TITLE III: POLICY AND PROCEDURES

of the

Engineering Science Student Society

of

Simon Fraser University

Amended: Apr 2, 2025
Ratified by ESSS AGM: Apr 2, 2025
Ratified by SFSS:

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Article 1 Definitions

Section 1 According to the Constitution

1.1. The definitions below are copied from the bylaws and are included for reference

a) “SFU” shall hereafter refer to “Simon Fraser University”;
b) “the ESSS” shall hereafter refer to “Engineering Science Student Society”;
c) “ESSS” shall be the equivalent of “the ESSS”;
d) “Members” shall hereafter refer to “ESSS Members”;
e) “Regular Members” shall be the equivalent of “Members”;
f) “Executive” shall hereafter refer to “Elected Executive Officer of the ESSS”;
g) “Executive Council” shall hereafter refer to “The elected body of officials, consisting of the President and their Vice-Presidents, that manages all business of the ESSS”;
h) “SFSS” shall hereafter refer to “Simon Fraser Student Society”;
i) “Constitution” shall hereafter refer to “the Constitution of the ESSS”;
j) “Bylaws” shall hereafter refer to “the Bylaws of the ESSS”;
k) “Policy Manual” or “Policies” shall hereafter refer to “the Policy Manual of the ESSS”;
l) “Director” shall hereafter refer “an ESSS member appointed by the Executive Council to perform delegated duties”;
m) “ESSS Director” shall be the equivalent of “Director”;
n) “Officer Team” shall hereafter refer to the Executive Council, Directors, and Representatives;
o) “Affiliated Groups” shall hereafter refer to “the conglomerate entity comprised of any and all groups, clubs, charities, committees, or teams that represent a portion of members and officially recognized by the ESSS”.

Section 2 According to Policy

2.1. In this policy manual, unless otherwise specified:

a) "Present assembly" shall hereafter refer to "The voting body that is present at any properly constituted meeting";
b) "CFES" shall hereafter refer to "The Canadian Federation of Engineering Students";
c) "WESST" shall hereafter refer to "The Western Engineering Student Societies Team";
d) "EGBC" shall hereafter refer to "Engineers and Geoscientists British Columbia";
e) "Character Defamation" for the purposes of these policies shall hereafter refer to "An individual who knowingly publishes false spoken or written statements with the intent to harm another individual."

Section 3 Responsibilities of Meeting Officials

3.1. Meeting Chair:

a) The Meeting Chair is to call to order and run a Meeting in accordance with Robert's Rules of Order;
b) Should the Chair of a Meeting have voting rights, they are to exercise these rights only in the event of a draw in the vote of the present assembly on condition of:
    i) Removing personal bias from the decision;
    ii) Basing their decision solely on information and discussion provided in the motion in the current Meeting;
    iii) Disregarding any information, biases, past events, or professional expertise in the casting of their vote.
c) The Meeting Chair reserves the right to appoint a Chair as they deem fit.

3.2. Meeting Secretary

a) The Secretary of a Meeting is to record the minutes of the Meeting in question including:
    i) All motions,
    ii) Vote counts,
    iii) Main points of discussions,
    iv) Reports,
    v) Times of the Call to Order and Adjournment, and
    vi) Times entering and exiting In-Camera sessions.
b) The Secretary of a Meeting is to count all votes for, opposed, and abstaining from a motion to ensure the count matches that given by the Chair.

Article 2 Interpretation

Section 1 According to the Constitution

1.1. This policy manual shall in no way be interpreted in a sense contradictory to the Constitution.

Section 2 According to the Bylaws

2.1. This policy manual shall in no way be interpreted in a sense contradictory to the Bylaws. Sections of the Bylaws that make reference to the Policy Manual are listed below:

a) Article 1 Section 1.1
b) Article 2 Section 1.1 b)
c) Article 2 Section 1.2 b)
d) Article 3 Section 1.6
e) Article 3 Section 2.2
f) Article 3 Section 3.5
g) Article 4 Section 1.6
h) Article 4 Section 2.4
i) Article 4 Section 3.5
j) Article 4 Section 4.3
k) Article 5 Section 3.3
l) Article 10 Section 1.3
m) Article 11 Section 2.2
n) Article 11 Section 3.2
o) Article 12 Section 1.2
p) Article 12 Section 2.2
q) Article 12 Section 3.2
r) Article 13 Section 5.1
s) Article 14 Section 1.8
t) Article 14 Section 2.3
u) Article 14 Section 2.4
v) Article 17 Section 2.1
w) Article 18 Section 1.5

Section 3 According to Policy

3.1. This Policy Manual supersedes all previous Policy Manuals of the ESSS.

Article 3 Policy Amendment

Section 1 Policy on Amending Policy

1.1. Amendments to the Policy Manual are to be proposed to the Officer Team for approval after a reading at a Regular Meeting. Amendments to the policy manual:

a) May be proposed by any Member;

b) Must be provided to the Secretary of the Regular Meeting no less than one (1) week prior to the meeting in which the amendment will be read;

c) Shall be disseminated to Members no less than three (3) days prior to the Regular Meeting in which the amendment will be read;

d) Shall be discussed in the Regular Meeting, where amendments may be made to the amendment in accordance with Robert's Rules of Order;

e) Shall have justification provided by the Officer Team should it be failed at the next Regular Meeting;

f) Be considered amended as of the date of the most recent change unless otherwise noted;

g) Must comply with Article 15 Section 2 of the ESSS Bylaws

Article 4 Membership

Section 1 Regular Membership

1.1. Notwithstanding Article 2 of the ESSS Bylaws, ESSS Membership shall additionally be extended to:

a) Current SFU Students who are enrolled in any undergraduate course offered by the School of Engineering Science under course code ENSC.

b) Current SFU students who in one of the previous three consecutive semesters were declared Majors, or declared Minors within the School of Engineering Science.

Section 2 Honorary Membership

2.1. Notwithstanding Article 2 of the ESSS Bylaws, honorary membership shall be extended to:

a) Graduates of the School of Engineering Science of Simon Fraser University.

b) A person recommended by unanimous vote at a Regular Meeting, approved by unanimous vote by the Officer Team.

Article 5 Executive Council

Section 1 Executive Council

1.1. Responsibilities of each Executive member shall include the following:

a) Be a member of the ESSS for the duration of their term;
b) Occupy not more than one (1) position within the ESSS;
c) Serve a term from the ratification of the election until April 30th of the following year;
d) Work in tandem with the Incoming Executive from the ratification of the elections until April 30th of that year;
e) Enforce the Constitution, Bylaws, and Policy Manual of the ESSS;
f) At the discretion of the current Executive Council, present a suitable candidate in the event the member leaves on co-op, to serve during their interim by approval of (⅔) majority vote at a Regular Meeting;
g) Provide their Incoming Executive member a detailed report with the required information necessary to complete their duties;
h) Obtain safeTalk and Mental Health First Aid training from the SFSS.

1.2. A member of the Executive Council may be removed from office for any of the following:

a) Resignation;
b) Two (2) unexcused, consecutive absences from meetings;
c) Unsatisfactory performance according to a petition signed by 25 Members and must be passed by a (⅔) majority vote at a Regular Meeting;
d) Unsatisfactory performance according to a petition signed by five percent (5%) of Members.

1.3. Executive Council positions may be occupied by no more than one (1) person.

1.4. A member of the Executive Council that is recalled from their position is to be replaced through an application process, and to be approved at a Regular Meeting.

Section 2 President

2.1. The role of the President is to preside over all operations of the ESSS in a manner deemed appropriate by the Constitution, Bylaws, Policy Manual, and the Affiliate Council.

2.2. Notwithstanding to the previous policy, the responsibilities of the President shall include the following:

a) Guide the Executive Council to ensure all Executive members are fulfilling their mandates;
b) Chair all meetings;
c) Be the official spokesperson for the ESSS;
d) Assume the responsibility of any vacant Executive Council position;
e) Act as the Chief Returning Officer if it is vacant;
f) Update and maintain the Constitution, Bylaws, and Policy Manual of the ESSS;
g) Reserve the right to veto decisions of individual Executive Council members;
h) Assume roles and responsibilities of individual Executive Council members as the President deems necessary;
i) Work directly with the Faculty of Applied Sciences Student Affairs Coordinator to assist with any collaborations.

