

CONSTITUTION FOR THE UNIVERSITY OF GUELPH ENGINEERING SOCIETY

Article 1

- Clause 1 This association shall be called "The University of Guelph Engineering Society", hereinafter called the "Society".
- Clause 2 The official colour of the Society shall be blue.
- Clause 3 The term active member shall refer to members in the Society who campaigned and received the majority of votes by the student body as a pre-requisite to hold their position. Active members have full speaking and voting rights, i.e., are able to vote on motions regarding both internal Society matters and budgets and funding.
- Clause 4 The term appointed member shall refer to any person who was appointed by the current Council to their position next year, and who hold full speaking rights but half voting rights, i.e., are able to vote only on internal Society matters but not budgets and funding.
- Clause 5 The term observing member shall refer to any person not elected nor appointed to an official Society position but does hold status as a registered School of Engineering and/or University of Guelph student; such members will not hold speaking nor voting rights during Society weekly meetings, unless active and elective members vote to extend these rights via majority vote on such a motion per meeting. These members will constitute the gallery.
- Clause 6 The term external member shall refer to the specific positions on Council of secretary and chair, who do not have speaking nor voting rights like observing members but are elected during the Council election season after active and appointed members.
- Clause 7 The term quorum refers to the status of a meeting where 2/3 of the elected and active members who should be in attendance are in attendance.
- Clause 8 The term appointed refers to the election of a member by means of a secret ballot where each active and elected member has a single vote and the majority of votes determine the victor.
- Clause 9 The term open meeting refers to a meeting conducted where any person may attend with the understanding that they may be dismissed on the grounds given in Robert's Rules of Order.
- Clause 10 The term closed meeting refers to a meeting conducted where only those with a specific invitation may attend with the understanding that they may be dismissed on the grounds given in Robert's Rules of Order.

Article 2 Objectives of the Society

- Clause 1 The objectives of the Society are to develop and maintain effective lines of communication between the Society and the School of Engineering, the University of Guelph as a whole, the community of the City of Guelph, and all other engineering or student related organizations that share the goals of the Society, for the benefit of the membership.
- Clause 2 The objectives shall include the promotion and initiation of programs/events centred on engineering education and engineering student social life. The Society will respond to issues which directly impact the students it represents and advocate in the students' best interests, using input from its year and/or discipline representative members, among other tools (including, but not limited to, semester or called-to town hall meetings, online surveys and polls, petitions).
- Clause 3 A further objective is the promotion of the School of Engineering, its students and Engineering in general both at the University of Guelph campus and the City of Guelph through charities, fundraisers and community service.

Article 3 Membership

- Clause 1 The Society members shall be comprised of all registered undergraduate engineering students at the University of Guelph.
- Clause 2 The Society shall obtain a compulsory fee from each full-time member each semester through the student fees collected by the Bursar and through the College of Physical and Engineering Science Student Council.

Article 4 Positions of the Society

- Clause 1 The Positions of the Society, hereinafter called the "Council", shall consist of the following positions:
- President
 - Vice President of External Affairs
 - Vice President of Internal Affairs
 - Vice President of Academic Affairs
 - Vice President of Financial Affairs
 - Vice President of Social Affairs (x2)
 - Vice President of Student Experience Affairs
 - Athletic Coordinator
 - Special Events Coordinator
 - Thornborough Manager
 - Communications Coordinator
 - O'Snap Coordinator
 - First Year Engagement Coordinator
 - Professional Development Manager
 - Internal Development Manager

Merchandise Coordinator

Year Representatives (2 for First and Second Year, 4 for Third and Fourth Year)

- Clause 2 The Council Executive Officers shall consist the following positions: President, Vice President of External Affairs, Vice President of Internal Affairs, Vice President of Financial Affairs, Vice President of Academic Affairs and Vice President of Social Affairs.
- Clause 3 The 5th Year Representative position will only be invoked if the majority of returning 5th year students bring a signed motion and selected candidate to the first Engineering Society meeting of the year.
- Clause 4 Descriptions of the responsibilities for each position shall be included in the policy manual section.
- Clause 5 One additional Year representatives may be added with a 2/3 majority vote of Council in the event that over two hundred students exist in a particular year.
- Clause 6 One Engineering student is eligible to run for a single position on the Society.
- Clause 7 In the event that a student enrolled in the Co-Op program, they can run for any officer or representative position with the understanding that they will hold the position for a single semester.
- Clause 8 A student cannot run for an Executive position if they will be on a Co-Op term at any point throughout their term excluding the summer semester
- Clause 9 In order to be eligible to hold an Executive position a student must be a registered student in Guelph Engineering for all semesters of their term.

