-year terms.
  - d. The current budget managers
3. The Director of Finance and the budget managers shall be ex-officio non-voting members of the Committee.
4. The Engineering Society membership shall elect the six voting members of the Committee at the Annual General Meeting in the following manners:
  - a. Two current student members of EngSoc shall annually be nominated for a two year term by a nominating committee.
  - c. Two current student members of EngSoc shall annually be nominated for a one year term by a nominating committee.Two voting members of Council shall annually be elected for a one year term.
5. The six current student members of the Committee must not be members of the Society's Executive or Directors of the Society.
6. The nominating committee shall recommend to the Engineering Society membership a series of candidates for the four current student member positions elected annually.
  - a. The nominating committee shall consist of the Director of Finance, the outgoing Chair of the Committee, and another member, as chosen by the outgoing Chair of the Committee.
  - b. The nominating committee shall be chaired by the outgoing Chair of the Committee.
  - c. The selection process for these nominated members will be conducted according to the EngSoc Hiring Policy as seen in Policy Manual Section γ.B.
7. The chair of the Committee shall be elected at the March meeting of the Committee.

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### Meeting Setup and Times

8. The location, time and agenda of the Budget Approval Committee meetings must be announced at the EngSoc Council meeting prior to the Committee meeting.
9. There shall be a meeting the first week after the committee has been elected, called by the Director of Finance.
10. The Committee shall meet following the timeline created by the chair of the Committee. There will be no meetings between April and August.
11. Quorum for the committee shall be 5 voting members (including the chair).
12. Four votes in favor of a budget/report will be required in order to pass it (no matter what the attendance at the meeting).
13. If a meeting does not meet quorum, the meeting shall proceed as scheduled. Any member of the Committee may ask to re-vote on any business of the committee at the next scheduled meeting.
14. If a budget/report is not approved, the chair must call another meeting so as to pass the said budget/report (with improvements) as soon as possible.
15. "Emergency" or other meetings outside of the meeting schedule may be called at any time at the discretion of the chair.
16. "Emergency" or other meetings outside of the normal meeting schedule must be advertised as much as possible up to the minimum requirements of regular meeting advertisement.
17. The meetings of the Committee shall be open to any member of the Society.
18. All members of the Society shall have speaking rights at the committee meetings.
19. Members of Council not elected to this committee do not have voting rights at The Committee meetings.
20. A voting member of the Committee may not proxy his/her vote.

### Budgets/Report Approval Timeline

21. The following schedule can be changed given a change in time line for these events and should be reviewed on a yearly basis.
  - a. September meeting(Fall term, Week 2):
    - i. SciFormal Preliminary Budget
    - ii. Buddy Program Preliminary Budget
    - iii. Engenda Final Report
  - b. November meeting (Fall term, Week 10):
    - i. Yearbook Preliminary Budget
    - ii. CIRQUE Preliminary Budget

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- iii. Buddy Program Final Report
- iv. Frosh Week Final Report
- c. December meeting (Fall term, Week 12):
  - i. Engweek Preliminary Budget
  - i. CIRQUE Preliminary Budget
  - ii. QEC Preliminary Budget
  - iii. SciFormal Final Report
- d. February meeting (Winter term, Week 6):
  - i. EngWeek Final Report
  - ii. Super-Semi Preliminary Budget
- e. March meeting (Winter term, Week 9):
  - i. Orientation Week Preliminary Budget
  - i. QEC Final Report
  - ii. CIRQUE Final Report
  - iii. Super Semi Final Budget

### Meeting Notification

- 22. The location, time and agenda of the Budget Approval Committee meetings must be announced at the EngSoc Council meeting prior to the Committee meeting.
- 23. "Emergency" or other meetings outside of the normal meeting schedule must be advertised as much as possible up to the minimum requirements of regular meeting advertisement.

### Reporting to Council

- 24. The Chair of the Committee must report, to Council, the results of each meeting of the Committee at the following EngSoc Council meeting.

## G.H. SERVICES' FINANCES

### Purpose

- 1. This policy outlines the overall financial policies of the Engineering Society's services. This policy applies to:
  - a. Campus Equipment Outfitters (CEO)
  - b. Clark Hall Pub
  - c. Golden Words
  - d. ~~The Tea Room~~ ~~Integrated Learning Constables~~
  - e. Science Quest

### Operations

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~~2. Each service shall maintain at least one account at a chartered bank, trust company, Queen's Financial Services, or its financial account with the "Bank of EngSoc." Engineering Society's Current Account.~~

~~a. The chartered bank or trust company account shall operate primarily as a vehicle for issuing cheques and accepting deposits.~~

~~b. All funds shall be held in provincially or federally backed vehicles.~~

~~e. The Director of Finance must be informed of the bank account number, the financial institution which holds the account, and the names of all persons with signing authority over the account every September.~~

~~3. Two manager's or service executive member's signatures~~The Vice-President (Operations) and President's signatures are required on all cheques issued requested by any service.

~~4. The Director of Services must sign-off on all service requisitions.~~

~~a. All requisitions must be generated by the business manager and signed by the head manager.~~

~~3-i. In the event of no business manager, the head manager will generate and sign requisitions.~~

~~a. The Vice President (Operations) must be given signing authority if the service has only one manager.~~

~~b. Signing authority over all accounts must be transferred within one month of the hiring of a new management team.~~

~~5. All financial transactions of each service shall be kept track of of in a set of books maintained by the service's Business Manager or Head Manager by a chartered accountant.~~

~~4-6. Every service will make daily deposits from the individual safes for each service into the deposit safe to be held by the Engineering Society. The deposits made into this safe must be in a deposit bag ready for pick up by a securities company. These books shall be maintained in accordance with good accounting practice, and shall record all withdrawals and deposits to the service's account along with the particulars of each transaction.~~

### Budgets

~~5-7. Each service is required to create a budget for the fiscal year September-May 1st1 to August-April 3130.~~

~~6-8. The following criteria are required for preliminary budgets:~~

~~a. All budgets must contain a well researched and developed statement of probable revenue and expenses for the service's fiscal year.~~

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- b. All budgets must contain the budgeted figures for the upcoming year and actual figures from the previous year ~~(where available)~~.
- c. All budgets must have a detailed appendix containing:
  - i. an explanation and outline of any significant differences from the previous year.
  - ii. an explanation of each line item on the budget and how its value was obtained.
  - iii. written estimates for large line items.
- d. All preliminary budgets must be zero balanced (net income minus expenses = \$0.00). No service may budget for a deficit (net income minus expenses must be greater than or equal to \$0.00)
- e. A capital purchase line item equal to the three year capital purchase average, at a minimum, as well as an assessment of all capital assets and a three year capital replacement plan. The Board of Directors may approve a capital purchase line item less than the previous three year average with appropriate justification.

### Accountability

~~7-9.~~ Each service must present their preliminary budgets with actuals from the previous year to the Board of Directors for its approval at the summer Board of Directors meeting.

~~8-10.~~ Each service must provide the Director of Finance Services with financial updates by the seventh (7<sup>th</sup>) day of every month of the academic year with descriptions of revenue and expenses of the previous month. These financial updates shall be provided by the DoS to the Chair of the finance committee which shall be ~~should be~~ compared to the preliminary budget on a monthly basis and will be reviewed by the Finance Committee of the Board of Directors.

~~9-11.~~ Each service must present the Board of Directors with a progress update ~~at each the~~ third meeting of the Board. These updates must include monthly actuals for the year to date.

~~10-12.~~ Each service must fully inform the Vice President (Operation) of their financial situation upon request.

~~11-13.~~ Service managers shall only be permitted to receive their final paycheck or final honoraria upon submission of their transition reports to the Director of Human Resources Services and to the Vice President (Operations).

### Loans from the Bank of EngSoc

~~12-14.~~ All EngSoc services may request a loan from the Bank of EngSoc. A loan request must be accompanied with:

- a. The year to date actuals of the service

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- b. The service's current inventory
- c. A list of all outstanding debts and invoices due
- d. A cash flow analysis for the remainder of the fiscal year
- ~~d.~~e. A loan repayment plan

### A loan repayment plan

~~13.~~ Any loan from the Engineering Society to a service must be approved by the Vice-President (Operations) and the President.

~~15.~~

~~14.~~ Any loans taken out by a service from the bank of EngSoc will be given at prime interest and must be paid back according to the loan repayment plan presented by the Vice-President (Operations).

~~16.~~

~~17.~~ The repayment plan must be reasonable and should take into account the financial situation of the service, as presented by the Head Manager and Business Manager.

~~18.~~

~~18.~~ A fee of \$10 must be paid to the Engineering Society per working day each loan payment is late.

~~15.~~ Any loan that has not been repaid by the end of the fiscal year must be recorded in the Final EngSoc Operating Budget when presented to Council.

~~16-19.~~ The service's budget in the next fiscal year must include the loan repayment plan and the service must endeavour to eliminate the operating deficit by increasing appropriate revenue generating mechanisms.

### Surpluses and Deficits

~~17-20.~~ If a service runs a surplus in any one year:

- a. The service must repay all outstanding debts with creditors and a reasonable amount of any outstanding debt with the Engineering Society, as determined by the Vice President (Operation).
- b. The service must forecast capital asset needs for the next three years and save surpluses accordingly.

~~18-21.~~ If a service runs a deficit in any one year:

- a. The service may use surpluses from previous years to cover the deficit.
- b. The service may request a loan from the Engineering Society. A loan request must be accompanied with:
  - i. The year to date actuals of the service
  - ii. The service's current inventory
  - iii. A list of all outstanding debts and invoices due

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- iv. A cash flow analysis for the remainder of the fiscal year
- v. A loan repayment plan

~~e. Any loan from the Engineering Society to a service must be approved by the Vice President (Finance), the President, as well as the Chair of the Board of Directors.~~

~~d.c. Any loan that has not been repaid by the end of the fiscal year must be recorded in the Final EngSoc Operating Budget when presented to Council. The service's budget in the next fiscal year must include the loan repayment plan and the service must endeavour to eliminate the operating deficit by increasing appropriate revenue generating mechanisms~~

~~The service's budget in the next fiscal year must include the loan repayment plan and the service must endeavour to eliminate the operating deficit by increasing appropriate revenue generating mechanisms.~~

**Comment [RL1]:** I believe this whole section, points 14 through 18 needs to be changed from being a loan to having permission to run deficit budgets. These services are a part of the society, not separate entities, and as such we should be FUNDING them, not giving the loans for which they must REPAY.

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### H.I. SERVICES CAPITAL PLAN

#### General

1. This policy outlines the Capital Plan Policy of the Engineering Society's services. The purpose of the Capital Plan is to ensure that the services plan for future capital purchases and renovations. This policy applies to:

- a. Campus Equipment Outfitters (CEO)
- b. Clark Hall Pub
- c. Golden Words
- d. Science Quest
- e. The Tea Room

#### Management

2. All services must submit a capital plan to the Vice-President (Operations) which must include:

- a. A balance sheet for the previous fiscal year
- b. A list of all fixed and capital assets including their purchase price and their current value. Current value will be determined based on straight line depreciation.
- c. An income statement for the current fiscal year.
- d. A list of items which the service would like to purchase if there is a surplus of funds.
- e. The amount the service plans to contribute to the Services Investment Account.
- f. The intended payment schedule the service would like to use to pay the contribution to the Services Investment Account.