Section 3 Vice-President Administration

3.1. The role of the Vice-President Administration is to preside over all internal administration of the ESSS as well as all services provided to the membership of the ESSS;

3.2. Notwithstanding to the previous policy, the responsibilities of the Vice-President Administration shall include the following:

a) Oversee access control of the ESSS physical, and digital spaces;
b) Act as the Secretary for all meetings;
c) Manage all Society spaces including, but not limited to:
    i) The ESSS Office
    ii) The ESSS Common Room
d) Maintain documentation and archival media of the ESSS;
e) Maintain and oversee the ESSS's website, email server, and social media;
f) Maintain and seek out volunteers for events and activities offered by the ESSS;
g) Oversee the roles and responsibilities of the Directors of Common Room, Graphic Design, and Website;
h) Update and release the ESSS newsletter at a minimum bi-weekly basis.

Section 4 Vice-President External

4.1. The role of the Vice-President External is to preside over all interactions with external Engineering student societies, corporate entities, and professional organizations including.

4.2. Notwithstanding to the previous policy, the responsibilities of the Vice-President External shall include the following:

a) Liaise with the CFES, WESST, IEEE, EngiQueers Canada, and EGBC;
b) Oversee the coordination of the Iron Ring ceremony;
c) Oversee the organization of the SFU Engineering Competition;
d) Retain old/current sponsorships as well as acquire new sponsorships;
e) Form a committee of ESSS members for the purpose of selecting conference delegates;
f) Assume and carry the rights, duties, and obligations of the President during their absence, resignation, impeachment, or abandonment of office;
g) Oversee the roles and responsibilities of the Directors of OpFair and Diversity;
h) Share resources obtained by external relations.

Section 5 Vice-President Finance

5.1. The role of the Vice-President Finance is to preside over all matters concerning the finances of the ESSS.

5.2. Notwithstanding to the previous policy, the responsibilities of the Vice-President Finance shall include the following:

a) Manage the writing and approval of grants;
b) Liaise with the bank that holds the ESSS' external account;
c) Change the combination of the safe and accounting software upon taking office and submit the updated combinations to the President and Vice-President Administration;
d) Prepare the budget for the fiscal year and analyze the previous year's budget to submit to the Officer Team by September 1st;
e) Maintain financial records and accounts;
f) Oversee the purchase and sale of merchandise;
g) Oversee the roles and responsibilities of the Director of Merchandise;
h) Write and update a Bank Account Handbook that outlines the procedures to deposit and debit from our bank accounts;
i) Host and manage the ESSS Eventbrite Account in collaboration with the VP Social;
j) Oversee the Square machine and account in collaboration with the Director of Merchandise.

Section 6 Vice-President Social

6.1. The role of the Vice-President Social is to oversee the organization and facilitation of all events hosted by the ESSS.

6.2. Notwithstanding to the previous policy, the responsibilities of the Vice-President Social shall include the following:

a) Form an events committee which includes all First Year Representatives, the Director of Spirit, and Society Members as they deem necessary;
b) Promote events and services offered by the ESSS;
c) Organize and fill an events calendar for their upcoming term;
d) Obtain Food Safe level 1 training;
e) Form and Chair an Incident Response Committee for annual large-scale events;
f) Oversee the roles and responsibilities of the Director of Spirit;
g) Host and manage the ESSS Eventbrite Account in collaboration with the VP Finance;
h) Organize the ESSS Camp Career event in conjunction with the Director of OpFair;
i) Oversee Class Representatives for the planning of events and other initiatives.

Section 7 Vice-President Academic

7.1. The role of the Vice-President Academic is to oversee all academic services and advocacy performed by the ESSS.

7.2. Notwithstanding to the previous policy, the responsibilities of the Vice-President Academic shall include the following:

a) Oversee the administration of ESSEF grants;
b) Oversee the Resource Centre;
c) Oversee Society tutorial sessions and the ESSS Tutoring and Mentorship Program;
d) Attend all Undergraduate Curriculum Committee meetings; In absence, the President can assume or appoint another Executive Council member to attend as the voting member and must notify the change to the secretary of the Undergraduate Curriculum Committee;
e) Survey Members, including Class Representatives, for academic concerns to be brought to Undergraduate Curriculum Committee meetings;
f) Advocate on behalf of the Members to the Undergraduate Curriculum Committee and department leadership;
g) Oversee the roles and responsibilities of the Director of Resources and Director of Student Support.

Section 8 Vice-President Internal

8.1. The role of the Vice-President Internal is to act as the primary liaison between the ESSS, the SFSS, ESSS affiliate groups and Partner DSU's.

8.2. Notwithstanding to the previous policy, the responsibilities of the Vice-President Internal shall include the following:

a) Present topics from SFSS Board of Director meetings to the Members at Regular Meetings;
b) Provide representation of the ESSS to the SFSS Council;
c) Present topics and issues raised by the ESSS to the SFSS Board of Directors;
d) Form and Chair a committee to plan and host the SFU Engineering Competition.

Section 9 Vice-President Development

9.1. The Vice-President Development shall oversee all matters regarding professional development and the organization of OpFair.

9.2. Notwithstanding the previous policy, the responsibilities of the Vice-President Development shall include the following:

a) Form and Chair a committee to organize OpFair;
b) Coordinate with companies, design teams, and volunteers for OpFair;
c) Oversee OpFair finances in conjunction with the VP Finance;
d) Pursue professional development opportunities with SFU Co-op and companies (e.g., company site visits, info sessions, resume/interview workshops);
e) Seek sponsorship for the ESSS, in accordance with the Sponsorship Handbook;
f) Update the Sponsorship Handbook as a live transitionary document;
g) Assist the VP External with the SFU Engineering Competition logistics.

Article 6 Class Representatives

Section 1 All Class Representatives

1.1. The role of the Class Representatives is to represent their class year to the Officer Team.

1.2. Notwithstanding to the previous policy, the responsibilities of the Class Representatives shall include the following:

a) Serve as a liaison between the Executive Council and their respective Members;
b) Oversee the communications between the Executive Council and their respective Members;
c) Per the discretion of the VP Academic or the VP Internal, write a transition report at the end of their term for the next representatives who will fill their position.
d) Report activities and decisions to the Vice-President Internal and Vice-President Academic.

1.3. A Class Representative may be removed from office for any of the following:

a) Resignation;
b) Three (3) unexcused, consecutive absences from meetings;
c) Unsatisfactory performance according to a petition signed by 25 Members and must be passed by a (⅔) majority vote at a Regular Meeting;
d) Unsatisfactory performance according to a petition signed by 3% of their representative Members;
e) Failure to complete any of their duties without reasonable excuse.

1.4. A Class Representative that is recalled from their position is to be replaced through an application process, and to be approved at a Regular Meeting.

Section 2 First Year Representatives

2.1. The role of the First Year Representatives is to represent their class year to the Officer Team.

2.2. Notwithstanding to the previous policy, the responsibilities of the First Representatives shall include the following:

a) Assist in the planning and execution of events, activities, and services hosted by the ESSS;
b) Plan at least one event for First Year Members;
c) Inform the VP Academic on matters pertinent to their courses;
d) Assume an at-large role for tasks related to the ESSS.

Section 3 Second Year Representatives

1) The role of the Second Year Representatives is to represent their class year to the Officer Team.
2) Notwithstanding to the previous policy, the responsibilities of the Second Year Representatives shall include the following:
    a) Assist in the planning and execution of events hosted by the ESSS;
    b) Assist in the planning and execution of activities and services hosted by the ESSS;
    c) Inform the Executive Council on academic matters pertinent to their courses;
    d) Assume an at-large role for tasks related to the ESSS.