Article 5 Elections

- Clause 1 Executive Requirements and Chief Electoral Officer
- Section 1 - The Vice President of Internal Affairs shall act as Chief Electoral Officer for all Council Position elections except for Chair.
- Section 2 - Should the Vice President of Internal Affairs be running for a position then the responsibilities and title of Chief Electoral Officer shall fall to an appointed member on council who is not also running for a position.
- Section 3 - Nominees applying for the presidential position must have held a previous position on engsoc to be eligible for running. In the event that no person with Engineering Society Council experience applies for the position, then anyone can run for the position.

- Clause 2 Election of Officers
- Section 1 - Nominees for these positions can be from any year, with the exception of the First Year Engagement Coordinator who must have completed one year in Engineering at the University of Guelph.
 - Section 2 - Nominations for Council Executive Positions must be accompanied by one nomination and seconded by ten separate people. All other officer nominations must be accompanied by one nominator and be seconded once.
 - Section 3 - Nominees cannot nominate or second themselves,
 - Section 4 - Any nominee who is running uncontested for a position must first be acclaimed by a majority vote on a yes/no ballot.
 - Section 5 - If a team of two students who are attending school in alternating semesters (ex. Student “A” attends in Fall while student “B” attends in Winter) wish to run for an open officer position, they may do so, in the understanding that a vote for the team means the individuals will be on Council during the semester they are attending school. Teams of two in this capacity or any capacity cannot run for an open Executive position.
 - Section 6 - A maximum of two people may run for and hold any position on council with the exception of executive positions, with the understanding that only one person will be an active member during a given semester.
- Clause 3 Procedures
- Section 1 - Elections for all Positions must be done by a secret ballot vote unless an open vote is agreed upon by voting members and nominees.
 - Section 2 - A three stage general election for all Council positions must be held annually, beginning with the presidential nomination and election period taking place before the Winter semester break. Vice president position nominations and the following voting period will take place after the Winter semester break, with vice president position voting overlapping with the elected position nomination period, whose voting period overlaps with the year representative nomination period. Year representative voting will then take place and overlap with the external position nominations; external position voting will then conclude the Council election season.
 - Section 3 - Each stage will consist of a 5 day nomination period, a 4 day campaign period, and a 2 day voting period. Each stage of election voting will end at 5pm and nominations for the following stage will end at 5pm the following day. Stage 1 will be Presidential, stage 2 will be for Vice-Presidential, and stage 3 will be all other elected positions.

- Section 4 - Nominations and acknowledgement of the duties of the Council position will be submitted to the Council Office or to the Chief Electoral Officer.
- Section 5 - A list of nominees shall be made available less than 24 hours after nominations close.
- Section 6 - All undergraduate students currently enrolled in the School of Engineering are eligible to vote for executive members and representatives. Managers & Coordinators will be elected through secret ballot by all voting members of engsoc at a meeting.
- Section 7 - Voting shall take place over a two day period from 9am to 5pm
- Section 8 - Any bi-election which may be called by Council to replace a departed officer must also follow the election procedure rules.

Clause 4 **Bi-Elections**

- Section 1 - The Society will hold a bi-election in the event that any position on council is vacant.
- Section 2 - Council may decide to postpone the bi-election if the resignation of the President or a Vice-President occurs in the winter semester, prior to the general elections. The election of a new President and/or Vice-President will take place during the general election.

Article 6 Meetings

Clause 1 All members shall follow “Robert’s Rules of Order” unless otherwise specified in this Constitution.