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3. The service can make their contribution to the Services Investment Account in one of three ways:
  - a. One lump sum at the beginning of their fiscal year
  - b. In three Equal payments to be paid on March 1<sup>st</sup>, January 1<sup>st</sup>, and September 1<sup>st</sup> .
  - c. In twelve equal payments to be paid on the first day of every month.
4. The capital plan must be reviewed by the Vice-President (Operations) and the President. Once the plan is approved by the Vice-President (Operations) and the President, the plan must be presented to the Board of Directors.
5. The Vice-President (Operations) is to ensure that each service make their contribution at the appropriate time. If a service does not make their contribution on time, the Vice-President (Operations) is to report that to the Board of Directors. The Board of Directors can then recommend a suitable repercussion.
6. Expenditures from the Services Investment Account can be made for the following reasons:
  - a. Capital purchases.
  - b. Renovations on the services assets.
  - c. An unforeseen need for emergency funding which is not related to operational expenses.
7. All expenditures of the Services Investment Account must be approved by the Vice-President (Operations), the President, and the Board of Directors. In case of emergency funding, the expenditure must be approved by the Vice-President (Operations), the President, and the chair of the Board of Directors.
8. Capital purchases which are not deemed to be necessary for the operation of the service can only be expended by the Services Investment Account if twice the amount of the expenditure has been saved by that service in the Services Investment Account.
9. Interest accrued by the account will be divided equally between each service, relative to the amount that has been contributed by each service.
10. Any expenses relating to the Services Investment Account, including bank fees and the purchasing of cheques, will be divided evenly among the services.

### I.J. ADMINISTRATION FEES (ENGSERVE)

#### Purpose

1. The administration fee is a revenue source for the Engineering Society "Operations" budget. The fee is used to compensate the Engineering Society for costs incurred in the operations of the Clark Hall and Beamish-Munro Hall Offices and Lounges and for the Engineering Society professional services.

## APPENDIX: MR. FREEZE

2. The administration fee is calculated annually by the Vice President (Operations), ~~and agreed to by the services in an agreement signed no later than May 1.~~

### Rate Determination

3. The administration fee rate is determined by:

a. The size of office space allocated: Every group occupying an Engineering Society office shall contribute to the utility, insurance, and sinking fund costs of the space, as determined in the Engineering Society Lease with Queen's University.

b. The amount of insurance received through EngSoc: Each group that receives property, liquor liability, libel, or other coverage with EngSoc's policies will pay for their share of the policy, dependent on the percentage of the policy covering their service.

~~b-c.~~ Income: A services income is absorbed through an administrative fee. This fee will support professional services provided by EngSoc (EngSoc hiring coordination, bookkeeper fees, General Manager salary).

# APPENDIX: SILVER SURFER

## η: SERVICES

*Preamble: The Services Policy covers all areas within EngSoc that provide a service to: a) Applied Science students b) or to all Queen's students and the surrounding community. All Policies relating to the operation and management of each individual service are covered within this document, unless covered in the Constitutions or Policy Manuals of those organizations (policies not subject to council approval). The general financial policies of EngSoc Services are outlined in θ.C.*

### **A. Management Contracts**

#### **Part I: Guiding Practices**

1. Service manager appointments are to be ratified at the first available meeting of the Engineering Society Council.
2. The Vice-President (Operations) is directly responsible for ensuring all management teams sign contracts after being ratified and before the end of the term in which they are appointed.
3. Service managers are to be announced to the Engineering Society Board of Directors at the first available meeting after they have been appointed.
4. Upon appointment, each Service Manager shall sign a contract with the Engineering Society stating their specific terms of employment including remuneration, confidentiality and termination as well as start and end dates.
5. Upon signing employment contracts, the managers are then considered employees of EngSoc. The managers are responsible to the Vice-President (Operations) of EngSoc.
6. The contracts must include at least the following details:
  - a. Start and end dates.
  - b. Management remuneration.
  - c. General management responsibilities.
  - d. Terms of confidentiality within the service.
  - e. Transition requirements.
  - f. The penalties associated with failing to meet the terms of the contract.
  - g. The specifics of termination practices.
  - h. Specific powers granted to the management.
  - i. Specific restrictions placed upon the management.

#### **Part II: Contract Termination**

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7. It is the responsibility of the Vice-President (Operations) to pursue the termination of a contract if it is brought to the attention of the executive that a contract has been breached.
8. In deciding if a contract has been violated, the Vice-President (Operations) must consult with:
  - a. The President and the Chair of the Board of Directors.
  - b. The Engineering Society Ethics policy and the Queen's Student Code of Conduct.
9. If a contract is deemed to have been violated, the Vice-President (Operations) must:
  - a. Inform the manager in question that they are under review for breach of contract.
  - b. Ask the Chair of the Board of Directors to call a special meeting of the Board.
  - c. Present the information regarding the breach and discuss the situation with the Board.
  - d. The Board is to then discuss the situation and recommend a course of action to the Vice-President (Operations).
  - e. The Vice-President (Operations) should then decide if the contract has been violated.
10. Providing these conditions are met, the Vice-President (Operations) must then inform the President, Chair of the Board and the manager in question if termination of the contract is to occur. A follow up letter documenting the steps taken must also be presented.
11. If a contract is to be terminated, the Engineering Society's dismissal policy in section  $\alpha$  must be followed, as well as any specific terms in the contract related to termination.

### ***B. Services Transition***

#### **Part I: Guiding Practices**

1. The services transition period will be the two weeks following the hiring of the new assistant managers for the service.
2. Each member of all management teams must submit a written position manual to the Vice-President (Operations) at least 3 weeks prior to the expected application deadline for their positions. The contents of this report should include topics such as:
  - a. A General Job Description
  - b. People, Committees and major groups that the manager works with.
  - c. Daily and weekly tasks.
  - d. Major Projects you completed this year.
  - e. Upcoming Projects for next year.
  - f. The service contact information.

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3. The position manual for each position must be made available at least two weeks before the application deadline
4. Each member of all management teams must submit a written transition report to the Vice-President (Operations) no later the Wednesday of week 7 of the semester in which they transition. The contents of this report should include topics such as:
  - a. A copy of any policy relevant to the manager's position.
  - b. Advice about hiring and interview questions, should this apply to their position.
  - c. Relations with the Engineering Society over the past year, including the full details of any standing contract agreements.
  - d. Relations with the Engineering Society Board of Directors.
  - e. Details of confidential documents related to the service.
  - f. Relations with the Faculty.
  - g. Relations with other Services, including details of cooperative agreements and standing contracts.
  - h. Names, emails and telephone numbers of regular contacts.
  - i. Specific job duties.
  - j. Successes and failures of the past year.
  - k. Current ongoing projects, and a timeline of tasks and projects completed that year.
  - l. Staff relations, including discipline incidents.
  - m. Any additional information that is part of their job description.
  - n. Major capital purchases made during the year.
  - o. Existing capital savings plans.
5. All transition reports are considered to be confidential documents belonging both to the Engineering Society and the Service to which they refer. Access to these reports is to be determined on a case by case basis in consultation with both the management team and the Vice-President (Operations).
6. Submission of transition reports must include two hard copies (one to the Vice-President (Operations) and one to the incoming manager) and an electronic copy of the report to be submitted via e-mail to the Vice-President (Operations).
7. Service managers will not be asked to assist with the hiring process for the new management if transition reports are not received on time and in the manner described previously. It is at the discretion of the Vice-President (Operations) to extend the deadline for management teams, provided sufficient progress is demonstrated.
8. The new management will then actively transition the outgoing management for the transition period. The old management is still in charge of all operational aspects of the service until these two weeks have elapsed.

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9. The new management is not to be given keys or access to computer resources until the transition period is completed.

10. During this shadowing period, at least two meetings will be held with the new and outgoing Management, Vice-President (Operations), and the Director of Human Resources.

11. When the transition period has elapsed, it is the responsibility of the outgoing Vice-President (Operations) to ensure that the new management receives their keys and that any security codes (including alarms, lock boxes and passwords) are changed and passed on to the incoming team.

### *C. Service Complaint Practices*

#### **Part I: Purpose**

1. The Vice-President (Operations) is directly responsible for the discipline of service managers.
2. The head manager of a service may discipline an assistant manager, but must do so in consultation with the Vice-President (Operations).
3. In cases where the Vice-President (Operations) is involved in a complaint or feels they cannot carry out the practices in this policy, the President is to take on the responsibility. The Board of Directors must be notified of this change.
4. The Engineering Society shall maintain records of all disciplinary actions taken for a period of 1 year following the conclusion of a complaint. After this time all names and dates should be deleted, but records of the incident kept for future reference.

#### **Part II: Complaint Process**

5. From members at large of the Engineering Society, Queen's Community and Kingston Community:
  - a. Anyone, including staff, can forward a letter to the Vice-President (Operations) filing a grievance or suggesting disciplinary action against a service head manager, assistant manager or service staff member.
  - b. The Vice President (Operations) shall then review the situation and respond with the appropriate action, which can include:
    - i. Discussing the incident with the letter's author and the parties involved.
    - ii. Forwarding the complaint the Engineering Society Review Board.
    - iii. Forwarding the complaint for discussion with the Engineering Society Board of Directors.
6. From management teams:

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- a. Any assistant manager can forward a letter to the Vice-President (Operations) filing a grievance or suggesting disciplinary action against their supervisor or regarding issues from within the service.
- b. Management teams are encouraged to work out differences of opinion within the management team.
- c. The Vice President (Operations) shall then review the situation and respond with the appropriate action, which can include:
  - i. Discussing the incident with the management team involved.
  - ii. Acting as an arbitrator for the situation.
  - iii. Forwarding the complaint the Engineering Society Review Board.

### Part III: Service Manager Discipline

7. In the event the Vice-President (Operations) chooses to deal with the situation internally, they may:
  - a. Chair a closed door discussion with the interested parties.
  - b. Issue a written warning to the manager in question and forward it to the Board of Directors.
8. In all cases where a complaint related to a manager is received the Vice-President (Operations) must review:
  - a. The managers contract.
  - b. The EngSoc Ethics Policy.
  - c. The Queen's Code of Conduct.
9. In all cases of manager discipline, relevant parties to the service must be informed before the discipline is carried out. These can include:
  - a. The university's liquor license holder.
  - b. The director of the ILC.
  - c. The faculty advisor for the service.
10. If the Vice-President (Operations) chooses to dismiss a manager, the dismissal policy in section  $\alpha$  must be followed.

### Part IV: Service Staff Discipline

11. Each service is to have its own staff discipline practices and document them in their own policy sections in the EngSoc policy manual, provided that it contains procedures for:
  - a. Staff performance review by management.
  - b. Staff performance review by peers.
  - c. Discipline methods arranged in different tiers.
  - d. Dismissal of staff members.

