

**GUELPH ENGINEERING SOCIETY**  
**POLICY MANUAL: ENGINEERING SOCIETY OFFICE RULES**

*Adopted 2017-11-15*

*Ratified by Council 2018-03-21*

1. Policy Manual:
  - a. This Policy Manual shall contain policies regarding the use and maintenance of the Engineering Society Office (the "Office"), located in the Thornbrough Building, room 1421, including the lobby area in front of the office.
  - b. This Policy Manual shall also contain policies regarding the use and maintenance of the Engineering Society Executive Office (the "Executive Office"), located in the Richards Building, room 1509.
  
2. Thornbrough Manager:
  - a. An officer, known as the Thornbrough Manager, shall be appointed by Council to oversee the operations of the Office.
  - b. The Thornbrough Manager shall maintain cleanliness and order in the Office.
  
3. Use of and Access to the Office:
  - a. Only Officers of the Engineering Society are permitted to access the Office.
  - b. Officers of the Engineering Society shall only use the Office or the Executive Office for Society-related business.
  - c. Office access may be revoked from an officer of the Engineering Society per the *Policy Manual: Procedures for Removal from Office*.
  
4. Office Hours:
  - a. Office hours will be assigned to each Officer on Council by the Vice President of Internal Affairs, with no officer being responsible for more than two (2) hours per week.
  - b. Executive Officers shall be responsible for one (1) Office Hour in the Office and two (2) Office Hours in the Executive Office.
  - c. The O'Snap Coordinator shall be exempt from Office Hours.
  
5. Use of and Access to the Executive Office:

- a. The Executive Office shall be used as a place for Executive Officers to be available for meetings and to do Society-related work.
  - b. Any Executive Officer may request a key to the Executive Office through the School of Engineering.
6. Trophy Cases:
- a. Trophy cases shall only be used to display awards, memorabilia, merchandise, and other items of interest to the undergraduate engineering students.
  - b. Awards granted to students and staff at the School of Engineering shall be displayed as prominently as possible.
7. Storage of Personal Goods:
- a. No person shall store personal or other non-Council-related goods within the Office or the Executive Office.