Clause 2 **Regular meetings of the Council**

- Section 1 - Shall be held weekly with the expectation of mandatory attendance for all active, appointed, and external members of Council and optional attendance of all observing members. Active, appointed, and external members must provide 24 hours notice to an/the external member(s) of their absence; absence must be for valid or compassionate reasons and agendas for meetings will have a list of members who are expected to show. In the case of weekly conflicts (e.g. conflicting class times) will be handled accordingly by the member in question and the immediate member above them as per the Council structure (e.g., active members above appointed members), before the end of the add period of the semester.
- Section 2 - Can be held if quorum is not present, but motions on which only active members can vote upon, i.e., budget and funding motions, cannot be passed.
- Section 3 - May be cancelled by a majority vote.

- Clause 3 Section 1- Special meetings will be closed unless otherwise stated by council.
 Sections 2- May appoint their own chair.
 Section 3- May only be called by three elected and active members of council.
 Section 4- Motions may not be passed unless full Council quorum is met.
- Clause 4 Section 1- General meetings shall be held at least once a semester.
 Section 2- Are to be chaired by the Vice President of Internal Affairs.
 Section 3- General meetings are considered open and the student body must be notified at least four days prior to the meeting, with appropriate time for any member to submit a motion.
 Section 4- A general meeting can be called by any active and elected council member with the support of 4 other members, one of which must hold an Executive position on council.
- Clause 5 Meetings are considered open unless otherwise stated by Council.
- Clause 6 Proceedings within a meeting shall be considered confidential if two-thirds majority of council deem it so.
- Clause 7 Turnover of Council Positions shall take place at the second last meeting of the winter semester.
- Clause 8 Section 1- Rulings made by Council may be vetoed by the student body as follows: if a petition bearing the names of 10% of the total undergraduate enrollment in Engineering is presented to Council at a regular meeting then the matter must be brought before the students at the next regular meeting at which one-third of those present may veto the rulings of Council. No proxy voting allowed.
 Section 2- A special meeting will be called before the next regular meeting to further investigate the issue. Any council members can attend but all members holding Executive positions must be in attendance.
- Clause 9 Section 1- Two consecutive absences without regrets from Council meetings by a council member requires a meeting with the Executive Member who is the lead of the absentee to ensure they are fulfilling their responsibilities. A third consecutive meeting absence can result in dismissal from Council following Article 17, Clause 1. Consideration will be given from the Society for compassionate circumstances. Completing this procedure is the responsibility of the team lead.
 Section 2- If a council member is absent for three meetings with regrets in one semester a meeting with the Executive Member who is the lead of the absentee will be required. Completing this procedure is the responsibility of the team lead.

Article 7 Amendments to Engineering Society Documentation

Clause 1 The constitution of the Society may be amended by a two-thirds majority vote of those present at a general meeting. Within two weeks of the posting of the amendment, if a petition bearing the signatures of 10% of the undergraduate engineering enrolment is brought to Council, then the matter must be brought before the students at a general meeting at which the order of the meeting shall follow Article 6, Clause 4.

Clause 2 Proposed amendments should be brought before council by the constitution/policy committee described below.

Clause 3 A standing committee of Council shall annually review the Constitution and Policy Manuals to ensure they are up to date. This committee shall be comprised of the President, Vice President of Internal Affairs, at least one other Executive position, and any other member of council. Whereas the ~~VP~~ Vice President of Internal Affairs will act as the chair for the committee meetings. This committee will reconvene between the end of the general meeting and the end of the semester to ensure all passed motions do not contradict each other nor create contradictions within the governing documents and are added conveying the same message and in the same spirit in which they were passed, i.e. the wording cannot be changed to modify the meaning. The final documents will be presented at a Council meeting for review before they are released to the wider student body (e.g. through a list serve email, being added to the website).

Clause 4 The Internal Development Manager reserves the right to edit and modify the *Policy Manual* without the approval of a general meeting but, instead, through a presentation of desired changes at the next available Engineering Society meeting.

Article 8 Graduation Fund

Clause 1 The Graduation Fund shall be defined as the collective savings of the yearly graduation dues for the graduating class of set year.

