

κ: STUDENT DEVELOPMENT

Preamble: The Groups and Clubs Policy is intended to display the policies related to the operation of such organizations within the Engineering Society. The policy details internal operations issues for structures (such as Athletics) that are not governed by their own documents. Policy issues covered by the constitution of member clubs are not re-iterated in this document unless they pertain to issues affecting the operation of the Engineering Society. Please see the appropriate appendix for respective constitutions

A. Athletics

(Ref. Bylaw 10)

Part I: General

1. The Athletics Representatives shall ensure that there are managers for all Engineering teams participating in interfaculty events.
2. The Athletics Representatives shall co-ordinate and supervise the EngSoc athletics program.
3. The Athletics Representatives shall be members of the Intramural Assembly, were they shall represent the interests of the members of EngSoc
 - a. The Athletics Representatives shall share the overall responsibility for the EngSoc athletics program. A budget will be established with the EngSoc Director of Finance
4. If two different academic units (disciplines or years) are combined to create one intramural team, the resultant team may be represented by either unit
 - a. This representative may be referred to as a "Mini Stick" since they are not a member of both academic units.
 - b. The "Mini Stick" (referred to above) shall be selected by the discipline club or year society.
 - c. The Athletic Representatives elected by the First Year and various other academic units shall be considered "Mini Sticks" for the purpose of this by-law.

Part II: The Point System

5. All members of EngSoc shall be awarded participation points for involvement in Athletics as provided in this policy.
6. Where reference is made to intramural sports for the purposes of points, the provisions shall apply to the BEWS program, the WIC program, BEWIC program, and to Inter-Faculty competitions.
 - a. The points shall be awarded for participation in both intramural and non-intramural events at Queen's.

7. Points shall be awarded to all (Varsity and Clubs) in a similar fashion regardless of the level of competition.

Part III: Engineering Rugby

8. The purpose of engineering rugby shall be to promote the sport of rugby to all members of the Society, regardless of skill level and to foster a healthy interschool rivalry.

9. The EngRugby Coordinator will be responsible for organizing Engineering Rugby. Organization will consist of:

- a. assembling a men's and a women's team
- b. scheduling a minimum of one games with U of T to determine the winners of the Lady Godiva Cup and Sci '56 Memorial Trophy. The winning teams are determined by cumulative points if more then one game is played.
- c. there will be one home and one away game. All organizational aspects of these games are the responsibility of the EngRugby Coordinator.
- d. it is encouraged that additional games with other schools be arranged.

10. The official Engineering rugby jersey will be a navy jersey with red and white heritage stripes from Barbarian, embroidered with the QE logo. These jerseys will be available exclusively to the members of the EngRugby team and will be sold at cost. A member is considered anyone who has played in a minimum of one game.

11. Points for participation in Engineering Rugby shall be awarded as indicated in the following table.

Engineering Rugby Points System

Activity	Points
Eng Rugby Coordinator	2
Eng Rugby Player	4

Part IV: Points for Intramural Athletics

12. Points for participating in Intramural Athletics shall be awarded as indicated in the following table:

Engineering Society Intramural Points System

Activity	Points
Athletics Representative	8
Discipline athletic representative or first year representative	4
Manager of a team	3
League team sport (must play 50% of all games)	2

League individual sport (must play 50% of all games)	2
Tournament sport (must play 50% of all games)	1
Winner of a league or tournament	5
Runner-up of a league or tournament	4
Semi-finalist of a league or tournament	3
Quarter-finalist of a league or tournament	2
Every four intramural games officiated in one sport	1

Part V: Points for Intercollegiate Athletics

13. Participants in Intercollegiate Athletics shall receive points corresponding to the following table.

Engineering Society Intercollegiate Athletics Point System

Activity	Points
Member of a team	3
Coach of a team	3
Manager of a team	3
Winner of OWIAA/OUAA title	4

Part VI: Points for Interfaculty Teams

14. Every member of EngSoc shall be awarded one (1) participation point for participating on an interfaculty team. (i.e. Capture the Flag)

- a. Any member of EngSoc who is a member of a winning Interfaculty Team shall receive two (2) extra participation points in addition to the points which that person would otherwise be entitled to.
- b. Any member of EngSoc who is a member of a runner-up Interfaculty Team shall receive one (1) extra participation points in addition to the points to which that person would otherwise be entitled.

