

v: SPECIAL EVENTS

Preamble: The Special Events policy outlines the purpose, and origination committees of annual events seeking to make life more enjoyable for Engineering students as well as all other who care to partake.

A. First Year Engineering Orientation Program

(Ref By-Law 9, Part X; By-Law 12)

Part I: General

1. The Engineering Orientation Program shall have the following purposes:
 - a. to acquaint the new first year students (who for the purposes of abbreviation may be referred to as frosh) with the Kingston and Queen's Communities, and with the Faculty of Applied Science in particular.
 - b. to develop friendships and a common sense of purpose and identity among the first year students.
 - c. to foster in the minds of the first year students a sense of their responsibilities within both the Queen's Community and the wider Kingston Community, and
 - d. to provide entertainment and enjoyable social events for the first year students during their first week at the University.

Part II: Orientation Chair

2. The EngSoc Council shall appoint an Orientation Chair on the recommendation of its Appointments Committee. This Appointment Committee should consist of the President, the Engineering Society General Manager, and up to two members at large at the discretion of the Committee.
3. The Orientation Chair must be entering into his or her third or fourth year of Applied Science during Orientation Week.
4. The Orientation Chair should have a knowledge of both the Engineering Society and the Orientation Program.

Part III: The Chief FREC

5. The Chief FREC shall be selected, after the Orientation Chair, during the fall term by the EngSoc Council, on the recommendation of its Appointments Committee. This Committee shall consist of the Orientation Chair, the President, the Engineering Society General Manager, and up to two members at large at the committee's discretion.
 - a. Candidates for Chief FREC should satisfy the following requirements:
 - i. that their academic standing be high enough to render unlikely the possibility of failure, and
 - ii. that they be enrolled in the first year, to be entering the second year in the fall.

6. The duties of the Chief FREC shall include:
 - a. holding regular FREC training sessions during the second term that will consist of information and discussion sessions on appropriate safety and awareness topics,
 - b. assigning Student Constables to any event where safety is of a concern,
 - c. issuing and collecting A.M.S. leader contracts as well as academic waivers,
 - d. taking appropriate action towards any FREC or committee member that displays actions or attitudes that do not comply with their responsibilities, the Queen's code of conduct, or with the goals and philosophies of Orientation.
7. There shall be a committee called the Orientation Committee, which shall coordinate the reception and orientation of first year students in the Faculty of Applied Science.
8. The Frosh Regulation Enforcement Committee (FREC) shall be selected by the Orientation Committee acting in consultation with the Orientation Chair.
9. A minimum of 20 Action FREC's should be chosen, and should participate in all activities with the FRECs.
10. FREC members should be divided into groups of five or six with a minimum of one member of each gender to be responsible for a single group of frosh. At least one member must be an Action FREC.
11. The FREC committee is responsible for the arrangement of the refilling of the pit no longer than 48 hours after the climb is completed.

Part IV: Finances

12. The Orientation Committee shall bank with the "Bank of EngSoc," as outlined in θ , B.
13. The Orientation Program shall be budgeted so that the costs will be covered by the registration fees paid by the FRECs and the first year students. Any surpluses or losses incurred by the Orientation Committee at the end of each financial year will be presented as a line item of the Final Engineering Society Operating Budget by the Vice President (Operations), as outlined in θ , C.
14. The fee to be levied against first year students participating in the Orientation Program shall be set by the Orientation Committee subject to the approval of the Vice President (Operations) and President.
15. The Budget Approval Committee shall approve the Orientation Week Preliminary Budget in March and the Final Budget in July, as outlined in θ , G.
16. The Orientation Committee shall follow the financial policies outlined in θ , F.

B. Engineering Week

(Ref By-Law 9, Part IV)

Part I: Purpose

1. Engineering Week shall have the following purposes:
 - a. to be a reflection of the spirit and ingenuity of the Queen's Engineers.
 - b. to give the second year students an opportunity to become involved in the Engineering Society.
 - c. to promote the creative talents of Engineering students.
2. Engineering Week shall:
 - a. be run at all times with responsibility and consideration of other student's rights.
 - b. It should never be seen as a medium for excessive abuse of other campus groups.
 - c. be financially self-sufficient.

Part II: Organization

3. The Events Director of EngSoc shall have authority over all aspects of Engineering Week.
4. Appointments Committee shall appoint an Engweek Chair. The chair's responsibilities shall be to:
 - a. oversee the organization of the week.
 - b. ensure that the goals of Engineering Week are being met.
 - c. review the budget before it is brought to EngSoc for approval.
 - d. chair the Engineering Week Review Committee (EWRC) and the Engineering Week Advisory Council (EWAC).
5. Engineering Week shall be run by two students as coordinators to be chosen as follows:
 - a. one coordinator will be the vice-president of the second year class.
 - b. one coordinator will be appointed by the Events Director, Engweek chair and the coordinator referred to in 5a).
6. The coordinators will be responsible for:
 - a. the organization of all the week's events.
 - b. the appointment of a committee to help with the execution of the week's events.
 - c. preparation of a budget and a financial summary.
 - d. attending all EWAC and EWRC meetings.

Part III: Engineering Week Finances

7. The EngWeek Committee shall bank with the "Bank of EngSoc", as outline in θ , B.
8. The EngWeek Committee shall budget for zero loss. Any surpluses or losses incurred by the EngWeek Committee at the end of each financial year shall be presented as a line item of the Final Engineering Society Operating Budget by the Vice President (Operation), as outlined in θ , C.

9. The Budget Approval Committee shall approve the EngWeek Preliminary Budget in November and the Final Budget in January, as outlined in θ , G.