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12. Each service is also responsible for:

- a. Maintaining accurate records of all staff discipline.
- b. Performing at least one peer evaluation for all staff once in the year term.
- c. Performing at least one manager evaluation of staff once in the year term.
- d. Informing the Vice-President (Operations) of any written warnings that are given to staff members.
- e. Discussing the termination of any staff member with the Vice-President (Operations) prior to informing the staff member.

### *D. Manager Evaluations*

#### **Part I: Staff Chat Procedure**

1. The Director of Services is to act as a liaison between the service staff and service management through annual staff chats. The purpose of these open forum discussions is to provide feedback to the managers on their performance.
2. While the Director of Services is responsible for the logistics and data collection in the staff chat process, the Vice-President (Operations) is ultimately responsible for providing feedback to the management team.
3. These sessions must occur at minimum once per management year.
4. All comments made in sessions or on evaluation forms are strictly confidential, and are not to be repeated verbatim to any manager. This must be made clear to the service staff and management before evaluation begins.
5. The Director of Services and/or Vice-President (Operations) can act as a mediator for staff chat sessions.
6. The sessions will consist of:
  - a. The mediator will meet with groups of 10 to 15 staff members in an informal, closed door setting
  - b. The staff will be provided with an evaluation form for each manager, using the style and questions suggested in the Staff Chat Evaluation Booklet (SCEB). The staff should not to place their names on these forms.
  - c. The SCEB must be placed in an appendix of the Vice-President (Operations) transition report, and should be reviewed at minimum once a year.
  - d. The mediator will then facilitate a discussion of the management as a whole, asking for general feedback on their performance. Topics for discussion are suggested in the Staff Chat Evaluation Booklet. Discussion can shift to individual managers at the discretion of the Director.

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- e. Staff are to be encouraged to request an individual meeting with the staff chat mediator if they would like a private staff chat. These meetings are also to be confidential.
- 7. The Vice-President (Operations) will also provide copies of the evaluation forms used in the sessions to each manager.
- 8. The management should also be provided with a copy of this form to fill out as a self evaluation.
- 9. Within one week of having met with all staff from a service, the Director of Services must tabulate the results of the evaluation forms and produce a report for each manager. The Vice-President (Operations) will then meet with each manager individually to provide feedback.
- 10. Any reports or tallies produced during staff chats are confidential documents.

### Part II: Peer to Peer Manager feedback

- 11. The Director of Services is to facilitate peer to peer manager at the request of any member of the management team
- 12. This evaluation should consist of:
  - a. A comment form to be given to each manager to provide feedback to each member of the management team.
  - b. A meeting with each manager individually to discuss their experiences with the management team thus far.
- 13. All comments made in sessions or on comment forms are strictly confidential, and are not to be repeated verbatim to any manager.
- 14. From these forms and discussions the Director of Human Resources is to prepare summaries for each manager containing the feedback provided.

## *E. CAMPUS EQUIPMENT OUTFITTERS (CEO)*

### Part I: The Committee

- 1. The CEO Managers shall be chosen as outlined in Policy Section  $\gamma$ .B.
- 2. The members of the service shall be chosen by the Managers and the Vice-President (Operations) as stipulated in Policy Section  $\gamma$ .B.
- 3. The duties of this service are:
  - a. to order and distribute Eng. jackets;
  - b. to enforce the guidelines, set down in By-Law 11, pertaining to the style of the jacket;
  - c. to oversee the vote to choose a Year Crest for the first year students; and

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d. to provide services to any club, group or committee within Queen's Engineering that wishes to order T-shirts, caps, mugs, stickers or other paraphernalia.

### Part II: Eng. Jackets

(Ref. By-law 11)

4. The official Eng. jacket shall be styled as stated in the Constitution under By-Law 11.
5. The jacket manufacturer will follow the above guidelines pertaining to the colour of the jacket, the lettering and numerals on the jacket, the lining and the Year crest placement.
6. Other additions made to an Eng. jacket (discipline bars, 'Quis Dolor Qui Dolium', and the pass crest), will be made by the bearer at additional cost to the bearer.
7. An additional number of Year Crests will be ordered by CEO in order to supply Clark Hall Pub with one (see Distribution of Eng. Jackets), and supply transfer students (the next year) with their own Year crest.
8. The jacket contract, with the jacket supplier, will only be signed for a one year term. The supplier will then be reevaluated at the end of each year. The contract will be signed by the supplier, Vice-President (Operations) of EngSoc and the CEO Head Manager. All efforts must be made to interview several jacket manufacturers before a final decision is made on the jacket company.
9. Any faculty outside the Faculty of Applied Science who wishes to order jackets through CEO must have a written agreement between that faculty and CEO. Also, CEO must have a separate contract with the jacket supplier for each faculty who is purchasing through CEO.
10. Stipulations will be made within the contract stating that the design of the jacket is that belonging to Queen's Engineering Society alone. A clause will also be included in the contract stating that delivery of the jackets to EngSoc will occur at least one day prior to the end of the December examination period for first year students.
11. CEO will make available, and widely publicize several dates in September when the first year students will be able to try on different sizes of jackets, as supplied by the jacket manufacturer, and place orders. Clark Hall Pub may be reserved (with permission) for this purpose.
12. It is recommended that full payment should be required upon ordering of the jacket, and a receipt will be issued to the buyer at this time. Any cheque accepted by the CEO Committee should have the buyer's phone number and student number on it.
13. The pricing of Eng. jackets shall be as outlined in the Part V.
14. Distribution of jackets to first year students must be conducted prior to their last exam in December.

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15. The Year Crest for first year students shall not be put up in Clark Hall Pub prior to their last exam in December. It will be put up on the wall of the pub, with the other Year Crests, immediately thereafter.

16. First year students may wear their jackets as soon as they finish their last Christmas exam, although they may not add a pass crest or discipline bars until the end of their exams in April.

17. The Year Crest shall be designed by a first year student, and chosen by vote. The vote will be conducted by the first year executive under the supervision of the CEO Managers, and will be held no later than September 30 of their first year. The designer of the winning crest shall receive their Eng. jacket free of charge.

18. The design and colouring of the Year Crest shall be as described in By-Law 11, Part IV.

19. It is the responsibility of CEO to ensure that one of the Pub managers receives a copy of the first year Year Crest by the end of the first year students' exams in December (see Distribution of Eng. Jackets).

20. It is the responsibility of CEO to maintain and keep record of the past years' Crests to the best of their ability. This includes all Year Crests that hang in Clark Hall Pub.

21. Extra lettering and numerals for Eng. jackets shall be kept on hand by CEO, to be sold on a non-profit basis to any engineering student who needs them. Additional letters and numbers can be ordered through the current jacket manufacturer. Discipline bars and the 'Quis Dolor Qui Dolium' bars may be bought by the student at the Campus Bookstore (at additional cost to the student).

22. A brief history of the styles and costs of the Eng. jackets may be found at the Queen's University Archives. Past problems involved with jacket ordering may be found this way (e.g. gold colouring flaking off of jackets...etc.).

### Part III: Campus Equipment Outfitters External Services

23. CEO will make available the option to use CEO services for ordering of goods. These services include, but are not limited to, the selection of a supplier, ordering and receiving of goods, artwork and distribution.

24. Cost of services will be determined as follows:

Actual Cost of the article  
+ Administration Fee (% Based on Actual Cost)  
+ Provincial Sales Tax  
+ Goods And Services Tax

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= Total Cost of Service

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a. This total cost is then passed on as the price of the article to the group. Should the group desire to resell the item at a higher cost, it is the group's responsibility to pay the difference in taxes.

b. The "Administration Fee" is at the discretion of the managers but must remain consistent throughout their term to ensure good customer service.

25. Any purchase made from a supplier necessitates CEO filling out a PST Exemption Form

26. A list of contacts shall be maintained for all purchases made, including comments concerning quality of the service received, quality of the product, and prices involved. This list shall be passed on each year in each transition report.

### Part IV: Campus Equipment Outfitters Society Services

27. The following are a number of services (excluding jackets) provided by CEO for the EngSoc

a. Grease Pole Posters;

b. T-Shirts - Bearing or referencing the words "Queen's Engineering"

c. New paraphernalia - New items related to the Engineering Society can be added, so long as they conform to CEO's goal of promoting Queen's Engineering.

28. Each of these items is sold on a non-profit basis, including taxes. A PST Exemption Form can also be filled out for these orders

29. The official EngSoc crest shall not be used on items of low quality, i.e. T-Shirts, mugs, hats, which may not properly reflect the image of the Engineering Society.

30. Campus Equipment Outfitters cannot reproduce the Clark Hall Pub logo, or any trademark associated with the Pub, without the expressed consent of the current Pub Managers.

### Part V: Pricing of Engineering Jackets

31. The total price includes the base price of the jacket, the shipping cost, a free jacket for the crest designer, and an administration fee, taxes. The administration fee is to be sufficient to cover all of CEO's operating expenses (e.g. storage, postage, long distance phone charges, use of office manager, etc.) and can be adjusted to give a whole dollar figure in the total price of the jacket.

a. The breakdown is as follows:

Cost of Jacket

+ shipping cost

+ free jacket (based on 400 jackets)

+ administration fee (6%)

subtotal

+ subtotal x 8% PST

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+ subtotal x7% GST  
TOTAL PRICE

32. Administrative Fees will be paid by CEO to EngSoc for the costs incurred in ordering the jackets, including:

- a. long distance phone calls,
- b. faxes,
- c. photocopying,
- d. courier services,
- e. utilities fees, and
- f. other extraneous costs arising from jacket ordering alone.

### Part V: Iron Ring Fees

33. The cost per iron ring is priced at \$20.00. This ring is awarded to students of the graduating year.

34. The appropriate amounts must be paid at the time of ring sizing. Any balances towards the full payment of all graduating years' rings will be paid by CEO.

### Part VI: CEO Refund and Exchange Policies

35. CEO does not offer any refunds or exchanges on the sales of jackets. At the time of sale of jackets, all customers must pay the full amount for their jackets with the correct sizing info. Any alterations to the sizing must be notified to CEO immediately with the appropriate receipt, and any submissions of sizing changes to the jacket manufacturer will be upon the discretion of the CEO Head Manager. If a paid jacket is not picked up within a year of purchase, CEO has the right to resell that jacket and the previous owner relinquishes all ownership over said jacket.

36. There are no exchanges or refunds on any CEO general merchandise as all sales are final.

### Part VII: PST Exemption Forms and Tax Returns

37. A 'PST Exemption Form' should be filled out with the current jacket manufacturer. The form is sent to the manufacturer, and allows the buyer, CEO, to be exempt from paying PST to the manufacturer on the goods bought (jackets). Once the bill for the goods arrives, CEO is charged the base price of the goods plus 7% GST.