Clause 2 Graduation Fund may only be allocated by Council for an organized class event or activity comprising at least fifty percent of the graduating class population following submission of a budget to Council

Clause 3 The Graduation Dues shall be defined as the fiscal amount taken from each individual member of the Engineering Society. The total to be placed in the Graduation Fund shall be calculated using the equation

*(\$4.00 * 4 years)*

** [# of students Enrolled in 41X Fall Semester
+ # of Students Enrolled in 41X Winter Semester]*

Article 9 Conferences

Clause 1 An Engineering Student or Engineering Club may approach the Society for conference/competition funding by submitting a Conference Funding Request (CFR).

Section 1 - Funding for the Vice President of External Affairs to attend the annual general meetings of ESSCO and the CFES shall be prioritized above other requests, up to the maximums given below, to ensure that the Guelph Engineering Society is properly represented at those meetings. This priority funding is conditional upon the ~~VP~~ Vice President of External Affairs demonstrating that reasonable care has been taken to minimize the cost of attending those conferences.

CFES Congress - \$1000
ESSCO AGM - \$300

In the event that the Vice President of External Affairs is unable to attend, the same funding priority shall be extended to the delegate that will hold voting rights at the conference attended.

Section 2 - Other funding requests for conferences organized by the Vice President of External Affairs or requests for amounts above the maximums listed above must be approved through the same process as those submitted by an engineering student or club (submission of a CFR).

Clause 2 After a conference a report must be submitted to council by each delegate within 4 weeks under the direct supervision of the Vice President of External Affairs.

Clause 3 A presentation must be conducted at the earliest convenience for the delegate and council but not later than one month after the conference, under the direct supervision of the Vice President of External Affairs.

Clause 4 The money within the conference fund shall be used only for conference and/or academic competition events. In the event that a selected delegate does not attend the selected conference, the fees incurred by the Society will be reimbursed in full by the non-attending delegate. Consideration will be given from the Society for compassionate circumstances.

Clause 5 All delegates selected to attend conferences on behalf of the Society shall adhere to the Conference Code of Conduct, Appendix K.

Clause 6 Section 1 – To ensure accessibility in participation with the engineering society, if funding is to be provided for the Vice President of External Affairs to attend a conference as part of their role with the Society, conference fees and travel costs must be paid for in full by the Society or by an external funding source secured by the society.

Section 2 – For all other requests, the *maximum* level of funding that can be requested to attend a conference is one in which the delegate pays for \$10 per day of the conference and a portion of the travel costs shown in the table below and based on the total cost of travel to and from the conference.

Total Cost of Travel	Portion of Travel for Which Delegate is Responsible
<\$30	Total cost of travel
\$30-\$60	\$30
\$60-\$200	Half the cost of travel
>\$200	\$100

Clause 7 Reimbursement for travel in a personal vehicle to conferences and other EngSoc related duties will be calculated from the following equations, as determined at the Winter 2013 General Meeting:

$$\left(Gas\ Price \left(\frac{\$}{L} \right) * 0.17 \left(\frac{L}{km} \right) \right) + \frac{\$0.05}{km} = \frac{Price\ (\$)}{km}$$

$$\frac{Price\ (\$)}{km} * kilometers\ travelled = Reimbursement\ for\ Travel$$

Clause 8 Each delegate will pay \$40 as a deposit to be reimbursed by the Society, once a conference report and presentation is completed.

Clause 9 The Vice President of External Affairs will put forth a conference budget based on requests in the most recent year, to be approved by council at the beginning of the semester

Article 10 Grievance Committee

Clause 1 A grievance committee is to be used as a means of mediation and conflict resolution and may be called on the following grounds:

- Derelict in duties

- Poor representation of the Society
- Any conflict between members in the Society.

- Clause 2 A grievance Committee shall be set up by the Council with the Chairperson of the Council to Chair the Committee.
- Clause 3 All grievances received by the Chair must be brought to Council's attention.
- Clause 4 The grievance committee shall consist of the Chairperson, one person on Council and three non-Council representatives.
- Clause 5 No person(s) mentioned in the grievance or issuing the grievance shall be allowed to serve on the grievance committee.