Section 4 Option-Specific Representatives

1) The role of the Biomedical, Physics, Computer, Electronics, and Systems Engineering Representatives is to represent the members of their respective engineering option to the Officer Team
2) Notwithstanding to the previous policy, the responsibilities of the Options Representatives shall include the following:
    a) Assist in the planning and execution of events hosted by the ESSS;
    b) Assist in the planning and execution of activities and services hosted by the ESSS;
    c) Inform the Executive Council on academic matters pertinent to their courses.
    d) Assist in the planning and creation of option-specific design teams to promote more options for students with different interests.
    e) Meet with the Undergraduate Curriculum Committee Option Chair, voicing concerns of their respective class and reporting discussion to the Vice-President Academic.
    f) Assume an at-large role for tasks related to the ESSS.

Section 5 International Student Representatives

1) The role of the International Student Representative is to represent International Students in Engineering Science to the Officer Team.
2) Notwithstanding to the previous policy, the responsibilities of the Options Representatives shall include the following:
    a) Assist in the planning and execution of events hosted by the ESSS;
    b) Assist in the planning and execution of activities and services hosted by the ESSS;
    c) Inform the Executive Council on academic matters pertinent to their courses.
    d) Assume an at-large role for tasks related to the ESSS.

Article 7 ESSS Directors

Section 1 All Directors

1.1. The body of Directors is to assist the Executive Council in the execution of their roles and responsibilities.

1.2. Directors shall be appointed by majority vote of the incoming Executive Council.

1.3. Director roles may be occupied by no more than one (1) person.

a) A two-thirds (2/3) majority vote of the Executive Council may grant an exception to this policy on a case-by-case basis.

1.4. The responsibilities of the Directors shall include the following:

a) Attend all Regular and General meetings;

b) Assist the Executive Council as deemed necessary by the Executive Council;

c) Per the discretion of the Executive Council, write a transition report at the end of their term for their successor;

d) Conduct a transition meeting, discussing relevant projects, initiatives and responsibilities, with their successor at the end of their term in office.

1.5. A director may be removed from office for any of the following:

a) Resignation;

b) Three (3) unexcused, consecutive absences from meetings;

c) Unsatisfactory performance according to a petition signed by two-thirds (⅔) of the Executive Council;

d) Failure to complete any of their duties without reasonable excuse.

1.6. A Director that is removed from their position shall be replaced in accordance with Section 1.2 of this Article.

1.7. Additional Directors at-large may be appointed by a two-thirds (2/3) majority vote of the Executive Council as needed.

Section 2 Director of Common Room

2.1. The role of the Director of Common Room is to oversee the operations and maintenance of the ESSS Common Room.

2.2. Notwithstanding to the previous policy, the responsibilities of the Director of Common Room shall include:

a) Regular maintenance and improvements to the Common Room;
b) Restocking drink and snack vending machines;
c) Restocking coffee and tea pods;
d) Report activities and decisions to the Vice-President Administration.

2.3. In the event that the Common Room is out of commission, the Director of Common Room shall assist other ESSS initiatives at the discretion of the Executive Council.

Section 3 Director of Merchandise

3.1. The role of the Director of Merchandise is to oversee all aspects of the sale of merchandise.

3.2. Notwithstanding to the previous policy, the responsibilities of the Director of Merchandise shall include:

a) Designing new merchandise in cooperation with the VP Finance and the Director of Graphic Design;
b) Regularly inventorying stock;
c) Hosting “Merch Mondays” on a regular basis in conjunction with the Vice-President Social;
d) Ensuring display cases are updated with current items for sale;
e) Manage all concerns of the online merch store including the continual update of items listed for sale;
f) Update Society display cases on a regular basis;
g) Assisting the VP Finance in overseeing the Square machine and account;
h) Report activities and decisions to the Vice-President Finance.

3.3. The Director of Merchandise may officially be referred to as Swag Master.

Section 4 Director of OpFair

4.1. The role of the Director of OpFair is to oversee the organization and execution of the annual Career Fair - OpFair as well as the Camp Career event.

4.2. Notwithstanding to the previous policy, the responsibilities of the Director of OpFair shall include:

a) Form and Chair a committee to plan OpFair and Camp Career;
b) Coordinate with volunteers and companies for OpFair;
c) Coordinate with alumni for Camp Career in conjunction with VP Social
d) Manage the ESSS Eventbrite account under the supervision of the VP Finance and VP Social
e) Oversee OpFair finances in conjunction with the VP Finance
f) Report activities and decisions to the Vice-President External.

4.3. The Director of OpFair shall serve a two-year term, and be as follows:

a) In their first year, they shall plan OpFair with the assistance of their predecessor;
b) In their second year, they shall plan OpFair and choose a successor, the Associate Director of OpFair, and present to the Executive Council for approval;
c) In their third year, they shall assist their successor in the planning of OpFair.

Section 5 Director of Graphic Design

5.1. The role of the Director of Graphic Design is to oversee all publicity materials of the ESSS.

5.2. Notwithstanding to the previous policy, the responsibilities of the Director of Graphic Design shall include:

a) Create and update designs of all ESSS related material, including merch, logos, the ESSS Newsletter, and event branding, in accordance with the ESSS' Brand Guidelines handbook;
b) Design and maintain templates for printed and digital material;
c) Manage the printing of publicity materials for activities in conjunction with the Vice-President Social
d) Report activities and decisions to the Vice-President Administration and Vice-President Social

Section 6 Director of Spirit

6.1. The role of the Director of Spirit is to promote Engineering spirit to the Members.

6.2. Notwithstanding to the previous policy, the responsibilities of the Director of Spirit shall include:

a) Manage ESSS Social Media, including regular posts on LinkedIn, Facebook (SFU Engineering & ESSS), Instagram (@sfuengineers), Twitter, Youtube Channel, and the official ESSS discord;
b) Promote events and services on ESSS Social Media;
c) Assist the Director of Graphic Design in providing promotional materials in conjunction with the Vice-President Social;
d) Assist the Director of Merchandise and the Director of Graphic design in the tailoring of our semesterly merch drop;
e) Participating in events and activities hosted by the ESSS;
f) Manage the ESSS Eventbrite account under the supervision of the VP Finance and VP Social;
g) Report all activities and decisions to the Vice-President Social.

Section 7 Director of Website

7.1. The role of the Director of Website is to oversee the official ESSS Website.

7.2. Notwithstanding to the previous policy, the responsibilities of the Director of Website shall include:

a) Maintain and improve the ESSS Website;
b) Update the ESSS Website with information on activities, administration; and events offered by the ESSS and affiliate groups;
c) Ensure the online Events Calendar is up to date, including time and location;
d) Ensure online versions of governing documents are up to date;
e) Manage Amazon Affiliate links of commonly purchased products by students;
f) Assist Director of Merchandise with online Merch Store;
g) Write or update a transition report by the end of their term for their successor, including all relevant details and technical information necessary for optimal operation of the ESSS website.

Section 8 Director of Resources

8.1. The role of the Director of Resources is to oversee the operations and management of the ESSS Resource Centre, and the organization, promotion, and execution of all ESSS-led workshops

8.2. Notwithstanding to the previous policy, the responsibilities of the Director of Resources shall include:

a) Maintain and operate the ESSS 3D Printer along with 3D Printing requests and orders;
b) Inform and educate the student body about 3D Printing technology;
c) Manage the Parts Library, including inventory tracking, loans, requests, and acquiring desirable parts from ESSEF participants;
d) Bridge curriculum knowledge gaps by organizing and promoting workshops, supporting student-led initiatives, ensuring broad advertisement across multiple channels, and utilizing ESSS Resource Centre resources to aid in workshops;
e) Seek ambassador positions (MATLAB etc.) to aid in the promotion of workshops;
f) Report all activities and decisions to the Vice-President Academic

Section 9 Director of Student Support

9.1. The role of the Director of Student Support is to oversee all affairs concerning the ESSS Tutoring Program and Mentorship Program.