Part VII: Points for BEWIC DAY Events

15. Members of the Engineering Society who participate in BEWIC Days shall receive points as stated in the following table.

Engineering Society BEWIC Day events Point System

Activity	Points
BEWIC Sports Days team – per sport (must play 50% of all games)	1
BEWIC Sports Days team – sport champions	4

WIC-A-THON – 1 point for every 25 laps of swimming, running or skating	Max. 7
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Part VIII: Points for Convenors and Referees

16. Every member of EngSoc shall receive one (1) participation point for every four (4) intramural games voluntary officiated in one sport.

- a. Any member of EngSoc who is a voluntary convener of an intramural sport shall receive five (5) intramural points.

Part IX: Engineering Society Athletic Awards

17. The Engineering Society shall recognize contributions to athletics through the granting of the "Block S" which may be displayed on the back of the official Science Jacket.

- a. The cost of such letters shall be borne by the Engineering Society athletics budget.

18. The right to display the "Block S" shall be granted to all members of EngSoc who have accumulated:

- a. 12 points after 1 year in Applied Science
- b. 18 points after 2 years in Applied Science
- c. 23 points after 3 years in Applied Science
- d. 27 points after 4 years in Applied Science
- e. 30 points after 5 years in Applied Science

19. Every member of EngSoc who has accumulated 30 points more after receiving their "S" shall receive two stars.

- a. An additional star will be granted for each additional 15 points received.

20. In the event of an Engineering athletic unit winning the BEWS Trophy, John Paul Trophy, Marion Ross Trophy, or Independent House Trophy, and the unit has decided to order a fitting crest for its members to wear commemorating the award, then the Engineering Society and the members of the unit shall bear equally between them whatever portion of the cost is not defrayed by other funding (such as the University athletics budget).

21. Points for additional athletic activities are to be awarded at the discretion of the Athletics Representatives. If these activities become recurring events, it is the duty of the Athletics Representatives to add a corresponding "Point System" table to the Athletics Policy.

B. EngSoc Affiliated Clubs

Part I: Affiliated Clubs

1. The following student organizations are considered affiliated clubs of the Engineering Society (*also ratified under another faculty society):
 - a. Environmental Development Committee (EDC)
 - b. Equality Issues Committee (EIC)
 - c. Queen's University Institute of Electrical and Electronics Engineers Student Club (QIEEE)
 - d. Women in Science and Engineering (WISE)
 - e. Positive Allies and Queers in Engineering (PAQE)
 - f. Engineers Without Borders (EWB)
 - g. Queen's Energy and Commodities Association (QECA)*

Part II: Ratification and Guidelines

2. All student organizations affiliated with the Engineering Society shall be under the jurisdiction of the Society.
3. Any student organization wishing to become affiliated with the Society and/or enjoy the use of publicity shall obtain recognition from the Society in the form of ratification of its charter (as defined below) by the Society. The organization will submit this document to the Vice-President (Student Development) and Director of Internal Affairs who shall review the charter based on guidelines set out in this section or otherwise established by the Engineering Society before presenting to Council.
4. The charter of an Engineering Society affiliated club shall be a brief document covering the following sections:
 - a. its objectives and mission statement
 - b. any conditions of membership
 - c. the composition of the governing body including its officers, their mode of selection and their duties/privileges
 - d. provisions for impeachment and votes of non-confidence regarding any officer
 - e. provision of adequate banking and account information as based on Section 0.E of the policy manual
 - f. any fees or paid positions available to its members and
 - g. a fifty (50) word summary of their team to be used for promotional purposes
5. The charter must not contain violations of the Queen's University Code of Conduct and/or the Engineering Society Constitution.
6. All charter changes will be brought to the Society for review when needed.
7. No student organization under the jurisdiction of the Society shall be exclusive in its membership on the grounds of race, colour, religion or social status, as in accordance with the Ontario Human Rights Code.