Article 11 Newspaper

- Clause 1 A student run newspaper, hereinafter called OSNAP, will be supported by the Engineering Society both financially and ethically.
- Clause 2 The O'Snap Coordinator will be the editor of OSNAP.
- Clause 3 The O'Snap Coordinator must follow the guidelines as set forth in the most up to date Editorial Policy Manual.
- Clause 4 The O'Snap Coordinator shall be responsible to produce at least four issues per semester.

Article 12 Policy Manuals

- Clause 1 A series of Policy Manuals are attached to the Constitution to give guidelines for the operation of the Society.
- Clause 2 These Policy Manuals include: Position Job Descriptions and the Student Risk Management Policy Manual as provided by the Central Student Association of the University of Guelph.
- Clause 3 The Policy Manuals must be followed at all times.

Article 13 Engineering Clubs

- Clause 1 An Engineering Club shall be defined as one that is specific to the interests of students enrolled in the School of Engineering and follows the objectives of the Engineering Society, as outlined in Article 2, Clauses 2 and 3.
- Clause 2 Each Engineering Club must create Events for approval through the GryphLife

SRM process two weeks prior to the event date.

Clause 3 Funding may be provided to Engineering Clubs based on a “Semester Budget” ~~budget~~ submitted to the Engineering Society at the beginning of each semester. The budget must represent the cost of the foreseen club expenses, with a maximum of \$100 allocated to club office supplies. Each club is entitled to request additional funding of \$200 for marketing purposes every two academic years (September to August).

Anticipated conference expenses incurred by Clubs are to be submitted along with the Semester Budget, as a distinct “Conference Budget”, at the beginning of the semester. Conference expenses are not guaranteed, and approval is based on a majority vote by Council. Conference expenses granted are not deducted from the Semester Budget.

The funding approval of a Club’s Semester Budget is based on a majority vote by Council. The sum of all approved club budgets is up to 8% of the previous academic years students fees returned to the engineering society.

Clause 4 The objectives and purposes of Engineering Clubs shall be defined in the individual Club constitutions but shall include:
a. Promoting the interests of their members; and
b. Providing a means of communication between their members and the Engineering Society.

Clause 5 One member of each club’s executive who does not already hold a position in the Society shall be responsible for representing that club to the Engineering Society Council. Provision for the delegating of this responsibility should be included in each club’s constitution. Members of the Society who hold an executive position on a Club cannot vote on club matters.

Clause 6 The composition of the executive of each club shall be determined by the respective constitution, but shall include a President and either a Treasurer or a Secretary/Treasurer as follows:
a. The President shall have overall responsibility for the activities of the club.
b. The Treasurer or Secretary/Treasurer shall be responsible for maintaining accurate financial records of the club, which are available to the Society at any time.

Clause 7 Each Engineering Club must follow the Student Organizational Policy (SOP) at all times to remain in good standing with the Society. The Society has the authority in administering the privileges associated with being a recognized Engineering Club.

Clause 8 Each Engineering Club must have at least 5 active members to operate. An active member participates in at least one event per semester.

Article 14 Finances

- Clause 1 No member shall incur debt to the Society
- Clause 2 At no time can the Society owe more money than the current fiscal balance.
- Clause 3 No member can borrow funds from the society however, funds may be allocated to a member to pay for conferences, events, or other endeavours providing a majority vote for approval of this allocation by Council.
- Clause 4 A float of at least \$10,000 must be present at the time of turnover. Also a minimum float of \$5000 when entering the Winter semester.”
- Clause 5 All members shall be trained by the outgoing Vice President of Financial Affairs on cash handling procedures, and a ticket selling committee from those members shall be selected by the organizer of the event prior to starting ticket sales.
For any tickets below \$15, use a cash box that gets counted by the event organizer by the end of the week. For any tickets above \$15, use sealable envelopes to collect cash, count the contents of the envelope, seal, sign, and date the envelope, then store in a cashbox. The total amount of money and balance against sold tickets shall be counted by the event organizer and/or the Vice President of Financial Affairs at the end of each day then stored in the safe.