### Part VIII: Honoraria

38. Each manager of CEO will receive an honorarium for their year term. The amount will be set by the previous head manager and approved by the Vice-President (Operation) and the Engineering Society Board of Directors.

39. The manager will be paid the honoraria once the following criteria are met:

- a. Full term is carried out.

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- b. All tasks relating to job description are fulfilled.
- c. Work with other managers to complete goals of CEO.
- d. Complete the 2 week transition period with transition report.

40. The Vice-President (Operations) will approve the payment of the honoraria. The amount of the honoraria may be reduced or taken away at the discretion of the Vice-President (Operations) and the Chair of the Board of Directors of the Engineering Society.

### F. SCIENCE QUEST

(Ref By-law 9, Part VI)

#### Part I: General

1. The Engineering Society shall hold an annual non-profit summer program for children to be entitled "Science Quest, Queen's Engineering Society Science Camp".
2. The Objectives of the program shall be:
  - a. to offer a program to children of elementary school age in the Kingston area which will foster and stimulate in them an interest and appreciation for science, engineering and technology.
  - b. to provide the opportunity for all children to experience science first hand regardless of background, aptitude or gender. The Science Quest program shall not be restricted to the academically or financially elite.
  - c. to provide role models in science and particularly engineering for both girls and boys.
  - d. to introduce university to children as a non- threatening institution, by exposing them to the engineering laboratories and facilities at Queen's.

#### Part II: The Staff

3. The Director(s) of Science Quest shall be a member of the Engineering Society and shall be appointed on the advice of the Interview Committee as outlined in γ.A.
4. The Interview Committee shall consist of the Engineering Society Vice President (~~Services~~Operations), the Engineering Society President, ~~and past directors~~the Director of Services and if necessary a 4<sup>th</sup> member for gender neutrality.
5. The Director should be hired as early in the school year as possible, given regulations of advertisement of the position in campus newspapers.
6. The size and structure of the balance of the staff shall be up to the discretion of the Director(s).
7. All regular staff must be undergraduate applied science students from Queen's University. The only exception will be a maximum of three staff from other

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faculties/universities interested in working with Science Quest for the purpose of starting similar science camps at their home universities. The Special Needs Instructor is exempt from these regulations and may come from any faculty at Queen's University. They should have previous experience working with special needs children.

8. An educational background in Engineering shall be one of the requirements of the staff as the program promotes Engineering and some activities require knowledge or experience which can be gained only through an Engineering program.

9. An effort should be made to have a balance of female and male representation on the staff.

### Part III: The Advisory Council

10. The direction of the Science Quest program shall be guided by The Advisory Council on Science Quest.

11. The Advisory Council shall be chaired by the Vice-President (Operations) and shall consist of:

- a. the Dean of Applied Science;
- b. a professor(s) from the Faculty of Applied Science;
- c. Science Quest Director(s);
- d. past Science Quest Director(s);
- e. a parent or interested community member;
- f. the Engineering Society President; and
- g. a representative from the Integrated Learning Centre; and
- h. any other members appointed at the Chair's discretion to a maximum of three.

### Part IV: Finances

12. Science Quest shall ~~maintain its own~~ have its finances, ~~maintained within the Engineering Society Bank Account, run in accordance with the policy outlines in 0.H which shall be separate from other Engineering Society finances.~~ Any surpluses or losses incurred by Science Quest at the end of each financial year shall be added or drawn from the Science Quest Slush Fund held on account by the Vice-President (Operations).

13. Science Quest shall be financed through external sponsorship as well as through fees charged to the participants.

14. Fees charged to the participants should be as low as possible as to ensure accessibility for all children.

15. A summary of the program and a financial report will be presented to the ~~council~~ Board of Directors each year during the fall term.

16. The budget shall be approved by the ~~EngSoc council~~ Board of Directors.

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## G. GOLDEN WORDS

(Ref By-Law 9, Part VII)

### Part I: Purpose

1. *Golden Words* is the weekly campus newspaper published by the Engineering Society. Its primary purpose is to supply a source of humorous entertainment for the general university community.
2. *Golden Words* also serves as a means of communication for the Engineering Society providing information, news, and feature coverage of campus and/or engineering related events.
3. *Golden Words'* purpose is also to host/sponsor/organize charitable events that provide entertainment for the students of Queen's University.
4. *Golden Words* is owned and published by the Engineering Society. Students from any school, faculty or discipline may contribute to the paper or its production.
5. The organization and policies of the paper are outlined below.

### Part II: Organization

6. Appointed Positions:
  - a. Editor(s): Two Editors are appointed by the Engineering Society Appointments Committee.
  - b. Business Manager: The Business Manager is appointed by the Engineering Society Appointments Committee.
  - c. Operations Manager: The Operations Manager is appointed by the Engineering Society Appointments Committee.
7. Other Positions: The Editors shall have the sole authority for the appointment and dismissal of *Golden Words* staff, with the exception of the Business Manager, Operations Manager, and staff reporting to the Business Manager or Operations Manager, respectively.
  - a. The Business Manager will hire all staff under his/her portfolio
  - b. The Operations Manager will hire all staff under his/her portfolio
8. The Director ~~Human Resources of Services~~ will be the official arbitrator for disagreement among *Golden Words* Executive members which are unable to be solved internally.
9. Any staff dismissed by the Editors, Business Manager or Operations Manager may appeal their dismissal to the Vice President (Operations). In this case, the Vice President (Operations) will meet with the dismissed staff member and the *Golden Words* Executive separately to mediate a solution. The dismissed staff member may also file a grievance with the Engineering Society ~~Review~~ Board by emailing [erb@engsoc.queensu.ca](mailto:erb@engsoc.queensu.ca) and

## APPENDIX: SILVER SURFER

placing their written grievance in a sealed envelope in the ~~Black Box~~[Engineering Society mailbox](#).

### Part I: Duties of Officers

#### 10. The Editor(s):

a. The Editors shall be responsible to the Vice President (Operations) of EngSoc for the published content of *Golden Words*.

b. The Editors shall:

i. be responsible for the content of the paper.

ii. appoint and supervise all staff, with the exception of the Business Manager, Operations Manager, and staff reporting to the Business Manager or Operations Manager.

iii. dismiss any individual on the staff, according to policy γ.C, who fails to adequately fulfill their duties, with the exception of the Business Manager, Operations Manager, and staff reporting to the Business Manager or Operations Manager.

iv. define editorial policy and ensure that it is abided by.

v. present editorial policy to the Engineering Society Board of Directors at the September Meeting.

vi. approve all content in the paper.

vii. be involved in addressing all complaints, as outlined in Part VI.

viii. ensure that at least one Editor is present at press night.

~~advise the Interview Committee on the selection of the next year's Editors~~

ix. submit to the newly hired Editors and the Director of ~~Human Resources~~[Services](#) a year-end transition report

x. work with the remainder of the executive to prepare and submit an Annual Budget, Strategic and Capital Plans for the Engineering Society Board of Directors.

xi. work with the remainder of the executive to discuss any changes to or renewals of the student fee that need be made.

xii. meet monthly to review and agree with budgets from the Business Manager and the Operations Manager.

xiii. meet weekly to discuss the daily and weekly operations of *Golden Words*.

xiv. be involved in the discussion on any capital purchases.

xv. be responsible for promoting the paper and special events.

xvi. shall hold a minimum of one regular scheduled office hour per week

#### 11. The Business Manager:

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a. The Business Manager, with the Operations Manager, shall be responsible to EngSoc (through the Vice-President (Operations)), so that *Golden Words* does not operate at a deficit over the fiscal year.

b. The Business Manager shall:

~~i. W~~Maintain, with the co-operation of the Operations Manager, ~~the fiscal records of~~prepare and execute the annual budget for *Golden Words*.

~~i.ii.~~ *Golden Words* shall have its finances maintained within the Engineering Society Bank Account, run in accordance with the policy outlines in 0.H including an annual budget.

~~ii.iii.~~ Supervise the solicitation, procurement, production, billing and collection of advertisements.

~~iii.iv.~~ Shall submit a year-end transition report to the Director of ~~Human Resources~~Services and the newly hired Business Manager.

~~iv.v.~~ Appoint and supervise all staff under his/her portfolio

~~v.vi.~~ dismiss any individual on the staff under his/her portfolio, according to policy γ.C, who fails to adequately fulfill their duties

~~vi.vii.~~ Shall meet bi-weekly with the Operations Manager to confirm actuals, and update the budget

~~vii.viii.~~ Work with the remainder of the executive to prepare and submit an Annual Budget, Strategic and Capital Plans for the Engineering Society Board of Directors.

~~viii.ix.~~ Work with the remainder of the executive to discuss any changes to or renewals of the student fee that need be made.

~~ix.x.~~ Prepare a monthly budget update with the Operations Manager to be agreed on by the Editors, to be submitted to the Vice President (Operations) and Engineering Society Board of Directors.

~~x.xi.~~ Meet weekly to discuss the daily and weekly operations of *Golden Words*.

~~xi.xii.~~ Be involved in the discussion on any capital purchases.

~~xii.xiii.~~ Be responsible for promoting the paper and special events.

~~xiii.xiv.~~ Shall hold a minimum of one regular scheduled office hour per week

12. The Operations Manager:

a. The Operations Manager, with the Business Manager, shall be responsible to EngSoc, through Vice-President (Operations), so that *Golden Words* does not operate at a deficit over the fiscal year.

b. The Operations Manager shall:

~~i.~~ With the co-operation of the Operations Manager, prepare and execute the annual budget for *Golden Words*.

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## APPENDIX: SILVER SURFER

~~ii. Golden Words shall have its finances maintained within the Engineering Society Bank Account, run in accordance with the policy outlines in 0.H~~

~~i. maintain, with the co-operation of the Business Manager, the fiscal records of Golden Words including an annual budget.~~

~~iii.iii.~~ be responsible for the distribution of *Golden Words*, including subscriptions.

~~iii.iv.~~ Appoint and supervise all staff under his/her portfolio

~~iv.v.~~ dismiss any individual on the staff under his/her portfolio, according to policy γ.C, who fails to adequately fulfill their duties

~~v.vi.~~ Shall meet bi-weekly with the Business Manager to confirm actuals, and update the budget

~~vi.vii.~~ work with the remainder of the executive to prepare and submit an Annual Budget, Strategic and Capital Plans for the Engineering Society Board of Directors.

~~vii.viii.~~ work with the remainder of the executive to discuss any changes to or renewals of the student fee that need be made.

~~viii.ix.~~ Prepare a monthly budget update with the Operations Manager to be approved by the Editors, to be submitted to the Vice President (Operation) and Engineering Society Board of Directors.

~~ix.x.~~ meet weekly to discuss the daily and weekly operations of *Golden Words*.

~~x.xi.~~ be involved in the discussion on any capital purchases.

~~xi.xii.~~ be responsible for the purchase of capital assets, software and supplies necessary for the production of the paper.

~~xii.xiii.~~ shall hold a minimum of one regular scheduled office hour per week

~~xiii.xiv.~~ be responsible for special events held or hosted by *Golden Words*.