9.2. Notwithstanding to the previous policy, the responsibilities of the Director of Student Support shall include:

a) With respect to tutoring:
   i) Managing the Tutoring Program Canvas Course;
   ii) Opening Semesterly applications for tutors for ENSC courses being offered in the term of application;
   iii) Conducting interviews and training sessions with all applicants to ensure they are a suitable fit for the program;
   iv) Scheduling tutor shifts while taking consideration of class schedules and tutor availability;
   v) Liaising with student engagement coordinators to ensure hours and activities of tutors are recorded on their Co-curricular Records;
   vi) Remaining in close contact with the faculty sponsor of the program;
   vii) Optimizing the Tutoring Program for remote and in-person activities;
   viii) If permitted by the faculty, seeking out and maintaining a dedicated tutoring room for the program;
   ix) Assisting in the organization and execution of any "help-night" style events;

b) With respect to mentorship:
   i) Managing the Mentorship Program Discord Server;
   ii) Opening applications each fall for mentors and mentees for ENSC courses being offered in the year of application, while heavily advertising this service during the annual FROSH event.
   iii) Organizing and executing events, including Camp Career and other fireside chats throughout the year.

c) Report all activities and decisions to the Vice-President Academic

d) Members appointed for the role of Director of Student Support will remain in their positions from the moment of appointment to May 31st of the following year.

Article 8 General Elections

Section 1 According to the bylaws

1.1. Section links to the bylaws

Section 2 Responsibilities of the Chief Returning Officer

2.1. The role of the Chief Returning Officer is to ensure a fair, non-partisan election for all General Elections.

2.2. Notwithstanding to the previous policy, the responsibilities of the Chief Returning Officer shall include:

a) Notify all Members of the open and close of nomination periods;
b) Notify all Members of the open and close of voting periods;
c) Notify all Members of the election results in the General Meeting immediately following the election close;
d) Approve all campaigning materials prior to publication;
e) Organize, advertise, and mediate an open forum for candidates;
f) Accept nominations in writing, with the names and signatures of no less than five (5) members.
g) Be transparent in all decisions and actions taken during the Election period to the ESSS Officer Team and running candidates.
h) Submit a detailed report on the Election period to the ESSS Officer Team.
i) Be subject to an Audit conducted by the ESSS Executive Council and any ESSS Member after the conclusion of the Election period.

Section 3 Candidates and Nominations

3.1. For all elected positions of the ESSS:

a) All nominees and nominators shall be Members of the ESSS;

b) All nominees shall be eligible as per appropriate Bylaws and Policies;

c) All nominees and campaign managers assume responsibility to follow all ESSS Bylaws, Policies, and the Constitution;

d) All nominees and campaign managers assume the responsibility of the nominee and the ESSS in a positive manner, subject to the discretion of the CRO;

e) All nominees are responsible for ensuring their nomination forms are completed in their entirety;

i) Falsification of the nomination form shall result in the immediate removal of all election activity and removal from the ballot;

3.2. Nominees shall submit their nomination forms before the date and time set out by the CRO.

3.3. No Member running for an elected position shall nominate anyone seeking that same position.

3.4. Members must run without the intention of sharing a position with another individual

3.5. No Member shall be eligible to run for more than one (1) position.

3.6. The CRO shall open the nomination period no less than two (2) weeks prior to the election period, and no less than one (1) week prior to the campaign period.

3.7. The CRO shall close nominations at 11:59PM on the final day of the nomination period.

3.8. The CRO shall approve candidacy of all nominees prior to releasing a full list of names.

3.9. A candidate may withdraw from an election by written notice to the CRO.

3.10. The names of nominators shall be released at the discretion of the nominee.

Section 4 Campaigning Policy and Procedures

4.1. The Campaign Period shall open no later than two (2) calendar days following the close of the Nomination Period and remain open for no less than one (1) week.

4.2. Campaign materials shall be approved by the CRO prior to publication.

4.3. Campaign materials shall not be posted prior to 12:00 AM on the day of the opening of the campaign period.

4.4. The use of email for campaigning purposes is prohibited.

4.5. Social media advertising must be approved by the CRO prior to publication

4.6. All campaign materials must be removed by 11:59PM on the last day of the Campaign Period. The CRO shall post each Candidate’s name, platform, and photo on the following platforms:

a) ESSS Website

b) ESSS Facebook Page

c) ESSS Discord
d) Bulletin Board of ESSS Office

4.7. Upon reports of unapproved campaign materials, the CRO shall:
a) Inform the candidate of the published materials;
b) The candidate shall have four (4) hours between 08:00 AM and 08:00 PM to remove the published materials and receive a warning;
c) A second report of unapproved campaign materials shall result in the removal of the candidate following Section 4.7d.
d) In the event the CRO deems the effort of the candidate is not of adequate level, the candidate is eligible for removal from the ballot at the discretion of the CRO.
i) If voting has commenced, any votes towards the candidate will be discarded.
ii) All complaints regarding the decision of the CRO shall be done in accordance to Section 4.15.

4.8. All campaigning material must:
a) Only be posted in the Applied Sciences Building and Kinesiology Hallway, including the ESSS Common Room;
b) Have been approved by the CRO;
c) Comply with ESSS Bylaws, Policy and Procedures, and Constitution.

4.9. Any candidate, or person affiliated with a candidate who deliberately covers, destroys, damages, defaces, or removes campaign material shall be removed from election activities and ballot at the discretion of the CRO.

4.10. Any candidate, or person affiliated with a candidate shall not deliver campaign speeches in classes or labs.

4.11. Character defamation and personal attacks are prohibited, and the response to such acts shall be at the discretion of the CRO and the ESSS.

4.12. Minutes shall be taken and distributed by the CRO or their designate at all open forums hosted by the CRO.

4.13. In the event of a tie, a second vote between the two candidates shall be held within three (3) calendar days of the end of the voting period.

4.14. All violations of Elections Policy shall be dealt with at the discretion of the CRO.

4.15. All complaints concerning the CRO shall be dealt with at the discretion of the outgoing ESSS Executive Council and must be filed within five (5) days following the end of the voting period.

Section 5 Voting Procedures

5.1. All Members of the ESSS are eligible to one (1) vote per position.

5.2. All elections shall be conducted by secret ballot

a) Members' identities must not be linked in any form to a casted vote.

5.3. The voting period shall be open no less than two (2) calendar days, and no more than (5) calendar days.

5.4. The ballot must contain:

a) Candidate Listings

i) Each ballot shall include the names of all candidates;

ii) Candidates shall be grouped by their respective running position (i.e riding)

iii) Within each riding, candidate names shall be listed in alphabetical order by last name

b) No Confidence and Abstention Options

i) Each riding section shall include a “No Confidence” option, allowing voters to express a lack of confidence in all listed candidates.

ii) Each riding section shall include an “Abstain” option, allowing voters to formally refrain from casting a vote in that riding while still participating in the election process.

5.5. The CRO shall first and foremost set up and manage an online voting platform for the purposes of the Election

a) The Online Voting Platform shall:

i) Be open at 12:00 AM on the first day of the voting period;

ii) Be closed at 11:59 PM on the final day of the voting period;

iii) Authenticate and restrict the Election to only eligible voters;

iv) Provide a ballot conforming to 5.4 of Section 5: Voting Procedures;

v) Prohibit Members from changing their vote after submission;

vi) Not conflict with Article 9: General Elections of the ESSS Policy and Procedures.

5.6. The CRO shall set up and manage a paper voting platform for the purposes of the Election should an online voting platform prove too restrictive or unfeasible to conduct

a) The Paper Voting platform shall:

i) Be open at 10:00 AM on the first day of the voting period;

ii) Be closed at 3:00 PM on the final day of the voting period;

iii) Authenticate and restrict the Election to only eligible voters;

iv) Provide a ballot conforming to 5.4 of Section 5: Voting Procedures;

v) Prohibit Members from changing their vote after submission;

vi) Not conflict with Article 9: General Elections of the ESSS Policy and Procedures.

Section 6 Vacancy

6.1. In the event a position is left vacant for any reason; a By-Election shall be held within one month of the vacancy creation.

6.2. The By-Election shall be held in accordance with Article 8 of the Policy Manual.

6.3. If the vacancy remains, the Executive Council shall present a Member to the Officer Team for appointment for the remainder of the Academic Term.

Article 9 Referendum

Section 1 Notice

1.1. Notice of Referendum shall be received by the Chief Returning Officer no less than three (3) weeks prior to the expected referendum voting date.