Article 15 Society Commissioners

- Clause 1 Commissioners shall be appointed by council for specified functions/purposes to last until a pre-determined date of dissolution, that cannot be timed in such a way to last a full Council term, i.e., the position may carry over between Summer-Fall or Fall-Winter but must dissolve before the Fall or Winter, respectively. These positions must include, but are not limited to: (1) Commissioner of the Engineering Competition, to coordinate with Professional Development Manager and Vice President of External Affairs; (2) Big Buddy Commissioner, to coordinate with the Vice Presidents of Social Affairs (and other members of the Orientation Week Committee) to organize and facilitate Orientation Week and Big Buddy selection, organization, training, and accountability; (3) Professional Development Conference Commissioner, to co-chair the annual Professional Development Conference alongside the Professional Development Manager.
- Clause 2 Application form for each specific purpose/function will be released and distributed among all students of the School of Engineering, in a timely manner appropriate to each function's specific timeline, which must be filled out by any commissioner candidate; all shortlisted candidates will be contacted and interviewed by the respective function committee who

will then decide the Commissioner. In the case of function committees with less than 4 members, after the interview step the candidates will be reviewed by all of Council, to ensure equal opportunity to all students, and the successful candidate will be chosen based on a majority vote of all active and appointed members.

Clause 3 Commissioners shall be required to attend Council meetings as determined by Council upon appointment to their positions as external members throughout their duration.

Clause 4 Any Council member who is expected to work alongside the commissioner shall be responsible for the successful completion of their duties, and to ensure that all Society policies were followed.

Article 16 EngSoc Office Rules

Clause 1 Only EngSoc Members are permitted in the EngSoc Office.

Clause 2 Defining Poor Standing: A student either on or off the Guelph Engineering Society will be considered in poor standing with the Guelph Engineering Society if they are not found to be doing their duties (in the case of volunteers or council members), are deliberately misrepresenting Guelph Engineering socially, or are found to be behaving in a way that is not acceptable to the situation. (This will be determined by a vote of the engineering society and grievance committee) Being put in poor standing can result in a variety of consequences decided upon by the council and grievance committee. Possible consequences range from (but are not limited to) being removed from the Guelph Engineering Society, having office access removed, and/or being barred from events. All consequences are permanent and will last the remainder of your school year at the University of Guelph, unless otherwise appealed.

Clause 3 Section 1 The privilege to use the printer in the Council Office will be extended to all active, appointed, and external members of Council, on the condition that Council members print Council-related documents only.

Section 2 In the case of abuse of printer and/or print credit privileges, the issue will be raised by the Thornborough Manager at the next available Council meeting objectively outlining the offense and a motion will be put forward by the Thornborough Manager to Council outlining the appropriate steps to be taken according to the consequences outlined throughout Article 5. The motion will be assumed to be in effect until the end of the member's Council term, unless otherwise stated in the motion.

Clause 4 Section 1 The main Council office will be respected by all active, appointed, and external members of Council, and will be used by the

aforementioned members only for Council purposes, e.g. completing one's office hour(s).

Section 2 In the case of abuse of Council main office privileges, e.g. continual storage of non-Council-related goods, the issue will be raised by the Thornborough Manager at the next available Council meeting objectively outlining the offense and a motion will be put forward by the Thornborough Manager to Council outlining the appropriate steps to be taken according to the consequences outlined throughout Article 5. The motion will be assumed to be in effect until the end of the member's Council term, unless otherwise stated in the motion.

Article 17
Clause 1

Removal from Office

Section 1- An officer, except for the President and Vice-Presidents who is judged to be incapable of performing his/her duties as listed in the policy manual, is judged to be derelict in his/her duties as listed in the policy manual, or who breaks any rules stated in the constitution shall be run through the escalation levels below as explained in Section 5:

Level 1: a Performance Review meeting shall happen for the council member with the President and the officer's Vice President, in the presence of the officer in question and the faculty council/a neutral third party. If the officer does not make themselves available for the meeting within two weeks of being contacted through their university email, the case is escalated directly to Level 3. If the problems are not resolved as agreed upon in the Performance Review meeting, the case shall be escalated to Level 3. The minutes of this meeting shall be made available to all members of council.

Level 2: the officer loses all office access by a two-thirds majority vote of council (no proxy voting allowed), however the officer shall continue to fulfil their duties as a council member. Office access can be regained by a two-thirds majority vote of council no less than two weeks after the loss of office access.