10. The EngWeek Committee shall follow the financial policies outline in θ , F.

Part IV: Engineering Week Advisory Council

11. The Engineering Week Advisory Council will be comprised of the following:

- a. Events Director
- b. EngWeek Chair
- c. past Chair
- d. past Coordinator

12. The mandate of the EWAC will be:

- a. to act as an advisory body to the coordinators.
- b. to ensure that the set objectives are adhered to.

C. Science Formal

(Ref. ByLaw 9, Part VI)

Part I: General

1. The Science Formal shall be planned and executed by the Science Formal Committee.

- a. The Science Formal Committee shall consist of a Convener, an Art Chair, a Communications Chair, a Construction Chair, a Logistics Chair, a Finance Chair, and a team of Managers to work under each of the Chairs.
- b. The Convener shall be hired no later than the fourth week of the Fall term by the Science Formal Hiring Panel. This panel shall at minimum include the President, the outgoing Convener, and the General Manager.
- c. The Chairs of the Science Formal Committee shall be hired no later than the sixth week of the Fall term. The hiring panel for the Chairs shall include at minimum the Convener and the President.
- d. The Managers on the Science Formal Committee shall be hired no later than the eighth week of the Fall term, or at least two (2) weeks prior to the Science Formal of that year. The hiring panel for the managers shall include at minimum the Convener and the Chair under whose portfolio the specific Manager position falls.

2. If there is a vacancy in the Committee through resignation or if the Committee wishes to add a member, the new member shall be appointed by the Committee following the Engineering Society Hiring Policy seen in Policy Manual α -STRUCTURE AND ORGANIZATION Section E.

- a. If the vacancy or desire for additional member occurs after September 1st in the year that the Science Formal is to be held, the minimum advertising time shall be shortened to one (1) week.

Part II: Financial Policy

3. The SciFormal Committee shall bank with the “Bank of EngSoc”, as outline in θ . B.
4. The SciFormal Committee shall budget for zero loss.
5. The Budget Approval Committee shall approve the SciFormal Preliminary Budget in September and the Final Budget in January, as outlined in θ , G.
6. The cost of tickets to attend SciFormal shall be set by the SciFormal Committee, subject to the approval of the Vice President (Operations) and President.
7. Any surpluses or losses incurred by the SciFormal Committee at the end of each financial year shall be presented as a line item of the Final Engineering Society Operating Budget by the Vice President (Operations), as outlined in θ , C.
8. The SciFormal Committee shall follow the financial policies outline in θ , F.

Part III: Theme Selection

9. The Science Formal shall have a theme decided by the respective year.
10. The purpose of the theme is to give creative direction.
11. The Science Formal Committee shall solicit proposals from the membership of the 3rd year class and advertise the criteria for theme proposals and names to be submitted.
12. All theme proposals shall be voted on via preferential ballot by the students of the 3rd year class, with the exception of those deemed by the Science Formal Committee to be either of an overly similar nature to themes chosen for a Formal within the past ten years, or those of an offensive nature.
13. Voters shall be encouraged to consider feasibility.
14. The Science Formal Committee shall announce the themes that will be voted upon no less than 48 hours prior to said voting.
15. The voting may be done using a secure online system
 - a. A second round of voting shall occur if the Science Formal Committee deems it necessary.
16. The Science Formal Committee shall oversee the theme and name selection.
 - a. If a conflict of interest exists it shall be the responsibility of the members of the Science Formal Committee to remove themselves from the selection process.
 - b. The theme selection does not preclude the Science Formal Committee from tendering for design proposals.

D. Super-Semi

Part I: Purpose

1. The Super-Semi shall be a semi-formal event for all Applied Science Years in March of every year

Part II: Organization

2. The Super-Semi Committee shall be organized by the third year Executive, in conjunction with the other Science Year Executives.

Part III: Finances

3. The Super-Semi Committee shall bank with the "Bank of EngSoc", as outlined in  .B.

4. The Super-Semi Committee shall budget for zero loss.

5. The Budget Approval Committee shall approve the Super-Semi Preliminary Budget in February and the Final Budget in March, as outlined in  .G.

6. The Preliminary Budget Presentation to the Budget Approval Committee shall contain an outline of how any surplus or deficit shall be divided between the Science Years.

7. If other Science Years shall share the surplus or deficit from the event, each Year President must sign an agreement with the third year President which clearly outlines the profit/loss sharing proposal.

8. The cost of tickets to attend the Super-Semi shall be set by the Super-Semi Committee, subject to the approval of the Vice President (Operations).

9. The Super-Semi Committee shall follow the financial policies outline in  .F.

E. December 6th Memorial

(Ref. Representation Policy Manual, Section A, Part 1,2)

Part I: General

1. The December 6th Memorial shall be a memorial service held with the following purposes:

a. To remember the killing of fourteen women at l' cole Polytechnique on December 6th, 1989

b. To raise awareness of violence against women in engineering and violence against women in general as an issue in our community and others, and

c. To show solidarity to those in our community affected by violence against women

2. The December 6th Memorial shall exist within the portfolio of the Director of Events.

Part II: Organization

3. An appointment committee shall appoint a December 6th Memorial Chair ("the Chair")

a. The appointment committee shall consist at a minimum the Director of Events

b. The appointment committee shall appoint the Chair no later than the fourth week of classes of fall term

4. The Chair's responsibilities shall be to:
 - a. Organize the December 6th Memorial in collaboration with any other interested groups which may be on-campus, community or otherwise
 - b. Ensure that the service is conducted in a manner which is respectful and appropriately observes the day of remembrance
 - c. Provide regular updates to the Director of Events regarding progress and plans
 - d. Create a transition document and submit it to the Director of Events

Part III: Finances

5. The December 6th Memorial shall be budgeted for by the Director of Events