1.2. Notice of the question, location, and hours shall be posted no less than four (4) days prior to the voting date.

Section 2 Chief Returning Officer

2.1. The CRO shall be appointed in accordance with appropriate Bylaws and Policies.

2.2. The responsibilities of the CRO for the purposes of a Referendum shall include:

a) Impartial chairing of all referendum forums;
b) Promoting and advertising the referendum;
c) Organize voting;
d) Obtaining a list of ENSC Students;
e) Interpretation of the Referendum Policy.

2.3. The CRO shall not vote in the Referendum.

2.4. The CRO shall appoint a Scrutineer prior to the count of votes.

2.5. The President of the ESSS shall vote on a paper ballot in the presence of the CRO and the Scrutineer. The President’s ballot shall be sealed and held by the CRO to be used in the event of a tie.

2.6. If no tie occurs, the President’s ballot shall be destroyed by the President in the presence of the CRO and the Scrutineer.

Section 3 Voting Procedures

3.1. Voting Procedures for the purposes of a Referendum shall follow Article 8, Section 5 of the ESSS Policy and Procedures.

Article 10 Finance Policy

Section 1 Definition & Purpose

1.1. The purpose of financial policies is to provide frameworks for financial operations of the ESSS for accountability and efficiency.

1.2. The fiscal year shall be defined as April 1st, to March 30th of the following year.

1.3. The Chief Financial Officer of the ESSS shall be the Vice-President Finance.

Section 2 Signing Authority

2.1. The Signing Authority of the ESSS shall be as follows:
   a) President;
   b) Vice-President Finance;
   c) Vice-President Administration

2.2. No signing authority may authorize a cheque addressed to themselves.

2.3. Upon leaving office, for any reason, the signing power shall be immediately relinquished. The Executive Council may appoint a temporary signing authority until a new Executive takes office.

Section 3 Reimbursement Procedure

3.1. The ESSS shall reimburse individuals who make expenditures on behalf of the ESSS. No person shall be entitled to any reimbursement unless approved at a Regular Meeting prior to the expenditure being made.

3.2. Any reimbursement of less than or equal to two-hundred (200) dollars must be approved at a Regular Meeting.

3.3. Any expenditure of more than two-hundred (200) dollars must be pre-approved at a Regular Meeting.

3.4. Individuals seeking expenditure reimbursement, or approval for expenditure shall submit one of the following to Vice-President Finance:
   a) Complete a Reimbursement and Expenditure Approval Form found in Appendix F - Reimbursement Request Form if purchase is greater than five-hundred (500) dollars.
   b) Attach either original receipts if the individual is seeking reimbursement, or a budget with quotes if the individual is seeking approval for expenditure.

3.5. No reimbursements shall be approved if the form is submitted to the Vice-President Finance after one (1) month of the date of purchase. Exceptions shall be granted by approval of the Officer Team.

Section 4 Transparency

4.1. All Members of the ESSS have the right to access financial records of the ESSS upon request.

4.2. A Member who wishes to review the financial records of the ESSS shall meet with the Vice-President Finance to review the aforementioned records.

4.3. The President shall review and report issues within the financial records of the ESSS no less than once per month.

4.4. The Vice-President Finance shall ensure all files and financial documents are organized, stored, and presented in a way that may be interpreted without ambiguity.

Section 5 Annual Budget

5.1. The Vice-President Finance shall prepare and maintain an annual budget for the ESSS' fiscal year.

5.2. The Budget shall include the previous year's revenues and expenses, as well as a summary of projected revenues and expenses.

5.3. The Budget shall be presented to the Executive Council and Affiliate Council prior to September 1st of the Academic Year for approval.

Section 6 Accounting

6.1. The ESSS shall maintain accounts in compliance with Generally Accepted Accounting Principles (GAAP).

6.2. The ESSS shall issue receipts to any entity from whom it receives funds upon request.

6.3. The Vice-President Finance shall maintain receipts, invoices, and associated documents.

6.4. All accounts shall be reconciled every month, with a list of outstanding cheques and accounts payable updated at this time.

Section 7 Safe

7.1. The safe shall be protected by key, as well as combination.

7.2. The combination to the safe shall be known only to the Signing Authorities, and be changed any time a Signing Authority relinquishes their authority.

7.3. One key shall be held by the Vice-President Finance, and the other shall be held by the President.

Section 8 Square

8.1. The Square machine will be handled by the Vice President Finance and will be utilized for each event or sale.

8.2. Should an issue occur with the Square machine, the Vice President Finance will work in conjunction with Square to resolve the issue.

Section 9 Cash Boxes

9.1. The cash boxes shall be managed and maintained by the Vice-President Finance.

9.2. The merchandise cash box stored in the ESSS Office shall contain a float of $300.00.

9.3. The cash box that leaves the ESSS office shall contain a float of $100.00.

9.4. Any time a cash box is prepared or cashed out, the balances and amounts transferred shall be recorded in a ledger.

Section 10 Ledgers

10.1. The ESSS shall employ hard copy ledgers to track the flow of cash.

10.2. There shall be one (1) entry in the ledger for every cash box, Safe, or Store in which the transaction affects.

10.3. The ledges shall contain the following headings:

a) Date;
b) Description of Transaction;
c) Amount Debited/Credited;
d) Total amount remaining.
e) Signature of the Executive who authorized the transaction.

Section 11 Reconciliation

11.1. The ESSS accounts shall be reconciled at the end of every two (2) months.

11.2. Reconciliation shall include, but not be limited to:

a) Verification of balances in cash boxes, compared to ledgers;
b) Verification of balances and transactions in the Bank, compared to ledgers and accounting software;
c) Update list of outstanding cheques;
d) Add additional fees into the ledger or accounting software;

Section 12 Bank Accounts

12.1. The ESSS shall maintain the following bank accounts:

a) Bank of Montreal Main Account
b) SFSS Core Funding Account
c) SFSS Trust Account

12.2. Withdrawing from the SFSS Core Funding and Trust Accounts must be approved at a Regular Meeting by motion.

a) The motion must explicitly state which account is to be used.

Section 13 Financing Events & Activities

13.1. Event organizers shall submit an event budget to the Vice-President Finance for approval prior to transactions being made.

13.2. Event organizers shall be held personally responsible for transactions deemed in excess by the Officer Team.

Section 14 Enabling Period

14.1. The ESSS Executive Council may allocate up to one-thousand dollars ($1000.00) during a semester break.

14.2. Any allocation during a semester break by the Executive Council shall be approved by the Officer Team at the end of the Semester Break.

Section 15 Debit Card

15.1. The Vice-President Finance shall be responsible for the ESSS debit card, which has no ability to physically withdraw funds.

15.2. The debit card may be used for in-store and online purchases for expenditures related to, and necessary for, the initiatives of the ESSS.

15.3. Any expenditure to be made using the debit card must be allocated for at a Regular Meeting by motion.

15.4. All use of the debit card must be authorized by the Vice-President Finance.

15.5. The debit card pin shall be known only to the Vice-President Finance, and be changed any time the Vice-President Finance leaves office.

15.6. Allocations outlining the use of the debit card may not exceed $5,000 in any given semester.

Article 11 Keys and Access

Section 1 Purpose

1.1. The key policy is to standardize the procedure in which the ESSS approves the issuance and authorization of access to the ESSS' physical spaces.

Section 2 Security

2.1. The President and Vice-President Administration shall have the sole authority to authorize and request keys from the School of Engineering Science Office as per this article.

2.2. The ESSS Office keys shall be authorized for the:

a) Executive Council;
b) Director of Merchandise;
c) Director of Resource Centre;
d) Director of OpFair;
e) Member as authorized.

2.3. The ESSS Cabinet keys shall be authorized for the:

a) Signing Authorities;
b) Director of Resource Centre;
c) Director of Merchandise.

2.4. The ESSS Common Room keys, if relevant, shall be authorized for the:

a) President;
b) Vice-President Administration;
c) Director of Common Room.

2.5. The ESSS Display Case keys shall be authorized for the:

a) President;
b) Vice-President Administration;
c) Director of Graphic Design;
d) Director of Spirit.