~~xiv.xv.~~ be responsible for promoting the paper and special events.

~~xv.xvi.~~ submit a year-end transition report to the Director of ~~Human Resources~~~~Services~~ and the newly hired Operations Manager.

~~xvi.xvii.~~ be responsible for any other non-content, non-advertising aspects of the paper.

### Part II: Editor Discipline

#### 13. Editor Discipline

a. Anyone, including Masthead, can forward a letter to the Chair of the Board of Directors filing a grievance or suggesting disciplinary action against an Editor.

b. If the letter is a complaint regarding the content of *Golden Words*, it shall be dealt with as outlined in Part VI.

c. If the letter is not a complaint regarding the content of *Golden Words*, the Chair shall forward the complaint to the Vice President (Operations) for consideration.

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### 14. Business and Operations Manager Discipline

- a. Anyone, including Masthead, can forward a letter to the Vice President (Operations) filing a grievance or suggesting disciplinary action against the Business or Operations Manager.
- b. The Vice President (Operations) shall then review the situation and respond with the appropriate action within 10 days, which may include recommending to Council that the manager be dismissed.
- c. In the event that the Vice President (Operations) wishes to recommend to Council that the manager in question be dismissed, the Vice President (Operations) must notify the manager of their decision prior to presenting their recommendation to Council.
- d. A majority vote of EngSoc Council shall be required to remove the Business or Operations Manager.

### Part III: Operation

15. *Golden Words* shall publish at least twenty-four issues during the Fall/Winter term. It shall be published each week during the term, with the exception of Reading Week in February. An issue may be published during Spring Convocation.

16. The Editors will establish an editorial policy prior to their first issue in September. The Vice President (Operations) will ensure this policy reflects and agrees with the EngSoc Constitution and Policy Manual, and it shall be approved by the Engineering Society Board of Directors at the first meeting in September.

17. *Golden Words* must be operated in accordance with the editorial policy as determined by the Editors at the beginning of their term, and as approved by the Engineering Society Board of Directors. All content published in *Golden Words* must be approved by the Editors.

18. Each issue of *Golden Words* (with the possible exception of parodies) will contain the *Golden Words* logo, the name of the paper, the volume number, the issue number, and the date.

19. Each issue, including parodies, must contain the masthead. Although, the titles of the positions outlined in the masthead may be changed, the title of Editor(s), the name(s) of the Editor(s), the process to file a formal complaint outlined in paragraph 20, and the notice in paragraph 21 must be clearly stated.

20. The masthead shall include the following statement:

*Informal comments or complaints should be sent to the Editors at Editors@goldenwords.net. Any formal complaints or issues should be forwarded to the chair of the Engineering Society Board of Directors. Please contact <name of Chair of the*

## APPENDIX: SILVER SURFER

*Board of Directors> at <Primary email contact> or <Primary telephone contact> to lodge a formal complaint or comment.*

**21.** Each issue of *Golden Words* shall bear notice that opinions published in the paper are not necessarily those of the Engineering Society of Queen's University or of any other University body.

**22.** Each issue of *Golden Words* must contain a current phone number whereby potential clients can phone for advertising.

### **Part IV: Complaints**

**23.** Complaints regarding the content of *Golden Words* may either be formal or informal. All formal complaints shall be, as indicated in the masthead of each edition of *Golden Words*, directed to the Chair of the Engineering Society's Board of Directors and forwarded to the Editors.

**24.** All complaints received by the Chair of the Board of Directors shall be considered formal (unless otherwise stated in the complaint). All complaints received by the Editors shall be considered informal (unless otherwise stated in the complaint or if the complaint is also forwarded to the Chair of the Board of Directors).

**25.** Formal and informal complaints must be acknowledged within 48-hours of their receipt. Formal complaints shall be acknowledged by the Chair of the Board of Directors. Informal complaints shall be acknowledged by the Editors. An acknowledgement must include an outline of the complaints process.

**26.** Informal complaints may be written or verbal. The Editors shall address all informal complaints at their discretion. However, all persons making complaints shall be informed of their right to file a formal complaint to the Engineering Society Board of Directors. This information shall be included as part of the acknowledgement in paragraph 24.

**27.** The Editors shall keep a complaint log containing an archive of all correspondence related to the resolution of a complaint (both formal and informal). In the case of verbal correspondence the Editors shall note (at a minimum) the time, date, and a summary of the conversation.

**28.** Formal complaints must be made in a signed written statement or e-mail to the Chair of the Board of Directors. The Editors shall attempt to resolve all formal complaints.

**a.** The Editors will note all meetings with the complainant(s) in the complaint log and will inform the Chair of the Board of Directors of all such meetings.

**b.** A formal complaint shall be considered resolved when:

**i.** The complainant(s) agree that the complaint has been adequately addressed to their satisfaction.



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f. Motion to remove an Editor or Editors, by means of a two-thirds majority vote of the voting members present.

34. In the event that the Board of Directors passes a resolution to suspend both of the *Golden Words* Editors for punitive reasons, a plan of operating *Golden Words* must be determined that includes, but is not limited to, the following options:

- a. the Editors shall be permitted to take their suspension in consecutive terms, with one Editor active to oversee the publishing of the paper.
- b. *Golden Words* will temporarily not operate during the period of suspension.
- c. A temporary editor will be appointed by a majority vote of the Board of Directors.

35. In the event that the Board of Directors motions to remove an Editor or Editors

- a. the Editor or Editors shall be suspended immediately.
- b. The Chair of the Board of Directors shall produce a written statement documenting the process and justification of the removal of the Editor(s).

36. The Chair of the Board of Directors will do their best to consult with previous editors of *Golden Words*, previous EngSoc Executive and Directors, and/or any experts that may be able to give valuable insight into the complaint and actions that may be taken as a result of the complaint.

### Part V: Editorial Policy Guidelines

37. No story, cartoon, photograph, or any other content of *Golden Words* shall:

- a. violate the copyright laws of Canada
- b. maliciously defame any person or group
- c. be considered racist, seditious, libelous, homophobic, or contravene the Canadian Charter of Rights and Freedoms.

38. All content of *Golden Words* shall be printed at the discretion of the Editors however priority should be given to:

- a. year news and club news, EngSoc activity news
- b. apologies and corrections
- c. special announcements and messages from the Dean of Applied Science, from the Engineering Society, and other campus administrative bodies

39. *Golden Words* does not have to accept EngSoc announcements, year news, club news, and activity news after 1700 hrs (5:00pm) on the Friday before Press Nite™ (Sunday).

Should the Engineering Society request publication of material on its behalf after the above deadline, the following will be considered reasonable requests:

- a. statements/apologies on behalf of the Engineering Society
- b. announcements of significance to the Engineering Society as a whole

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c. The above does not include apologies or statements issued by the Engineering Society on behalf of *Golden Words* or advertisements and announcements for specific EngSoc groups and services. In the event of a dispute over what constitutes a reasonable request. The decision shall be made by the *Golden Words* Executive. All other areas are left up to the discretion of the Editor(s).

### Part VI: Change of Executive

40. At the end of each school year, a new executive of *Golden Words* will be hired.
41. The "new" executive shall officially be responsible for *Golden Words* after the 23<sup>rd</sup> publication of the second last issue of the spring term.
42. The 23<sup>rd</sup> edition of *Golden Words* of the Spring term, although officially the responsibility of the "old" executive, shall be a shared paper, with the old executive instructing the new executive on the management and production of *Golden Words*.
43. Each old executive member must ensure that the new executive is capable of fulfilling and assuming their duties by the 23<sup>rd</sup> transition issue.
44. The old executive must write and submit a transition manual to their successor

## **H. CLARK HALL PUB**

(Ref. Bylaw 9, Part III)

### Part I: General

1. Clark Hall Pub is owned and operated by the Engineering Society. Any employee of the Pub acts as an agent of the Society.
2. The management year will be from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.
3. The Pub managers will submit a full, written Operations Manual so that the newly appointed managers have written documentation of their respective positions. This will be submitted to both the incoming manager, the Engineering Society General Manager and the Director of Services for the Engineering Society. This manual shall include topics such as:
  - a. Hiring;
  - b. EngSoc relations;
  - c. Manager relations (team/group philosophy);
  - d. Staff relations;
  - e. Meetings (staff, senior, manager, EngSoc.);
  - f. Manager on Duty (MOD) shifts;
  - g. Insurance, Liquor License and Campus Alcohol policies;
  - h. Relations with other campus pubs (and the AMS);
  - i. Names and numbers of regular business contacts;

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- j. Specific job duties; and
- k. Pre-summer duties

The managers will maintain and update their Operations Manual so that it reflects the current state of Pub affairs. The managers will also be required to complete a Transition Report that outlines successes and failures of the past year and any information deemed necessary for the incoming managers to receive.

4. The new managers shall shadow the outgoing managers for at least two weeks prior to the end of the management year. If a transition report has not been received or if, at the end of the second week, they feel that they are not getting the time or information they need, the outgoing manager will be suspended until two weeks of transition are completed. During this shadowing period, at least one meeting will be held with all of the new and outgoing managers, the Vice President (Operations), the General Manager and the Director of Services.

4.5. Clark Hall Pub shall have its finances maintained within the Engineering Society Bank Account, run in accordance with the policy outlines in 0.H.

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### Part II: Management

5.6. There shall be five managers appointed by the Interview Committee (see Section α.F of the Policy Manual). These positions are described as:

- a. Head Manager;
- b. Entertainment Manager;
- ~~b~~.c. Marketing Manager;
- ~~c~~.d. Operations Manager; and
- ~~d~~.e. Business Manager.

6.7. The eligibility of the above managers is as follows:

- a. All five managers must be undergraduate students at Queen's University that are members of the A.M.S..
- b. In any one year, at least three out of the five managers must be members of the Engineering Society.
- c. Upon appointment and ratification, each Clark Hall Pub Manager shall sign a contract with the Engineering Society stating their specific terms of employment, remuneration, confidentiality and termination. This contract is deemed valid and binding until the succeeding managers are appointed, ratified and contracted.
- d. Upon signing employment contracts, the managers are then considered employees of EngSoc.

7.8. The job descriptions of the managers shall be as follows:

- a. Head Manager

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- i. The Head Manager shall be responsible for the operational aspect of Clark Hall Pub and its employees.
- ii. The Head Manager shall be responsible to the Director of Services of the Engineering Society.
- iii. The Head Manager shall be responsible for:
  - 1. the operational procedures of the pub in accordance with the Liquor License agreement with the License Holder.
  - 2. coordinating and supervising the Assistant Managers and other Clark Hall Staff unless otherwise detailed in the policy manual.
  - 3. staff discipline and ensuring that all staff are properly trained.
  - 4. patron discipline.
  - 5. acting as a liason between the pub and the AMS.
  - 6. monitoring and helping to set policies for short and long term finances.
  - 7. presenting an annual budget and strategic plan in September to the EngSoc Board of Directors.
  - 8. attending all mandatory Board of Director meetings regarding the operations of the Pub throughout the academic year.
  - 9. making reports as necessary to the EngSoc Council.
  - 10. upkeep of the physical plant of Clark Hall Pub, including maintenance, repairs, and cleaning.
  - 11. hiring of staff.
  - 12. chairing staff meetings.
  - 13. assisting with the selection of the assistant managers.

