



Engineering Student Societies  
Council of Ontario

# Policy Manual

Created May 1999  
Amended August 2017

*Executive  
Member Representatives  
-External Communications  
Engagement  
Financial Transparency and Accountability*

In the case of conflict between this document and the Engineering Student Societies Council of Ontario constitution, the constitution shall take precedence.  
<http://www.essco.ca/>

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# 1. Executive

## 1.1. General Responsibilities

### 1.1.1. Each ESSCO Executive officer shall:

- 1 Approach the Deans of their school to generate positive relations and to ask for sponsorship for yearly travel expenses;
- 2 Present an accountability session at the ESSCO President's Meeting (PM), the First Year Integration Conference (FYIC), and the Annual General Meeting (AGM) as an acting ESSCO Executive member;
- 3 Submit a short biography and photo to the VP Communications prior to July 1<sup>st</sup> for inclusion on the website;
- 4 Work plans are to be presented, discussed and amended prior to plenary at ESSCO PM (President's Meeting) to facilitate a practical adoption timeline.
- 5 Submit an interim report to be distributed and presented to the ESSCO Council at FYIC. This report shall use of a template such as KPI but is not limited to this template. The report may include but is not limited to:
  - a Accomplishments,
  - b Fee updates,
  - c Past conferences,
  - d Future goals,
  - e Status and mandate updates, and
  - f Financial updates;
- 6 Submit a final report. This report shall use of a template such as KPI but is not limited to this template. The report may include but is not limited to:
  - a Review of mandated projects,
  - b Personal Initiatives,
  - c Details from trips and conferences, and
  - d Future suggestions;
- 7 Maintain active communication with ESSCO Council; and
- 8 Attend the AGM, PM and FYIC conferences unless extreme circumstances arise.

### 1.1.2. The ESSCO Executive as a whole shall:

- 1 Develop an overall strategic plan for ESSCO. This plan shall be distributed to ESSCO Council for review by August 30<sup>th</sup> of each year and presented to Council at PM for approval. This strategic plan shall include, but is not limited to:
  - a Position summary,
  - b Key projects (includes title, proposal and measures), and
  - c Timeline of tasks (with final dates to complete main tasks);
- 2 Ensure that an adequate recruitment campaign is instigated for directors, ESSCO Executives, and conferences; and
- 3 Maintain contact with and provide support to the ESSCO conference planning committees and schools hosting engineering competitions.
- 4 Arrange a discussion with the incoming Executive to ensure a smooth transition.

## **1.2. President**

1.2.1. The ESSCO President shall perform the following duties:

- 1.2.1.1. 1. Oversee the ESSCO Executive and ESSCO Council and ensure that project directors have adequate direction and guidance;
- 1.2.1.1. 2. Act as the official representative of ESSCO, ensuring communication where possible between ESSCO Council and other provincial engineering organizations, including but not limited to:
  - a. Professional Engineers of Ontario (PEO),
  - b. Council of Ontario Deans of Engineering (CODE),
  - c. Ontario Society of Professional Engineers (OSPE), and
  - d. Quebec Confederation for Engineering Student Outreach (CREIQ-QCESO), Western Engineering Students' Societies Team (WESST), Atlantic Congress of Engineering Students (ACES-CAÉG);
- 1.2.1.1. 3. Appoint a chair for all plenaries, upon consultation of ESSCO Council, pending ratification from ESSCO council.
- 1.2.1.1. 4. Act as the ESSCO liaison to the Provincial Government regarding educational legislation;
- 1.2.1.1. 5. Ensure there is representation of ESSCO at the Ontario Engineering Competition (OEC-CIO) and Canadian Federation of Engineering Students (CFES) Congress conferences, provided an invitation is given;
- 1.2.1.1. 6. Maintain constant communication with the Ontario Ambassador of the CFES regarding Ontario-specific matters;
- 1.2.1.1. 7. Collect all conference reports and include this in their final report;
- 1.2.1.1. 8. Take responsibility for coordinating all the ESSCO awards;
- 1.2.1.1. 9. Create a unique document for the incoming President with a summary of all relevant previous activity and recommendations for future actions; and
- 1.2.1.1. 10. Ensure that incoming Council is provided with documentation outlining all relevant past activity.