Section 3 Obtaining and Returning Keys

3.1. Obtaining Keys

a) Keys are subject to SFU Security Deposit.

b) The individual must request an authorization to be sent by the President or Vice President Administration to the School of Engineering Science Office.

3.2. Returning Keys

a) The individual must request a confirmation be sent by the School of Engineering Science and/or SFU Security to the President upon return of the key

b) The individual shall have their deposit returned upon confirmation being received by the President.

Article 12 ESSS Office

Section 1 Computer Regulation

1.1. ESSS Office Computer shall:

a) Only be used for official Society business;

b) Have administrative access permitted solely to the Vice-President Administration;

c) Have all files saved to the official Society Google Drive;

d) Be regularly updated;

e) Never have antivirus disabled.

f) Be accessible to students for the purposes of 3D printing with oversight of an ESSS executive or the Director of Resource Centre

Section 2 Printing Policy

2.1. Printing shall only be used by the Executive Council Members for official Society business.

Section 3 Supplies

3.1. Supplies shall only be used by Executive Council Members, Directors, and Class Representatives for official Society business.

Section 4 Office Protocol

4.1. The office shall be open to any member under the supervision of an ESSS Office Key holder.

4.2. The office shall be a space of business, and Society related business shall have priority in the office.

4.3. The office may be used as a private space at the discretion of an executive member

Article 13 ESSS Common Room

Section 1 ESSS Common Room Policy

1.1. The ESSS Common Room (Common Room) is open to all Members, Faculty, and Staff of the School of Engineering Science.

1.2. No alcohol consumption is permitted in the Common Room.

1.3. All Members shall be responsible for cleaning after themselves.

1.4. The Executive Council shall have the authority to restrict access to the Common Room in the event of:

a) Unsatisfactory cleanliness;

b) In a state where occupant(s) do not feel physically or emotionally safe;

1.5. Prolonged restricted access longer than one (1) week shall be approved by the Executive Council.

Section 2 Use of Appliances

2.1. Appliances are for the use of the occupants in the Common Room.

2.2. Occupants are responsible for the cleanliness of the appliances. Food covers shall be provided.

2.3. The Director of Common Room shall provide Spray Bottles, Lysol, Paper Towels, for occupants to clean the common room.

Section 3 Coffee Machines

3.1. Any coffee machines shall not be tampered with.

3.2. Coffee pods shall be regularly restocked by the Director of Common Room.

Section 4 Recreational Equipment

4.1. Recreational equipment shall remain in the Common Room unless approved by the Director of Common Room.

Article 14 Conflict of Interest

Section 1 Definition

1.1. A situation in which an individual has sufficient personal or business interest to influence their objectivity or competitive honesty.

Section 2 Procedure

2.1. If an individual finds themselves in a conflict of interest (perceived or otherwise), they must disclose the nature of the conflict of interest to the executive team.

2.2. The remaining members of the committee or group shall decide whether or not the individual shall be excused from the decision, committee, or event.

a) In the case of competitive events, the remaining members of the committee or group must work with the individual(s) to ensure they can fairly take part without an advantage, provided sufficient warning has been provided by the individual(s).

b) In the case of non-competitive events, the remaining members of the committee or group must ensure that their decision to excuse the individual(s) abides by the ESSS Constitution, and does not unjustly take away a member's opportunity for personal growth.

2.3. In the event that the committee or group could not reach a decision and the group is not the executive team, they can pass along the responsibility of a decision to the executive team.

2.4. When a person finds another member in a conflict of interest, they must disclose the nature of the conflict to the President and/or relevant executive member. If a conflict is still perceived and insufficient action has been taken, it must be brought up to the executive team.

Article 15 Selections Committees

Section 1 Conference Delegation Selections Committee

1.1. The Selections Committee for Conference Delegations shall be chaired by the Vice-President External.

1.2. The Selections Committee shall be comprised of three (3) members who have attended a conference in the past.

1.3. In the event of a shortage of qualified members; the Executive Council shall appoint the remaining members.

1.4. Members of the Selections Committee shall not attend the conference in which they are selecting the delegation, with the exception of the President and Vice-President External

Section 2 Engineering Science Student Endowment Fund Awards Committee

2.1. The Engineering Science Student Endowment Fund (ESSEF) shall have a funding committee that manages the adjudication and administration of the ESSEF Awards.

2.2. The Vice-President Academic shall be the Chair of the ESSEF Funding Committee.

2.3. The Funding Committee shall be comprised (in addition to the Chair) of five (5) members as follows:

- a) Director of the School of Engineering Science or their designate;
- b) Faculty Member of the School of Engineering Science as appointed by the Chair on recommendation of the Director of the School of Engineering Science;
- c) Vice-President Finance of the ESSS;
- d) Two (2) Vice-Presidents from the ESSS or previous Funding Committee members as appointed by the Funding Committee Chair.

2.4. Members of the Funding Committee must have completed a minimum of one (1) academic year in the School of Engineering Science.

2.5. Members of the Funding Committee shall not apply for the Award during their term on the Committee.

2.6. Quorum for the Funding Committee shall be not less than three (3) members.

Section 3 Engineering Undergraduate Student Society and Achievement Awards Committee

3.1. The Engineering Undergraduate Student Society Award shall be presented annually every Fall and Spring Semester

3.2. The Engineering Science Student Society presents the Achievement Awards at the end of each annual term

3.3. The Achievement Awards are the following:

- a) The ESSS Appreciation Award

i) Recognizes significant contributions to the ESSS from a non-student. The Award is presented annually to a higher education institution staff or faculty member, someone from industry or from another organization

b) The ESSS Leadership Award

i) Recognizes significant contributions by an engineering science student to enhance the opportunities for academic, professional, and personal growth of the undergraduate engineering science student body at SFU. The award is presented annually to an engineering student who has, through their leadership in various initiatives and community endeavours, promoted the good of engineering science students and the profession to society.

c) The ESSS Advocacy Award

i) Recognizes significant contributions made by an engineering science student who tackled issues faced by the community, either through identifying, researching, or advocating for awareness or change. This student has also maintained past initiatives to a high standard and/or started new initiatives for the improvement of social injustice and mental health.

d) The ESSS Environmental Stewardship Award

i) Recognizes an engineering science student who has either founded or made significant improvements to an environmental stewardship or protection initiative.

e) The ESSS Officer Appreciation Award

i) Recognizes an ESSS Director or Class Representative, who has displayed outstanding achievement in their role and who continually displays the values of the ESSS through their work.

f) The ESSS Innovation Award

i) Recognizes an engineering science student who has had exceptional innovation in their activities in service to the Engineering Science Student Body. This includes improvements on previous initiatives and new projects.

g) ESSS Engineering Initiative Award

i) Recognizes a student in engineering science who has displayed great initiative, fosters a great working environment, and inspires the student members of their affiliate team or group.

3.4. The Selection Committee shall consist of the President and at least two other members from the Officer Team

Section 4 Duties of the Chair

4.1. The Chair of Selections Committees shall follow all appropriate Bylaws and Policies.

Section 5 Selections Procedures

5.1. The Chair of the Committee shall:

a) Promote the conference, or award;
b) Open applications and applications shall be open for no less than one (1) week;
c) Collect applications at the close of the application period;
d) Set up an interview schedule with the applicants as required in the case that there more applicants than the intended amount;
e) Ensure the Selections Committee is knowledgeable with the Selections Committee Policy;
f) Distribute applications to the Selections Committee prior to the Selections Committee Meeting;
g) Bring the Committee Meeting to order;
h) Adjourn the Committee Meeting once the voting has been completed.

Article 16 Engineering Science Student Society Endowment Fund

Section 1 Terms of Reference

1.1. The Terms of Reference of the Engineering Science Student Endowment Fund is set out by the Senate Undergraduate Awards Adjudication Committee and the SFU Financial Aid and Awards Department and can be found in the ESSS Bylaws.