Level 3: the officer can be relieved of their duties on council by a two-thirds majority vote of council (no proxy voting allowed), after an offer is extended to resign voluntarily.

Level 4: the officer is relieved of their duties on council and is not allowed to run for a position on council for at least another term by a two-thirds majority vote of council (no proxy voting allowed).

Level 5: the officer is relieved of their duties on council, is not allowed to run for a position on council ever, and legal action shall be taken against them as appropriate by a two-thirds majority vote of council (no proxy voting allowed).

Section 2 - The President, a Vice-President or year representative who is judged to be incapable of performing his/her duties as listed in the policy manual, is judged to be derelict in his/her duties as listed in the policy manual, or who breaks any rules stated in the constitution shall be run through the escalation levels below as outlined in Section 5:

Level 1: a Performance Review meeting shall happen for the member with at least half the other members, in the presence of the member in question and the faculty council/a neutral third party. If the member does not make themselves available for the meeting within two weeks of being contacted through their university email, the case is escalated directly to Level 3. If the problems are not resolved as agreed upon in the Performance Review meeting, the case shall be escalated to Level 3. The minutes of this meeting shall be made available to all members of council.

Level 2: the member loses all office access by a two-thirds majority vote of executives and year representatives (no proxy voting allowed), however the member shall continue to fulfil their duties as a council member. Office access can be regained by a two-thirds majority vote of executives and year representatives no less than two weeks after the loss of office access.

Level 3: the member can be relieved of their duties on council by executives and year representatives (no proxy voting allowed), after an offer is extended to resign voluntarily.

Level 4: the member is relieved of their duties on council and is not allowed to run for a position on council for at least another term by a two-thirds majority of executives and year representatives (no proxy voting allowed).

Level 5: the member is relieved of their duties on council, is not allowed to run for a position on council ever, and legal action shall be taken against them as appropriate by executives and year representatives (no proxy voting allowed).

Section 3 - In the event that the President resigns or is removed from office, any two-Vice Presidents shall oversee the President's duties until an election can be arranged. The two Vice Presidents are chosen by a majority vote on council.

Section 4- In the event that a Vice President resigns or is removed from office, any members in their team (including year representatives who worked on their team that year) shall oversee the Vice President's duties until an election can be arranged. Those overseeing the Vice President's duties shall continue to maintain their original voting rights. The two members are chosen by a majority vote on council.

Section 5- The escalation levels to follow in Clause 1 of Article 17 shall be based on the conditions specified below:

Level 1: the council member is judged to be incapable of performing his/her duties as listed in the policy manual, or is judged to be derelict in his/her duties as listed in the policy manual.

Level 2: the council member is deemed as a potential risk to the security of assets EngSoc including but not limited to items in the main office, Executive office, basement storage, till and bank account.

Level 3: the council member does not resolve the problems as agreed upon in the Performance Review meeting or does not make themselves available for the Performance Review meeting within two weeks of being emailed about it on their university of Guelph email.

Level 4: the council member breaks the rules stated in the constitution, including but not limited to, abuse of power, stealing or/and borrowing money in any form from EngSoc, causing EngSoc to get a strike on SRM, and sexual or verbal harassment.

Level 5: the council member harms themselves, or others and steals an amount that is higher than 15% of EngSoc yearly budget.

Appendix K

Conference Code of Conduct

This Code of Conduct applies to all delegates selected to represent the Society at all Society-endorsed conferences.

Each delegate is expected to:

- A- Behave in a manner that positively reflects the University of Guelph and the Society.
- B- Dress appropriately for the conference, as specified by the conference organizers.
- C- Attend, and be fully able to actively participate in, all sessions assigned to them by the Head Delegate. This includes, but is not limited to, all workshops and discussions.
- D- Be fully financially responsible to the Society to cover all damage fines incurred as a result of their actions.
- E - Delegates that fail to adhere to the said code will be dealt with by the Society on case by case basis.
- F - Delegates are responsible for creating and submitting a Conference Summary Report to the Vice President of External Affairs within 2 weeks following the Conference attended.