### b. Entertainment [Manager](#)

- i. The Entertainment Manager shall be responsible to the Head Manager.
- ii. The Entertainment Manager shall be responsible for:
  - [1.](#) all entertainment and events in the pub.
  - [2.](#) [booking of events in the pub.](#)
  - ~~1-3.~~ [scheduling DJs.](#)
  - ~~2-4.~~ maintenance of the entertainment equipment.
  - ~~3-5.~~ assisting with the hiring of new staff.

### c. [Marketing Manager](#)

- [i. The Marketing Manager shall be responsible to the Head Manager.](#)
- [ii. The Marketing Manager shall be responsible for:](#)
  - [1. producing advertising in the form of posters, newspaper advertisements, or other media as needed.](#)

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[2. producing specific advertising for events booked by the entertainment manager, as required](#)

[3. working with the other managers to introduce promotional deals.](#)

[4. ensuring that the Pub's website is regularly updated \[adhering\]\(#\) to the standards set by Queen's IT policy.](#)

[4.5. \[assisting with the hiring of new staff.\]\(#\)](#)

### ~~e.d.~~ Operations Manager

i. The Operations Manager shall be responsible to the Head Manager.

ii. The Operations Manager shall be responsible for:

1. ordering all inventory.

2. paying all Cash on Delivery (COD) bills.

3. maintaining regular inventory control.

4. last day of each month, reconciling in stock inventory with computer inventory.

5. the preparation of cash floats, in coordination with the business manager.

[6. \[scheduling of all bartenders and servers for both regular pub operation and special events.\]\(#\)](#)

[7. \[assisting with the hiring of new staff.\]\(#\)](#)

### ~~d.e.~~ Business Manager

i. The Business Manager shall be responsible to the Head Manager.

ii. The Business Manager shall be responsible for:

1. maintaining the pub's fiscal records [in accordance to procedures outlined in O.H.](#)

2. the daily deposits of all receipts from sales.

3. the payroll and employee records.

4. submit monthly operating statements, within 7 days of the end of the month, to the Head Manager and Vice-President (Operations)

5. remitting all taxes (GST, PST, payroll, SOCAN [copyright]) on a regular basis.

6. producing weekly gross sales and profit/loss reports for Management meetings.

7. assisting with the hiring of new staff.

~~8-9.~~ After employment has been confirmed, the Vice-President (Operations) shall notify the Director of Residence and Food Operations of the managers selected.

~~9-10.~~ Each manager will be under a probationary period for their first month working for Clark Hall Pub. The probationary period will be a chance for the employer to

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evaluate the employee's performance working for the Pub. This includes, but is not limited to, the employee's compliance with liquor laws, EngSoc Constitution and Policy, and fulfilling the requirements of their job. At the time of the probationary period's expiration, a meeting will be held between the Director of Services, General Manager, and employee to discuss the employee's performance working for the service. At that point, one of the following will occur:

- (a) The employee is recommended to continue working for the service and is no longer under probation.
- (b) The employee is recommended to continue working for the service and is under probation for an additional two (2) weeks. The employee will be given a recommendation on aspects of their performance that they can improve while working for the Pub.
- (c) The employee will be terminated.

If b) is undertaken, then at the end of the two week probationary period, one of either a) or c) will occur, depending on the employee's improvement based on the recommendations given to them.

### **Part III: Staff Hiring**

~~10-11.~~ The Engineering Society shall employ staff on a part time basis to operate the pub and perform duties as assigned by the appropriate manager.

~~11-12.~~ The hiring of the staff shall be as follows:

- a. The hiring of staff shall be carried out by the four pub managers.
- b. The Vice-President (Operations) and Director of Services may attend the interview process for any or all staff.
- c. Neither the President, Vice-President (Operations), nor the Director of Services of the Engineering Society may be employees of Clark Hall Pub during their term of office.
- d. Members of the Board of Directors may not be employees of Clark Hall Pub during their term of office.

### **Part IV: Job Classifications**

~~12-13.~~ The staff shall be divided into two groups: Bar Staff and DJ's.

~~13-14.~~ Bar Staff

- a. Staff shall be hired to operate the area behind the bar.
- b. Bar Staff shall be responsible to the Managers.
- c. Bar staff shall not be limited to members of EngSoc but must be undergraduate students of Queen's that are members of the A.M.S.,

~~14-15.~~ DJs

- a. The DJs shall report to the Managers.

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- b. DJs shall be employed as staff to provide entertainment for Clark Hall.
- c. DJs shall not be limited to members of the EngSoc, but must be undergraduate students of Queen's that are members of the A.M.S.,

### Part V: Wages & Salaries

~~15-16.~~ Clark Hall Pub shall reimburse its employees as follows:

#### a. Manager's Salary

- i. The managers shall be paid a weekly salary to be set by the Vice President (Operations) and the Engineering Society Board of Directors. This shall be paid for each full operational week worked by the managers. Additionally, if a manager is required to fill in for a staff member's shift, and are not acting as MOD, then they are to be paid staff wage for the hours worked during that shift.
- ii. The managers' wage shall be set prior to releasing application packages for new managers.

#### b. Staff Wages

- i. Staff wages will be set each year by the managers and included in their operational budget, subject to approval by the Director of Services and the Vice-President (Operations).

### Part VI: Staff Discipline

~~16-17.~~ Clark Hall Pub's staff discipline policy shall be enforced by the Head Manager. The manager shall have a filing system in which to keep an active record of offences.

~~17-18.~~ Any changes to the discipline policy must be approved by the Vice-President (Operations) and Director of Services

~~18-19.~~ There are four levels of punishment as outlined in Clark Hall Pub's discipline policy:

- a. Verbal Warning and Documentation
- b. Written Warning
- c. Suspension
- d. Termination

### Part VII: Manager Discipline

a. Anyone, including staff, can forward a letter to the Director of Services or the Vice President (Operations) filing a grievance or suggesting disciplinary action against a manager.

b. The Director of Services and the Vice President (Operations) shall then review the situation and respond with the appropriate action within 10 days, which can include recommending to the EngSoc Board of Directors that the manager be dismissed.

### Part VIII: Patron Discipline

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~~19-20.~~ There are two levels of punishment for patrons:

- a. Warning
- b. Campus Pub Ban

~~20-21.~~ A patron shall be given a warning and escorted out of the pub after committing any offence that the MOD or StuCon on-duty deems to be detrimental to other patrons' enjoyment of the Pub, or jeopardizing the safety of other patrons or staff.

~~21-22.~~ The following offences warrant a Campus Pub Ban (but the criteria for a Campus Pub Ban are not limited to these offences):

- a. Physical abuse of any kind
- b. Stealing from the pub
- c. Intentionally causing damage to the pub
- d. Fighting
- e. Disregard for the authority of Clark Hall Pub Staff
- f. Conduct which could be considered a human rights violation

~~22-23.~~ A Campus Pub Ban may originate only from the Head Manager. It must be issued in writing to the offending party and also must be circulated to the following parties:

- a. Managers of the other campus pubs.
- b. Vice-President (Operations) of EngSoc
- c. The Licence Holder
- d. The Associate Vice-Principal/Dean of Student Affairs
- e. The AMS Services Director
- f. The Head Manager of Queen's Student Constables

### **Part IX: Accountability**

~~23-24.~~

- a. All out of budget operational expenditures greater than \$500 must be approved by the Head Manager, Vice President (Operations), and the Director of Services.
- b. All capital expenditures greater than \$1000 must be approved by the management team, Vice-President (Operations), and the Director of Services.
- c. The Head Manager must present a strategic plan and a budget to the EngSoc Board of Directors at the ~~September~~ Summer meeting of the Board for its approval.
- d. The Head Manager must send updated actuals, financials and relevant service updates to the Board of Directors monthly.
- e. With regards to remuneration, the Vice-President (Operations) is required to sign all salary cheques made out to the management, and no payments may be given to the management without their signature.

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## I. ENGENDA

### Part I: Purpose

1. The Engenda is an annual handbook or organizer/planner published by the Engineering Society to be distributed in September of that year.
2. The Engenda provides information pertaining to the Engineering Society, its affiliated services and groups.

### Part II: The Editor and Constituent Responsibilities

3. An Editor shall be hired in the winter term previous to publication.
  - a. This position is open to any undergraduate Applied Science student and shall be hired by the Hiring Committee.
  - b. The Hiring Committee shall consist of the incoming Vice President Services and President of the Engineering society and the outgoing Engenda Editor. Hiring shall follow the Engineering Society Policy as seen in γ. B of the Engineering Society Policy Manual.
4. The Editor is responsible for the overall content and layout of the publication as well as securing advertising and a publishing contract.
5. The Editor shall submit a budget to the Engineering Society Board of Directors during the March meeting.
6. The Editor shall produce a midsummer report for the Vice President (Operations) by July 1<sup>st</sup> and a final report for the Engineering Society Council by the second council meeting.

### Part III: Finances

7. The Engenda will be financed by advertising revenue.
  - a. The President of the Engineering Society must sign off with the Editor on all advertising contracts.
  - b. The Editor's salary may be subsidized by a student employment program and/or split with the Faculty of Applied Science.
8. The Editor's salary will be approved at the Budget Approval Committee meeting in March, and the final budget shall be presented in September, as outlined in θ.G.
9. The Editor will be paid every two weeks from May 1<sup>st</sup> to August 31<sup>st</sup> with 15% due after the acceptance of the midsummer report by the Vice President (Operations) and 15% due after the acceptance of the final report by Council.
10. Engenda will do all its bookkeeping through the Engineering Society and is subject to the financial policies pertaining to Events, Conferences, and Competitions as set out in θ,F.

