

STREAM 'A'

POLICY MANUAL

The Policy Manual of the University of Victoria Engineering Students' Society Stream 'A'

Created May 2016



University of Victoria Engineering Students' Society
Faculty of Engineering, University of Victoria

Mailing Address: Engineering Students' Society
University of Victoria
ELW 206, PO Box 3055
Victoria, BC
V8W 3P6

Phone Number: 250.721.8822

Email: ess@uvic.ca

Revision History

Revision	Date	Initials	Description of Revision
D			
C			
B			
A			
0	May 2016	SS	Policy Manual created (previous one was lost)

Table of Contents

ESS STREAM 'A' POLICY MANUAL	4
ARTICLE 1: STREAM 'A' POLICY MANUAL	4
ARTICLE 2: MAINTENANCE OF THE GOVERNING DOCUMENTS	4
ARTICLE 3: ACCOUNTABILITY	4
ARTICLE 4: DISCRIMINATION AND HARASSMENT	4
ARTICLE 5: UVSS RELATIONS	5
ARTICLE 6: ONLINE EXAM SERVICE	5
ARTICLE 7: ESS CLUB FUNDING	6
ARTICLE 8: COMPETITION FUNDING	6
ARTICLE 9: CONFERENCES	7
ARTICLE 10: LOCKER REGISTRATION	7
ARTICLE 11: EVENTS	7
ARTICLE 12: "FAST" ACCOUNTS	7
ARTICLE 13: OFFICE PROCEDURES	8



ESS STREAM 'A' POLICY MANUAL

ARTICLE 1: STREAM 'A' POLICY MANUAL

1. This document is the Policy Manual for the Engineering Students' Society, Stream A.
2. The Policy Manual exists to support the ESS Constitution, and contains best practices for common tasks performed by the Society as well as guidelines for the various positions within the Society.
3. This document applies only to the executive of Stream A, and may only be amended by the executive of Stream A, as outlined in Bylaw 14 of the Constitution.

ARTICLE 2: MAINTENANCE OF THE GOVERNING DOCUMENTS

1. The president is responsible for updating the Constitution when Constitutional changes have been ratified, or when typographical/grammatical errors are noticed. Updates to the Constitution shall be made as soon as possible. When making said changes, the president must do the following:
 - a. Notify the president of Stream 'B' before doing so,
 - b. Inform the president of Stream 'B' which changes have been made or are going to be made, and;
 - c. Notify the president of Stream 'B' when the changes have been completed

ARTICLE 3: ACCOUNTABILITY

1. The ESS executive will post the updated budget, approved by the executive, with the ESS meeting minutes on the ESS website.

ARTICLE 4: DISCRIMINATION AND HARASSMENT

1. For the purposes of the ESS, the following definitions are used:
 - a. Harassment is behaviour directed towards a specific person or persons that would be characterized by a reasonable person as:
 - i. abusive and demeaning; and
 - ii. threatening or intimidating; and
 - iii. either interfering with the targeted person's participation in a university-related activity or creating an intimidating, humiliating, or hostile environment



- b. sexual harassment is behaviour of a sexual nature by a person:
 - i. who knows or ought to reasonably know that the behaviour is unwanted or unwelcome; and
 - ii. leads to or implies job or academically related consequences for the person harassed; or
 - iii. would be viewed by a reasonable person experiencing the behaviour as an interference with that person's participation in a university-related activity or creating an intimidating, humiliating, or hostile environment.
- 2. The responsibilities of the executive and other members are outlined below:
 - a. Event organizers are responsible for doing a risk assessment prior to beginning planning the event.
 - b. Every member of the executive present at an event is responsible for creating a welcoming environment for every person. If an executive encounters or notices discriminatory behaviour or harassment, they must attempt to diffuse the situation to the best of their ability, and report the situation to the president and the event organizer(s) or other pre-appointed individuals.
 - c. Individuals may be appointed for event-specific responsibilities, including supervision of an event. By default, the event director and president are the supervisors of an event, but any number of associated volunteers/DALS may be appointed as well as, or in lieu of, these individuals. They are responsible for addressing issues that are brought to them by other executives and participants, and have the authority to remove offending individuals from events.
 - d. ESS members, and all other event attendees, are required to adhere to the ESS policy and constitution whenever representing the ESS or at an ESS event.
- 3. The procedure for handling inappropriate behaviour as outlined above is ultimately at the discretion of the ESS executive, with the final decision to be made by the President. Possible consequences include (but are not limited to):
 - a. Temporary suspension from future events held or sponsored by the ESS
 - b. Permanent suspension from future events held or sponsored by the ESS
 - c. Dismissal from an ESS executive position
 - d. Engineering Faculty involvement
 - e. Procedures as outlined in the Uvic Non-Academic Misconduct policy

ARTICLE 5: UVSS RELATIONS

- 1. The VP Student Affairs of the UVSS is to be informed of any Constitutional changes.