Section 2 Proposals

2.1. The Funding Committee shall invite proposals to be considered every academic term.

2.2. The Funding Committee shall invite proposals to be considered no later than the third (3) week of classes.

2.3. The acceptance period for proposals shall be no less than one (1) week, and no more than two (2) weeks.

2.4. Proposal defence presentations shall be held no later than one (1) week after the close of the acceptance period.

2.5. Proposal defence presentations lengths shall be determined at the discretion of the Chair.

2.6. Potential recipients shall be enrolled in no less than nine (9) academic credits during the term of receipt.

2.7. Potential recipients shall have a CGPA no less than 2.40.

2.8. Proposals submitted after the close of the application period shall be rejected with no exceptions.

2.9. Projects and teams shall not submit proposals in consecutive terms.

2.10. The ESSEF Application form is found in Appendix B - ESSEF Application Form.

Section 3 Adjudication

3.1. The Funding Committee shall convene to review proposals, and defence presentations.

3.2. The Funding Committee shall have the opportunity to question proposal defences.

3.3. Individuals or groups that miss their proposal defence shall be rejected at the discretion of the Funding Committee.

    a) Individuals or Groups that have their proposals rejected may appeal the decision of the Funding Committee to the Officer Team.

Article 17 Conference Bidding

Section 1 Purpose

1.1. The purpose of this policy is to regularize the way in which conference bidding occurs, and to ensure full support of the ESSS and the School prior to presenting a bid to host a regional, or national event.

Section 2 Organizing Chair

2.1. The Organizing Chair shall be an individual who wishes to host a regional, or national event.

2.2. The Organizing Chair shall present an event bid to the Officer Team for approval at a regular meeting.

2.3. The Organizing Chair must conduct a survey and garner 4% signed approval from the student body or a 2% signed approval from the student body if the Chair receives a letter of support from the Dean of Engineering Science

2.4. Officer Team approval does not imply or guarantee financial support or liability for the event.

2.5. The Organizing Chair shall present a budget, a simple timeline, and an estimate of attendees to the Officer Team at a regular meeting.

Article 18 Recall of an Elected Member

Section 1 Recall of an Executive Council Member

1.1. Subject to ESSS bylaws, an Executive Council Member may be recalled by (⅔) majority vote at a General Meeting called for that purpose.

1.2. The motion to recall the Executive Member must be the first motion called in the meeting.

Section 2 Recall of a Class Representative

2.1. Subject to ESSS bylaws, a Class Representative may be recalled by (⅔) majority vote at a Regular Meeting.

2.2. The motion to recall the Class Representative must be the first motion called in the meeting.

Section 3 Procedure

3.1. Upon the reading of the motion to terminate the Elected Member; the elected member shall be given the opportunity to defend their position to the members at the next general meeting. If they cannot make it to this meeting or the one after, they will be removed from office at the discretion of the Officer Team.

3.2. The members shall discuss the merits of the arguments presented by the Elected Member.

3.3. The term of the Elected Member shall immediately terminate upon affirmative two-thirds (⅔) majority vote.

Article 19 Termination of an Appointed Member

Section 1 Purpose

1.1. Subject to ESSS bylaws, an Appointed member may be terminated by any member of the Officer Team at a Regular Meeting called for that purpose.

1.2. Any inappropriate comments or slurs within meetings, ESSS-related Discord channels, or in-person are grounds for termination

Section 2 Procedure

2.1. Upon the reading of the motion to terminate the appointed member; the appointed member in question shall be given the opportunity to defend their position to the voting body.

2.2. The voting body shall convene and discuss the merits of the arguments brought forth by the appointed member in question.

2.3. The appointed members term shall immediately terminate upon affirmative two-thirds (⅔) majority vote.

2.4. Should the member be terminated at an Executive Council meeting, they shall have an opportunity to appeal the decision to the Officer Team, and the procedure shall be the same.

Article 20 Incident Reporting and Response

Section 1 Purpose according to Bylaws

1.1. The Incident Response Reporting System shall be the way the ESSS receives and acts upon complaints of violations of event and activity Codes of Conduct.

1.2. The Vice President Social Shall implement an Incident Response Committee (IRC) at each major event (50+ attendees) to formally investigate and attempt to resolve reported issues.

1.3. Policies and Procedures surrounding Incident Reporting and Response shall be set out in the Policy Manual.

1.4. The student submitting a report has the right to submit their report anonymously

Section 2 Incident Reporting System

2.1. The Incident Reporting System (IRS) shall be a form created by the Incident Response Committee (IRC).

2.2. The form shall be made accessible to all students during each major event, and no less than three days after the completion of an event or activity.

2.3. The form must include, but is not limited to the following fields:

a) Name of the Reporting Individual;
b) Institution and Department of the Reporting Individual;
c) Name(s) of the Individual(s) or Organization involved in the Incident (or description(s)) (the Respondent(s));
d) Incident Date and Time;
e) Incident Details;
f) Incident Witness(es), if appropriate;
g) Contact Information (optional)
h) Whether or not the Reporter is comfortable being contacted by the IRC.

2.4. All identifying contents of Incident Reports and information discovered during the investigation shall be kept confidential by the members of the IRC except in the following situations:

a) The IRC or anyone involved with the Incident decides that the Police and/or the University should be notified of the Incident;
b) The IRC has obtained written consent of everyone involved to release the information;
c) The IRC decides to notify the Respondent's school that an Incident was reported;
d) The IRC decides to limit or end an individual's involvement with events or activities.

2.5. Incident Responses are expected to be addressed in a timely fashion, using the following timelines:

2.6. Reports filed between 8am and 8pm shall begin to be addressed within four hours;
2.7. Reports filed outside this time shall begin to be addressed by the following noon
2.8. Reports filed in the three day period after an event or activity shall begin to be addressed within 38 hours.

Section 3 Incident Response Committee

3.1. The Incident Response Committee shall be formed each Presidential Term.

3.2. The Incident Response Committee shall be appointed and approved in the month prior to the beginning of the Academic Term by the Executive Council.

3.3. The IRC shall consist of three members:

a) One Officer Team Member to serve as IRC Chair;

b) The Organizer of the Event or Activity or their designate;

c) A Member as appointed by the Officer Team.

3.4. The IRC members shall have inclusivity training which may include bystander intervention training.

3.5. Any decision made by the IRC shall be binding until the end of the event or activity.

3.6. A member affected by the Incident may appeal the decision of the IRC to the Executive Council after the conclusion of the event or activity.

3.7. All IRC members shall remain anonymous to everyone besides the ESSS Executives

Section 4 Incident Response Procedure

4.1. The IRC must contact the following parties to ensure full knowledge of the Incident:

a) The Respondent(s);

b) The Victim(s);

c) The individual who made the report (if appropriate);

d) Witnesses to the Incident (if appropriate).

4.2. All decisions require a majority vote by the IRC.

4.3. Any official communications are to be made by the Chair of the IRC.

4.4. The IRC must ensure no less than two IRC members are present for any meeting with the individuals involved in the Incident.

Article 21 Violations of ESSS Policies and Procedures

Section 1 Infractions of the ESSS

1.1. Infractions of the Constitution, bylaws, Policies, and/or image and overall security of the ESSS shall include, but are not limited to:

a) Unauthorized or misuse of names of the ESSS or associated groups;
b) Unauthorized or misuse of Society property;
c) Unauthorized access or misuse of Society spaces;
d) Unauthorized possession of Society keys or passphrases;

Section 2 Procedure

2.1. The procedure for alleged violations or infractions as defined in Section 1 shall be as follows:

a) The President shall open and be responsible for an investigation into the infraction;
b) The Executive Council shall appoint a new investigator should the President have a conflict of interest in the infraction
c) Upon completion of the investigation; the Executive shall decide if the allegations shall be brought to the Officer Team;
d) The Officer Team shall have a binding decision on the repercussions of the infractions after a presentation by the Investigator, as well as the defence of the accused party.
e) All penalties shall be approved by two-thirds (⅔) majority vote of the Officer Team.

Section 3 Penalties

3.1. Penalties may include, but are not limited to:

a) Official report to Campus Security;
b) Official report to the Dean's Office;
c) Ban from all Social events hosted by the ESSS;
d) Ban from attending conferences as a Society delegate;
e) Ban from receiving funding from the ESSEF;
f) Legal action pursued by the ESSS.