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## J. INTEGRATED LEARNING CENTRE, ICONs

### Part I: Purpose

1. The Society will maintain a student staff for the Integrated Learning Centre to keep the building open at hours beyond those of regular operation.
2. The Integrated Learning Centre Constables will provide access to equipment and facilities of the Integrated Learning Centre in the absence of the regular technical staff. They will be provided with keys to the laboratory spaces and primary equipment storage room, and i-button access to the classrooms that are so equipped.
- ~~3. The iCons will assist with patron safety within the building. Every member of the iCons will have a current first aid qualification, but if this is not reasonably achievable, the Head Manager will schedule such that at least one first aid trained member is on each shift. The iCons staff will be familiar with the procedures to be followed in the event of an emergency.~~
- ~~4.3. The iCons will assist with security of the building, its equipment, and its users. This is only in the sense of being extra eyes and ears; The only action to be taken by an iCon in the event of an apparent security problem is to call Campus Security.~~
- ~~5.4. The Integrated Learning Centre Constables will be comprised entirely of members of the Engineering Society.~~

### Part II: Management

- ~~6.5. There shall be only one Head Manager for the Integrated Learning Centre Constables.~~
- ~~7.6. The eligibility of the Head Manager will be as follows:
  - a. The Head Manager must be a current undergraduate student at Queen's University enrolled in the Faculty of Applied Science with a minimal completion of three years of University Study. A newly hired Head Manager may be completing their third year of study when they first take the position.
  - b. Upon appointment and ratification, the Head Manager shall sign a contract with the Engineering Society stating their specific terms of employment, remuneration, confidentiality and termination. This contract is deemed valid and binding until the succeeding managers are appointed, ratified and contracted.
  - c. Upon signing employment contracts, the Head Manager is then considered an employee of the Engineering Society and is responsible to the Vice-President (Operations).~~
- ~~8.7. Head Manager shall:
  - a. Be responsible, in general, for the operational aspect of the Integrated Learning Centre Constables and its employees.~~

## APPENDIX: SILVER SURFER

- b. Be responsible to the Vice-President (Operations) of the Engineering Society.
- c. Be responsible for the following:
  - i. Public relations for the iCons and acting as liaison to the Engineering Society Executive, Council, and the University Administration.
  - ii. Coordinating and supervising the iCons Staff unless otherwise detailed in the policy manual.
  - iii. Staff discipline and ensuring that all staff are properly trained.
  - iv. Patron (a patron is any user of the Integrated Learning Centre and its facilities) discipline and acting as liaison between the Engineering Society, the AMS, and the Faculty of Applied Science (Integrated Learning Centre Offices in general).
  - v. Monitoring and helping to set policies for short and long term finances with the Integrated Learning Centre Offices.
  - vi. Presenting an annual budget in September to the Engineering Society Council.
  - vii. Making reports as necessary to the Engineering Society Council.
  - viii. Acting in the role of Chief iCon.
  - ix. Hiring of staff.
  - x. Chairing staff meetings.
  - xi. Assisting with the hiring of the new Head Manager as requested by the Executive.
  - xii. Scheduling of all staff working hours and meetings.
  - xiii. The long range planning of the iCons Service.
  - xiv. All fiscal records.
  - xv. The payroll and employee records.
  - xvi. Submitting monthly operating statements, within 7 days of the end of the month, to the Vice-President (Operations).
  - xvii. Remitting all taxes on a regular basis.

### **Part III: Staff**

~~9.8.~~ The Engineering Society shall employ staff on a part time basis to operate the iCons and perform duties as assigned by the Head Manager.

~~10.9.~~ The number and makeup of the staff is to be decided by the iCon Head Manager.

~~11.10.~~ The hiring of the staff shall be as follows:

- a. The hiring of staff shall be carried out by the Head Manager and the Director of Services.

## APPENDIX: SILVER SURFER

- b. The Vice-President (Operations) shall be invited to attend the interview process for all staff but is not required to.
- c. The President, Vice-President (Operations) and the Director of Services may not be employed as full time Icons during their term of office.

### Part IV: Job Classifications

~~12-11.~~ Integrated Learning Centre Constables staff are classified into three groups, the Head Manager, Full-Time Constables and Part-Time Constables.

~~13-12.~~ Constables

- a. Any undergraduate engineering student with a minimal completion of one year of University Study is eligible to be hired as a Constable.
- b. All Constables shall:
  - i. Attend functions unescorted and wear an identifying shirt unless otherwise specified by the Head Manager.
  - ii. Arrive before the function and remain until the end to lock up.
  - iii. Perform other duties as outlined by the Head Manager.
  - iv. Enforce any regulations set forth by the Head Manager.

~~14-13.~~ Full-Time Constables shall:

- a. Have a regularly scheduled weekly shift.
- b. Have the opportunity to work additional shifts on an individual basis due to the inability of a Full-Time staff member to attend their assigned shift.
- c. Be required to work at minimum one shift during the final week of classes and three shifts during the exam period, of both the Fall and Winter terms.

~~15-14.~~ Part-Time Constables shall:

- a. Have the opportunity to work shifts on an individual basis due to the inability of a Full-Time staff member to attend their assigned shift.
- b. Be required to work at minimum one shift during the final week of classes and three shifts during the exam period, of both the Fall and Winter terms.

### Part V: Wages & Salaries

~~16-15.~~ The Integrated Learning Centre Constables shall reimburse its employees as follows:

- a. The Head Manager's Weekly Salary
  - i. The Head Manager shall be paid a weekly salary to be set by the Vice-President (Operations) and approved by the Engineering Society Board of Directors. This shall be paid for each full operational week worked by the Head Manager. This only include months of normal operation in which the Integrated Learning

## APPENDIX: SILVER SURFER

Centre is operational under normal business or when the Engineering Society or Integrated Learning Centre office calls upon the iCons for extra needs.

### b. Staff Wages

i. Staff wages will be set each year by the Head Manager and shall be subject to approval of the Board of Directors at the discretion of the Vice-President (Operations).

### Part VI: Staff Discipline

~~17-16.~~ Staff discipline will be monitored by the Head Manager. The manager shall maintain an active record of offences.

~~18-17.~~ Staff discipline will be based upon a demerit point system, with offences being assigned a specific number (or range of numbers) of demerit points based on the severity of the infraction.

~~19-18.~~ The number of demerit points associated with each offence is at the discretion of the Head Manager and may be revised on a year-to-year basis.

~~20-19.~~ The number of demerit points associated with each offence must be finalized before each operational year and must be presented to the staff at the time of training.

~~21-20.~~ Demerits may be assigned for offences not outlined by the existing demerit point breakdown, at the discretion of the Head Manager.

~~22-21.~~ Discipline will be based upon the number of accumulated demerit points as follows:

#### a. 1-3 Demerit Points – Email Warning

After 1-3 demerit points, an email warning will be sent to the offending employee by Head Manager. The warning will outline the areas where the employee must improve to avoid further demerit points and the total demerit to date.

#### b. 4 Demerit Points – Email & Verbal Warning

After 4 demerit points, the Head manager will issue a verbal and email warning to the employee. The verbal warning will discuss the contents of the written warning and will include discussion of all previous offenses. Staff will be asked to think of ways they can improve upon their actions and set goal for themselves in terms of avoiding future demerit points.

#### c. 8 Demerit Points – Meeting with Manager, Option to Suspend

At 8 or more demerit points, a meeting will take place between the offending employee and the Head Manager. The actions of the employee will be discussed in detail, in addition to previous offenses. It will be clearly stated to the employee that if additional demerit points are issues, termination may result. Depending on the severity of the previous offences, an option to

## APPENDIX: SILVER SURFER

suspend the employee for a period not to exceed two weeks may be exercised. An e-mail will be sent to arrange the meeting and will outline past offenses and total demerits to date.

**d. 12 Demerit Points – Meeting with Manager & Director of Services., Option to Terminate**

After 12 or more demerit points, a meeting between the Head Manager, the Engineering Society Director of Services and the offending employee will be called. The disciplinary history of the employee will be reviewed and there will be the option for the employee to discuss their actions. The decision to terminate the employee's employment contract will be based upon the severity and frequency of the offenses, and the failure to demonstrate improvement on the behalf of the employee. An e-mail will be sent to arrange the meeting and will outline past offenses and total demerits to date.

~~23-22.~~ Upon an allegation of serious misconduct, the Manager may suspend the accused employee without pay, at their discretion, while an investigation is conducted. If the result of the investigation is the assigning of demerit points and a subsequent suspension of the staff member, the elapsed time under suspension during the investigation will constitute as time served under the subsequent suspension.

### ~~Part VII: Patron Discipline~~

~~24. There are two levels of discipline for offences by patrons:~~

~~a. Warning~~

~~b. Elimination of Integrated Learning Centre privileges~~

~~25. A patron shall be given a warning and it will be requested that they leave the Integrated Learning Centre after committing any offence that the iCons deem to be detrimental to the learning environment of other patrons, or jeopardizing the safety of other patrons or staff. In the event that a patron has been asked to leave and refuses, Campus Security will be contacted.~~

~~26. The following offences warrant an Elimination of Integrated Learning Centre privileges at the discretion the Head Manager and the Integrated Learning Centre offices:~~

~~a. Physical or Verbal assault of any kind.~~

~~b. Stealing from the Integrated Learning Centre (may result in further prosecution as seen fit by the Engineering Society and the Integrated Learning Centre Offices).~~

~~c. Intentionally causing damage to the Integrated Learning Centre.~~

~~d. Disregard for the authority of Integrated Learning Centre Staff or the iCon Staff.~~

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~~27. A Ban from the Integrated Learning Centre during non-business hours may originate only from the Head Manager in consultation with the Integrated Learning Centre Offices. It must be issued in writing to the offending party and also must be circulated to the Vice President (Operations). Further prosecution may occur at the discretion of the Vice President (Operations) and the Integrated Learning Centre Offices.~~

### ~~Part VIII:~~Part VII: Accountability

#### ~~28-~~23. Council

- a. Council must approve the wages for the iCons annually.
- b. Council must approve all out of budget capital expenditures greater than \$1000.

#### ~~29-~~24. Engineering Society Board of Directors

- a. The Head Manager must present an annual budget and strategic plan to the Engineering Society Board of Directors.
- b. The Head Manager must submit quarterly budget updates through the year.

#### ~~30-~~25. Financial Accounting

- a. Monthly financial statements must be addressed to the Vice-President (Operations) of the Engineering Society stating all transactions (including but not limited to employee pay, taxes, equipment purchases, and uniform orders) of the iCons.

#### ~~31-~~26. Audits

- a. An audit may be requested by any voting member of Council if irregularities appear in the budget. The request must be in the form of a signed written letter with copies to both the Vice-President (Operations) and the Head Manager, outlining the irregularities.
- b. The audit review board will meet to review the concerns. They will report to Council at the next meeting with a clarification of the irregularities or suggest that an audit be performed or both.
- c. Council may then vote on a motion to have an audit of the iCons which is based on the recommendations of the audit review board.
- d. The audit review board shall consist of the Vice-President (Operations), the President of the Engineering Society, the Head Manager, and the chair of the Engineering Society Review Board, who will present the findings to Council.

## K. THE TEA ROOM

### Part I: Purpose

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1. The Tea Room is owned and largely operated by members of the Engineering Society.
2. The Tea Room is an environmentally friendly and socially conscious supplier of foodstuffs including (but not limited to) coffee, tea and baked goods.
3. The Tea Room must always strive to adhere to the Three Pillar Vision of the service.
4. The Tea Room can generate a profit as required to update infrastructure and fund new initiatives.
5. While the Tea Room is operated by the Engineering Society, students from any faculty may be employed by the service as staff.

