

GUELPH ENGINEERING SOCIETY
POLICY MANUAL: PROCEDURE FOR REMOVAL FROM OFFICE

Adopted 2017-11-15

Ratified 2018-03-21

1. Policy Manual:

- a. This Policy Manual shall contain policies regarding the removal of Council Officers from their position on Council.

2. Resignation:

- a. An Officer on Council shall be permitted to resign their position on Council at any time.
- b. A notice of resignation is considered to be in effect upon submission to Council at a Meeting of the Society.

3. Removal of an Officer:

- a. An Officer who is judged, at the discretion of the President or the Vice President of the Officer's sub-group, to be incapable of performing, or in dereliction of, his or her duties as listed in the *Policy Manual: Officer Job Descriptions*, or who breaks any rules of the Constitution of the Society, shall follow the following escalation policy:
 - i. Level 1: The Officer must meet with either the President or the Vice President of their sub-group, to discuss that Executive Officer's concerns and suggestions for performance improvement. The Officer will be required to complete a journal entry of the tasks and duties fulfilled on a weekly basis and submit it to the President and the Vice President of their sub-group, until these Executive Officers are satisfied that notable improvement has occurred. Should the officer not make themselves available for this meeting within two weeks of contact through their university e-mail, the case shall be escalated to Level 3.
 - ii. Level 2: Should the officer remain in dereliction of duty after the meeting and journal submission described in Level 1, as judged by the President

or the Vice President of the sub-group, they shall be moved to Level 2, and an offer will be extended for the officer to resign voluntarily.

- iii. Level 3: Should the officer remain in dereliction of duty after being moved to Level 2, the President shall share the journal entries submitted from Level 1 with the Council at least two days before a Council Meeting. The officer shall be relieved of their position upon a majority vote of Council.
- iv. Level 4: In the case of an egregious violation of Society or University policy by an officer of the Society, the Council, at its discretion and with a two-thirds majority, may prohibit an officer from running for a Council position in the next Council term.

4. Egregious Behaviour:

- a. An Officer may be immediately moved to a higher escalation level in the following circumstances, as judged by the President:
 - i. The council member is judged to be incapable of performing his or her duties, or refuses to complete his or her duties, as listed in the *Policy Manual: Officer Job Descriptions*.
 - ii. The council member is judged to be a risk to the security of assets of the Society, including but not limited to: items in the main office, executive office, basement storage, till, and bank account.
 - iii. The council member breaks the rules of the Constitution of the Engineering Society, including but not limited to: abuse of power, stealing and/or borrowing money from the Society, causing the Society to receive a strike from the University of Guelph Student Risk Management policy, engages in verbal or sexual harassment, harms themselves or others, or steals an amount greater than fifteen (15) percent of the Society yearly budget.