1.2.2. The ESSCO President shall oversee the following positions:

- 1.2.2.1. 1. The Director of Student Affairs

## **1.3. Vice President, Services**

1.3.1. The ESSCO Vice President, Services shall perform the following duties:

- 1.3.1.1. 1. Produce potential project outlines or ideas for future implementation;
- 1.3.1.1. 2. Explore and coordinate outreach, mentorship and other events dealing with the PEO, industry, engineering societies, secondary and primary schools, National Engineering Month (NEM), etc;
- 1.3.1.1. 3. Make every effort to ensure ESSCO can attend new educational events put together by relevant bodies (e.g. Wonderland, Science Days/Fairs);
- 1.3.1.1. 4. Coordinate NEM activities for ESSCO Council;
- 1.3.1.1. 5. Facilitate bi-monthly meetings with the conference chairs of AGM, PM, PEO-SC and FYIC. Compile a small report of all updates to be presented to council at teleconferences; and
- 1.3.1.1. 6. Provide a comprehensive transition document to be amended by their successors.

1.3.2. The ESSCO Vice President, Services shall oversee the following positions:

- 1 The Director of Outreach
- 2 The Director of Diversity

#### **1.4. Vice President, Communications**

- 1.4.1. The ESSCO Vice President, Communications shall perform the following duties:
  - 1 Ensure an open line of communication to ESSCO Council by distributing a list of all Ontario Engineering Societies, including key ESSCO Executive officers and Directors and their email addresses;
    - a This should be completed within one week of the AGM.
  - 2 Ensure that the ESSCO website is updated and maintained;
  - 3 Stimulate professional discussion on the ESSCO link and/or forums by posting interesting topics proposed by members, council, or affiliates of ESSCO;
  - 4 Ensure that relevant information is presented periodically to ESSCO Council, the PEO, and OSPE for publication in their newspaper, magazines, etc. in an appropriate format;
  - 5 Provide monthly updates on ESSCO Executive activities to ESSCO Council via the ESSCO website;
  - 6 Assume responsibility for collecting information for projects of common interest to be posted, compiled, and distributed to ESSCO Council;
  - 7 Create an annual write-up for distribution in first-year handbooks of member schools providing information on ESSCO, PEO and OSPE; and
  - 8 Provide a comprehensive transition document to be amended by their successors.
- 1.4.2. The ESSCO Vice President, Communications shall oversee the following positions:
  - 1 The Director of Website Development

#### **1.5. Vice President, Finance and Administration**

- 1.5.1. The ESSCO Vice President, Finance and Administration shall perform the following duties:
  - 1 Collect all moneys of ESSCO, and produce invoices as required;
  - 2 Pay all accounts, under the direction of full member societies of ESSCO;
  - 3 Keep accurate and complete records of all financial transactions of ESSCO;
  - 4 Prepare and submit a budget for ratification at PM, as well as prepare and submit a final budget and finance report for the presentation at AGM at the end of their term of office;
  - 5 Present the books of the society for audit by a recognized auditor at the end of their term if required;
  - 6 Authorize all disbursements of ESSCO funds with approval of the ESSCO Executive officers;
  - 7 Present within two weeks the current financial records of ESSCO at the demand of any full member;
  - 8 Keep accurate and complete records of all conference bids placed by member societies, and inform the president and vice president external at least (3) months prior to the time when their next conference bid is due via email, as outlined in Article 2 Section B: Types of Members

- 9 Oversee the Policy Manual Review Committee (PMRC) and Financial Review Committee (FRC);
  - 10 Conduct an internal audit with FRC after January 1<sup>st</sup> of the year of office;
  - 11 Take minutes at all official ESSCO meetings, and give them to the VP Communications for publishing to the ESSCO website within two weeks of the meeting;
    - a When the VP Finance and Administration is not present at a meeting, reasonable action should be taken to obtain and publish minutes for that meeting.
  - 12 Maintain a current version of the Policy Manual and Constitution, and publish these documents when revised;
  - 13 Compile the Travel Bursary Application as described in Appendix C;
  - 14 Actively seek corporate sponsorship;
  - 15 Sit on the Board of the Engineers Foundation and attend all meetings as necessary;
  - 16 Present a Statement of Understanding that outlines the member responsibilities of section 3 to each incoming Member Representative at AGM and ensure that all Statements are signed; and
  - 17 Provide a comprehensive transition document to be amended by their successors.
- 1.5.2. The ESSCO Vice President, Finance and Administration shall oversee the following positions:
1. The Director of the ESSCO Fund