ARTICLE 6: ONLINE EXAM SERVICE

- 1. The Secretary will be responsible for posting all exams on the website for courses in session during the term. Midterm exams are to be posted two weeks before the start of midterms. Final exams are to be posted three weeks before the start of finals. The



secretary is also responsible for adding new exams to the website for courses in session during the term.

2. Once the final exam schedule is released, the secretary must make a list of all exams for engineering students. Exams in the exam cabinet that belong to these courses shall be posted online, if not already there. As well, all exams available from Zap shall be purchased and posted online. The secretary is not actively responsible for courses that are not normally a part of the Engineering program for that semester; students taking such courses must make the secretary aware of these courses.

ARTICLE 7: ESS CLUB FUNDING

1. In order to be registered as an ESS Club, a student group or organization must meet the following requirements. The organization must:
 - a. be also registered with the UVSS and/or faculty of engineering;
 - b. submit details on how ESS club funding is used;
 - c. have a short summary of the organization on the ESS website;
 - d. attend at least one meeting per term with other ESS Clubs with the purpose of knowledge/resource/skills transfer;
 - e. inform the ESS of any changes to contact information by the end of the first month of the term.
2. Failure to meet the above requirements will result in the club not receiving funding for that term.
3. ESS Clubs are allowed to submit ESS Club Funding proposals once every term. These proposals will be evaluated against the budgeted amount of ESS club funding, and the funding distribution will be decided by the President and Vice Presidents of the ESS.

ARTICLE 8: COMPETITION FUNDING

1. The ESS will undertake to pay a portion of the competition fees for at least one competition team each year to enter The Western Engineering Competition (WEC). When possible the team or teams will be selected from an internal competition named the University of Victoria Engineering Competition (UVEC), in each of the categories of WEC.
2. The funding of expenses other than competition fees will be examined individually upon written request of the Executive, although incurred travel costs are normally the responsibility of the competitor(s).
3. The funding of competition fees for other competitions will be examined individually upon written request of the Executive.
4. The Executive shall make all possible attempts to obtain funding to support all attendees of competitions.



ARTICLE 9: CONFERENCES

1. The funding of delegate fees will be available for at least one delegate to represent the University of Victoria Engineering Students' Society at the following conferences:
 - a. Western Engineering Competition (WEC),
 - b. Canadian Federation of Engineering Students (CFES) Congress,
 - c. Western Engineering Students' Society Team (WESST) AGM Retreat
 - d. WESST Executives' Meeting
2. The delegate(s) will be selected by the Executive and should always be individuals who are knowledgeable of as much of the Society's business as possible. Additionally, delegations for WESST AGM Retreat should include a considerably large group of first-year students who have involved themselves with Society business or shown interest in Society affairs.
3. Conference delegates represent both the Society and the University of Victoria, and as such are expected to act professionally and actively participate in conference sessions and social events. Failure to meet these requirements may result in the Society not reimbursing a delegate for their travel and/or delegate expenses. Additionally, delegates are expected to participate in post-conference meetings and/or write a report detailing the conference, as appropriate.

ARTICLE 10: LOCKER REGISTRATION

1. The Director of Services will be responsible for removal of locks from unregistered ELW lockers approximately one month into the term.
2. The ESS will post a notice in the lobby and send an email two weeks prior to the removal of locks.
3. The online locker database must be maintained by the Director of IT

ARTICLE 11: EVENTS

1. Each term's Executive is responsible for organizing or co-organizing at least one event per semester. This event need not be large, nor is it necessary to include every student in the event.

ARTICLE 12: "FAST" ACCOUNTS

1. The following accounts are owned by the Society, and managed by the Office of the Dean:
 - a. 10000-22008 ESS 'A'
 - b. 10000-22009 ESS 'B'
 - c. 10000-22010 ESS 'C' <= shared account



2. The ESS 'C' account shall be used by both executives for shared expenses such as the rental and maintenance of the photocopier. To ensure the accuracy of the accounting for the ESS 'C' account, the Vice President Finance of both streams will meet with the faculty at least once per term to ensure all expenses have been paid.

ARTICLE 13: OFFICE PROCEDURES

1. Messages left on the office phone should be written down as soon as they are noticed and distributed to the relevant executive(s) for their reference.
2. Usage of the office computer should be limited to official society business. It is the responsibility of the Director of IT to ensure that documents kept on the computer are available to future executives. This should be done through the transfer of user accounts to new execs and through separate backups of the documents to the Society's server during the current executive's exam period.
3. The secretary must retrieve the Society's mail from the Engineering Faculty's office at least once per week, and additionally by request of the executive.
4. The VPX must respond to CFES/WESST communication as soon as possible, following any necessary consultation with the executive.