### Part II: Management

6. The Tea Room will be managed by five individuals:
  - a. The Head Manager.
  - b. The Operations Manager (Assistant).
  - c. The Business [and Human Resources](#) Manager (Assistant).
  - d. The Environmental [and Education Manager](#) (Assistant).
  - e. The Marketing Manager (Assistant).
7. To be eligible to be a Tea Room manager an applicant must be a current undergraduate student at Queen's University.
8. The Retail Operations Officer for the Alma Mater Society should be asked to sit on the interview committee for the Head Manager.
9. The management of the Tea Room will be hired for a term starting May 1<sup>st</sup> and ending April 30<sup>th</sup> of the following year.
10. Responsibilities of the entire management team:
  - a. Reporting to
    - i. The Vice-President (Operations)
    - ii. The Director of Services
    - iii. The Engineering Society Board of Directors
    - ~~The Services Steering Committee~~
  - b. Assisting the head manager in the hiring of new staff, as well as the review of past staff as per the EngSoc staff hiring policy.
  - c. Maintaining staff discipline and using the demerit system as outlined in Part VII.
  - d. Remaining within telephone contact of the Tea Room when on shift as the Manager on Duty (MOD).
  - e. Attending to the Tea Room when acting as the MOD.
  - f. Planning staff socials and appreciation.
11. The job descriptions of the managers shall be as follows:

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### a. Head Manager.

- i. The Head Manager shall be responsible for all operational aspects of The Tea Room and its employees.
- ii. The Head Manager shall be responsible to the Vice-President (Operations) of the Engineering Society.
- iii. The Head Manager shall be responsible for:
  1. Public relations for the Tea Room and acting as liaison to the EngSoc Executive, Board of Directors, and the University Administration.
  2. Coordinating and supervising the Assistant Managers and other Tea Room Staff unless otherwise detailed in the policy manual.
  3. Overseeing staff discipline and ensuring that all the staff are properly trained.
  4. Enforcing patron discipline and acting as liaison between the store and the iCon service.
  5. Monitoring and helping to set policies for short and long term finances, including pricing.
  6. Overseeing the long range planning of the Tea Room and presenting an annual budget and strategic plan in September to the EngSoc Board of Directors.
  7. Updating the Board of Directors regarding the operations of the store regularly throughout the academic year.
  8. Making reports as requested to the EngSoc Council.
  9. Coordinating upkeep of the Tea Room, including maintenance, repairs, and cleaning with the ILC management.
  10. The hiring of staff.
  11. The chairing of staff meetings.
  12. Ensuring the Management makes adequate use of the Services Steering Committee.
  13. Assisting the Director of Services with the review of the service staff at the end of the operational year.
  14. Assisting the Vice-President (Operations) with the review of assistant managers at the end of the operational year.

### b. Operations Manager.

- i. The Operations Manager shall be responsible to the Head Manager.
- ii. The Operations Manager shall be responsible for:
  1. Ordering all inventory.
  2. Paying all cash on delivery bills.

## APPENDIX: SILVER SURFER

3. Maintaining regular inventory control and recording & reporting waste.
  4. On the last day of each month, reconciling in-stock inventory with the computerized point-of-sale (POS) inventory.
  5. Organizing the system of cash floats, in coordination with the business manager.
  6. Maintaining, understanding and updating all internal operational policy manuals
  7. Maintaining the existing equipment for the store.
  8. Working with the Business Manager to plan for future capital purchases.
- c. Business [and Human Resources](#) Manager.
- i. The Business [and Human Resources](#) Manager shall be responsible to the Head Manager.
  - ii. The Business [and Human Resources](#) Manager shall be responsible for:
    1. Maintaining the Tea Room fiscal ~~records~~[within the Engineering Society Bank Account, run in accordance with the policy outlines in 0.H.-](#)
    2. Organizing the daily deposits of all receipts from sales.
    3. Preparing and submitting payroll.
    4. Submitting monthly operating statements, within seven (7) days of the end of the month, to the Head Manager and Vice-President (Operations)
    5. Remitting all applicable taxes (including GST, PST, payroll, SOCAN) on a regular basis.
    6. Producing weekly gross sales and profit/loss reports for Management meetings.
    7. Producing any other financial statements for the Society or Head Manager as requested.
    8. [Organizing and preparing cash floats.](#)
    9. [Organizing and maintaining staff discipline.](#)
    10. [Organizing the shift schedule.](#)
    11. [Maintenance and coordination of staff discipline.](#)
    12. [Organizing staff evaluations at least twice per year.](#)
- d. Environmental [and Education](#) Manager.
- i. The [Environmental and Education](#) Manager shall be responsible to the Head Manager.
  - ii. The [Environmental and Education Manager](#) shall be responsible for:
    1. Organizing the environmental plan and Tea Room initiatives.
    2. Updating environmental policy as part of the Three Pillars.

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[3.](#) Work with the EngSoc Executive to coordinate faculty projects and initiatives.

[4.](#) Maintaining all compost in the ILC Design Space.

~~3.~~[5.](#) Developing new educational initiatives.

e. Marketing Manager.

i. The Marketing Manager shall be responsible to the Head Manager.

ii. The Marketing Manager shall be responsible for:

1. The overall image of the service.

2. General aesthetics of store including signage, uniforms and store layout, in consultation with the management team.

3. All marketing initiatives, advertising plans and events.

4. Updating and maintaining the store website.

### **Part III: Staff Hiring**

12. The management team is responsible for hiring both regular staff and Supervisors, the number of which is to be determined at their discretion.

13. The interview procedure, including applications, structure and questions are to be set at the discretion of the management team, in consultation with the Director of Services.

14. The management must fully hire a staff each year, as outlined in the service staff hiring policy of section δ.

### **Part IV: Job Classifications**

15. There are two types of staff employed by the tea room, regular staff and shift supervisors.

16. Regular staff are responsible for:

a. Arriving at least 10 minutes early for each shift.

b. Working all scheduled shifts, or finding a replacement for the shift if unable to fulfill it.

c. Having full knowledge of the drink and point of sale systems.

d. Demonstrate the utmost attention to Health and Safety Guidelines when handling food or beverages.

e. Be comfortable and familiar with all aspects of product and promotional initiatives.

f. Operate all equipment safely and effectively. If staff feel unsafe using a particular piece of equipment, they must inform the shift supervisor immediately.

g. Reading, understanding and abiding by Tea Room Policy.

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- h.** Maintaining the cleanliness of the full Tea Room uniform and wearing the uniform to all shifts, as well as maintaining a clean personal appearance.
  - i.** Upholding the image and standards of the Tea Room while in uniform, including not wearing any part of the uniform when not on shift.
  - j.** Following the directions of the shift supervisor.
  - k.** Maintaining the cleanliness of the Tea Room
  - l.** Understanding and abiding by the EngSoc ethics Policy.
- 17.** Shift supervisors are responsible for all aspects of working as regular staff plus:
- a.** Directing the staff on shift.
  - b.** Fulfilling all duties outlined in the Shift Supervisor manual.
  - c.** Keeping a record of staff signing in and signing out.
  - d.** Understanding and effectively using the demerit system.
  - e.** Filling out incident and demerit report forms as needed.
  - f.** Being a leader for Tea Room staff at all times, and contacting the manager on duty as needed.

### **Part V: Wages and Salaries**

- 18.** The Tea Room shall reimburse its employees as follows:
- a.** The Management's Weekly Salary
    - i.** The managers shall be paid a weekly salary to be set by the Vice-President (Operations) and approved by the Engineering Society Board of Directors. This only include months of normal operation in which the ILC is operational under normal business.
  - b.** Staff Wages
    - i.** Staff wages will be set each year by the Head Manager and shall be subject to approval of the Board of Directors at the discretion of the Vice-President (Operations).
    - ii.** Shift supervisors are to be paid at minimum one dollar more per hour than regular staff.
- 19.** The Tea Room will use a direct deposit system to pay its staff, and this payment must occur at minimum monthly.
- 20.** Tea Room staff may place tip jars at the point of sale system. The proceeds from these jars are to be collected and counted by the Tea Room management.
- 21.** Tips can, by majority vote of the staff:
- a.** Be used to subsidize a staff social.
  - b.** Be paid out equally as a one time bonus to all staff.
  - c.** Go towards the purchase of a gift for the Tea Room.

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- d. Be donated to a charity of the staff's choosing.
- e. Be used towards a specific Tea Room initiative.

### **Part VI: Cash in / Cash out**

22. The Tea Room is to operate with a standard cash float in its sales tills, to be set by the Management each year.
23. Staff working on the point of sale system must count their tills prior to going on shift, and verify that the correct amount of cash is in the till.
24. Staff are also to fully count the amount of cash in their till after a shift is completed, and make a deposit so that only the standard float remains in the till.
25. The Manager on Duty is to count the returned till and daily deposit to be certain that the correct amount of cash was present.
- a. In cases where a till is off by more than \$10 dollars with no reasonable explanation, the manager is to note the event in the manager log book and in the employees file.
  - b. If a single employee has three (3) or more of these events noted in a year, the management is to assign demerits according to the staff discipline system outlined in Part VII.

### **Part VII: Staff Discipline**

26. The Tea Room uses a demerit point system to provide staff discipline. The details of this system must be included in the Tea Room staff contracts as per staff hiring policy.
27. Both managers and shift seniors may award demerits to staff. Both groups may award demerits according to the following outline:

A staff member is late for shift	1
Minor neglect of duties (leaving workspace untidy, failure to take out recycling or composting, etc.)	1
Dress code violations	1
Noted workplace discrimination and/or human rights violation that is not a result of a staff/customer complaint and is not considered a criminal offense (ex. swearing, derogatory comments etc.)	3
Missing a shift without proper notification	5
Missing without excuse or notice staff training and/or staff meetings	3
Noted workplace discrimination and/or human rights violation resulting from staff/customer complaint that does not involve the pressing of charges.	5
Working under the influence of any controlled or illegal substance	8

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Offering discounts and/or free goods to customers that are not part of standard promotional procedures.	12
Workplace discrimination and/or human rights violation that results in another staff member pursuing criminal charges	12
Theft from the Tea Room of any magnitude, criminal punishment may apply	12

28. Additionally, seniors and managers may award demerits for situations in which the policy is silent.

29. In the event that the assignment of any demerit point is disputed by the employee, they may request the Director of Services review the situation in the form of a mediated discussion with the management and the employee.

30. The penalties for accumulating demerits are:

- a. 3 Demerit Points – Verbal Warning by a Manager.
- b. 5 Demerit Points – Written and Verbal Warning by a Manager.
- c. 8 Demerit Points – Meeting with the Head & HR Manager.
- d. 12 Demerit Points – Meeting with Managers, Option to Terminate employee contract.

### **Part VIII: Accountability**

31. Council must approve the existence and summer salary of the Head Manager annually. This must be done before advertisements for the Head Manager position are started.

32. All out of budget operational expenditures greater than \$500 must be approved by the management team, the Vice-President (Operations) and the Director of Finance.

33. All capital expenditures greater than \$1000 must be approved by the management team, the Vice-President (Operations), and the Director of Finance.

34. The Head Manager must present a strategic plan and a budget to the EngSoc Board of Directors at the ~~September~~ Summer meeting of the Board for its approval

35. The Board of Directors shall receive regular budget and operational updates from the Head Manager throughout the management year.