8. Membership and/or participation in the activities of Engineering Society affiliated clubs shall be open to all members of the Queen's Engineering Society. Membership/participation may be extended to members of other faculties, graduate students and faculty members, however it is suggested executive positions be held by members of the Society only. All exceptions must be documented in the organization's charter.
9. Student organization members and executive officers shall serve as such without remuneration with the exception of those positions approved in the group's charter and when the approval of the Vice-President (Student Development) is given.
10. Engineering Society affiliated clubs and their executive officers shall be responsible for familiarizing themselves with relevant Engineering Society policy and procedures and shall act in accordance. As such, at least one member of the executive of each Engineering Society affiliated club must attend each Engineering Society Annual General Meeting. Failure to comply with any other relevant Engineering Society policy, the Engineering Society constitution or the organization's own charter may result in the Vice-President (Student Development) proposing to council that the Engineering Society no longer be affiliated with the club.

Part III: Funding

11. Student organizations shall be eligible to receive Society donations and/or grants including the Engineering Society Dean's Donation and grants outlined in Section ξ.B of the Policy Manual. Any funding received from the Society shall be spent for the purpose for which it was requested.
12. Funding allocated to student organizations shall be held by the Society until the need for the specific event for which it is budgeted.
13. All student organizations shall maintain a complete set of books which could be reviewed by the Director of Finance if needed.
14. It is understood that all student organizations recognized through this policy are not agents of the Society, cannot incur debts or obligations on behalf of the Society, and cannot attribute their debts or obligations to the Society.
15. Money received by any club from any source including but not limited to sponsorship, grants, donations or winnings must be used only for the expressed purposes of the club as outlined in its charter. Misuse of funds will result in appropriate action, and may result in the Vice-President (Student Development) proposing to council that the Engineering Society no longer be affiliated with the club.

Part IV: Web Access

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

16. It is the responsibility of the outgoing club chair or executive to provide the contact information of the incoming officer to the Engineering Society Information Technology Officer so the account information can be changed over accordingly.
17. Webspaces must be updated once a term to reflect the changing objectives and goals of the club as well as post any new information such as activities, meetings, internal structure, and hiring.
18. The Engineering Society e-mail address for the club must be checked a minimum of once per month.
19. All clubs are subject to the Engineering Society Computing Policy found in section δ.F of the Policy Manual.

C. Design Teams

Part I: General Guidelines

1. All Engineering Society design teams are subject to the same policy as Engineering Society affiliated clubs, outlined in part B of the Policy Manual.
2. Any exceptions to the policy stated in part B will only be permitted with approval from the Vice-President (Student Development).
3. The following student organizations are currently considered to be Engineering Society design teams:
 - a. Aero Design Team
 - b. Queen's Concrete Toboggan Team (QCTT)
 - c. Queen's Concrete Canoe Team (QCCT)
 - d. SAE Formula Car Team
 - e. Queen's Fuel Cell Team (QFCT)
 - f. SAE Mini Baja Car Team
 - g. Mostly Autonomous Sailboat Team (MAST)
 - h. Queen's Living Energy Lab Design Team (LEL)
 - i. Queen's Solar Design Team (QSDT)
 - j. Queen's University Autonomous Robotics Team (QUART)
 - k. Queen's Space Engineering Team (QSET)

Part II: Design Team Roundtable

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

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

Part III: Integrated Learning Centre

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

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

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

9. A monthly calendar will be posted outside the competitive design team space for all teams to record what they will be doing, any large equipment that will be used, and any competitions that are taking place. It is the responsibility of the team leaders to keep this calendar updated.

Part IV: Web Access

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

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

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

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.
 - 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.
 - 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.

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:
 - a. Scripting and storyboarding of promotional videos
 - b. Filming and editing of promotional videos
8. The Graphic Designer's duties consist of:
 - a. Creating posters and banners
 - b. Creation of promotional advertisements for newspapers and other media