Article 22 Documentation

Section 1 Responsibilities of the ESSS

1.1. All members of the ESSS Officer Team (Executives, Directors, Representatives, etc.) must follow Article 23: Section 2 as part of their duties and responsibilities

1.2. The Executive Team is responsible for overseeing, reviewing, and maintaining shared documentation to ensure its accuracy, clarity, and accessibility to relevant parties

1.3. The Vice-President Administration is responsible for providing the necessary resources and training to adequately equip the ESSS Officer Team with the skills to carry out Article 23: Section 2

1.4. The Vice-President Administration is responsible for continuously evaluating the effectiveness of processes under Article 23, Section 2.1, and making revisions as needed

Section 2 Documentation Process

2.1. The ESSS Officer Team is to:

a) Create and maintain clear, accurate, and accessible documentation for any ESSS related tasks, projects, or responsibilities they undertake

b) Establish templates to ensure consistent document structure and clarification on the minimum recorded information (e.g., budget, logistics, tasks undertaken)

c) Submit a post-event report for events with >100 attendees

Appendix A - Nomination Form

We, the undersigned regular members of the Engineering Science Student Society nominate ____________________ for the position of _______________ on the ESSS Executive Council for the ___/___ academic year.

	Name (Printed) Signature SFUID
1.	
2.	
3.	
4.	
5.	

I, ________________________, have read and understand all relevant Constitution, bylaw, and Policies regarding the position of _________________ and allow my name to stand for election of this position.

____

SIGNATURE OF CANDIDATE

____

DATE (DD/MM/YYYY)

____

PHONE

____

SFUID

Appendix B - ESSEF Application Form

Date: ___________ Proposal Title: ____

Protection of privacy: The information related to this award is collected under the authority of the University Act (RSBC 1996, c 165). Financial Aid & Awards may release designated information to the donor of the award, provincial funding organizations and/or SFU departments and faculties. If you have any questions about the collection, use and disclosure of this information, contact the Director, Financial Aid and Awards, Simon Fraser University, (778) 782-6930.

Applicant's declaration: I certify that all statements on this application are true and complete to the best of my knowledge. I give SFU Financial Aid and Awards my consent to disclose information on this application form and/or any supporting documentation submitted as part of this application to other SFU departments, the Student Services branch of the Ministry of Advanced Education/Government Student Loan agencies and/or other educational institutions in order to verify any of the information I have provided. I give SFU Financial Aid and Awards my consent to collect any information I have provided to other SFU departments, the Student Services branch of the Ministry of Advanced Education/Government Student Loan agencies and/or other educational institutions for the purpose of verifying the information I have provided on this application and/or any supporting documentation provided as part of this application. I give SFU my consent to disclose to the award donor, provincial funding agencies, my Faculty, Department(s), and School(s) and to media sources the following information about me: my name, my award, my award amount, my Faculty, my academic programs, my CGPA, and information about the criteria used to judge the award (e.g. essay, projects, etc).

Designated Award Recipient:

Name: ______________________________ Signature: ____________________________

Email: ______________________________ Student #: ____________________________

Other Team Members:

Name: ______________________________ Signature: ____________________________

Email: ______________________________ Student #: ____________________________

Name: ______________________________ Signature: ____________________________

Email: ______________________________ Student #: ____________________________

Name: ______________________________ Signature: ____________________________

Email: ______________________________ Student #: ____________________________

Name: ______________________________ Signature: ____________________________

Email: ______________________________ Student #: ____________________________

TO BE COMPLETED BY THE ESSEF FUNDING COMMITTEE

Funding Council Recommendation:

____
____
____
____
____
____
____
____
____

Chair: ________________ **Email:** ______________ **Signature:** ____________________

School of Engineering Science Director's Comments:

____
____
____
____
____
____
____
____

Email: ________________ **Signature:** ____________________

Amount to disburse: $__________________

Proposal Description

Funding Category

⬜ Competition ⬜ Entrepreneurial ⬜ Class ⬜ Miscellaneous

Category Justification

Social and Educational Benefits

Incurred Costs

Equipment List (Include brand and model #) Unit Cost (CAD)
Total Cost (CAD):

Projected Costs

Equipment List (Include brand and model #) Estimated Unit Cost (CAD)
Total Cost (CAD):

Cost Justification

Alternative Sources of Funding Considered

51

Development Milestones (To Date)

Development Milestones (Future)

Project Completion

Appendix C - Meeting Petition

Please note the following bylaws:

Section 1 Regular Meetings

1.1 There shall be at least one properly constituted Regular Meeting every 3 weeks from the beginning of an academic semester.

1.2 There shall be a minimum of five constituted Regular Meetings every academic semester. 1.3 Regular Meetings may be called at the request of any member by a petition containing the names and signatures of at least six members.

1.4 The petition defined in 5.1.3 shall be submitted to the Vice-President Administration no less than three (3) days prior to the proposed meeting time.

1.5 Notice of a Regular Meeting must be given to the majority of members no less than three (3) days prior to the proposed meeting time and upon release of the ESSS Biweekly Newsletter or in a department-wide email.

1.6 Further details surrounding procedures for Regular Meetings shall be set out in the Policy Manual. **Section 2 Executive Council Meetings**

2.1 Executive Council Meetings shall be called at the request of any executive with the approval of no less than four (4) Executive Council Members.

2.2 Directors and Delegations shall be appointed at an Executive Council Meeting. 2.3 Notice of an Executive Meeting must be given to the Executive Council no less than three (3) days prior to the proposed meeting time.

2.4 Further details surrounding procedures for Executive Meetings shall be set out in the Policy Manual.

Section 3 General Meetings

3.1 There shall be at least one properly constituted General Meeting every fiscal year. 3.2 A General Meeting may be called at the request of any member by petition containing the names and signatures of no less than twenty (20) members.

3.3 The petition shall be submitted to the VP Administration no less than fourteen (14) days prior to the proposed meeting time.

3.4 Notice of a General Meeting must be given to the majority of members no less than fourteen (14) days prior to the proposed meeting time.

3.5 Further details surrounding the procedures for General Meetings shall be set out in the Policy Manual.

Section 4 Emergency Meetings

4.1 An Emergency Meeting may be called by any Executive Council Member with the approval of no less than four (4) members of the Executive Council.

4.2 The Emergency Meeting shall be equivalent to a Regular Meeting or Executive Meeting as determined by the caller, excluding the notice period requirement.

4.3 Further details surrounding the procedures for Emergency Meetings shall be set out in the Policy Manual by its equivalent counterpart.

Section 5 ESSS Affiliate Council Meetings

5.1 There shall be at least one properly constituted Affiliate Council Meeting every academic term. 5.2 An Affiliate Council meeting may be called by the Chair or at the request of any Affiliate member with the approval of no less than one-quarter (¼) members of the Board.

5.3 Notice of an Affiliates meeting must be given to the members of the Affiliates no less than seven (7) days prior to the proposed meeting time.

5.4 Further details surrounding the procedures for Affiliate meetings shall be set out in the Policy Manual.

We, the undersigned ESSS Members hereby call a _________ Meeting on __(DD)/__(MM)/____(YYYY) at _______ AM/PM in room _________ for the purpose of:

____

55

	Name	SFUID (Email) Signature
1.		

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Appendix D - Reimbursement Request Form

Please fill out this form, attach original receipts, and submit to the Vice-President Finance (preferably in the VP Finance mail tray).

Name: ____ **Date:** _________________ **Address:** ____ **Purpose:** ____ **Phone Number:** ______________________ **Email:**____________________________

Item	**Amount Additional Comments**

Total Requested

I, ________________, the undersigned recipient of the reimbursement, confirm that the above items, and amounts are correct to the best of my knowledge, and follow all applicable ESSS Bylaws and Policies.

Appendix E - Referendum Petition Form

Mover of Referendum (Print):____ SFU Email:
____

Please describe below or attach a letter, outlining the terms of the Referendum, including any additional Motions or documentation.

Signatures:

Mover of Referendum:_________________________ Date: ________________ Chief Returning Officer:_______________________ Date: ________________