## **2. Directors**

### **2.1. Selection**

- 2.1.1. The ESSCO Executive shall select ESSCO Directors through application following the annual general meeting.
- 2.1.2. The application process shall include an application form made available on the ESSCO website.
- 2.1.3. In the event an ESSCO Director is not fulfilling their duties as required, they may be relieved of their position and the ESSCO Executive may select a replacement at their discretion.

### **2.2. General Responsibilities**

- 2.2.1. Each Director shall produce a budget subject to the approval of the Vice President, Finance and Administration.
- 2.2.2. Each Director shall produce a final report outlining activities, issues, resolutions, results and recommendations and deliver this report to the ESSCO Executive at the end of the director's term.
- 2.2.3. If the director requires a committee, the director may select a committee to assist in their directorship within a month of assuming their role. The selection process shall be as follows:

- 1 The selection shall be based on an application process, including at least one application form made available on the ESSCO website;
- 2 Applications shall remain open for a minimum of two (2) weeks;
- 3 Applicants shall be reviewed and selected by the project director, subject to approval by the respective responsible ESSCO Executive member; and
- 4 The size of the council is to be agreed upon by the project director and respective responsible ESSCO Executive member.

### **2.3. The Director of Diversity**

2.3.1. The director of Diversity shall be accountable to the Vice President, Services. The director shall be actively dedicated to the reaching out of women, aboriginal and other minorities, to develop a support system for schools by facilitating communication between member societies diversity groups.

### **2.4. The Director of Outreach**

2.4.1. The director of outreach will work with the Vice President, Services in order facilitate new initiatives and to oversee the following auxiliary events:

- 1 National Engineering Month
- 2 Physics and Engineering Day at Canada's

### **2.5. The Director of the ESSCO Fund**

2.5.1 The director of the ESSCO Fund will work with the Vice President, Finance and Administration to help supervise the fund and will be in charge of the following areas:

1. Keep participating donors informed;
2. Encourage new companies to participate in the fund;
3. Update the council on major funding changes at teleconferences; and
4. Attend all ESSCO Fund meetings.

### **2.6. The Director of the Website Security**

2.6.1 The director of Website Development shall be accountable to the Vice President, Communications and be in charge of maintaining the functionality of the ESSCO website and wiki accounts. In the event that these accounts experience malware or technical issues, it is the responsibility of the director to address and resolve these issues in a timely manner.

### **2.7. The Director of Academic Advocacy**

2.7.1 The Director of Academic Advocacy will work with the President to develop strategies to influence the development of engineering in Ontario.



### 3. Member Responsibilities

#### 3.1. Roles

- 3.1.1. Each member society's representative (VP-External, External Communication Director, etc.) should perform the following duties:
- 1 Ensure official representation from their member society at all ESSCO Council meetings;
  - 2 Provide information in response to requests for data relating to their respective engineering society;
  - 3 Ensure that all materials of relevance created by ESSCO or its sub-committees are communicated properly to the appropriate engineering society members;
  - 4 Advertise and inform their engineering society members of the opening of elections for ESSCO Executive positions and project directorships;
  - 5 Become well-versed with all ESSCO documents, including but not limited to:
    - a ESSCO Constitution,
    - b ESSCO Policy Manual,
    - c AGM Final Report, and
    - d ESSCO Web Page;
  - 6 Ensure proper preparation of delegates for ESSCO conferences, including but not limited to:
    - a Communicating primers and other relevant documents and issues,
    - b Briefing on conference etiquette,
    - c Ensuring all delegates sign the ESSCO Code of Conduct as referenced in Appendix A,
    - d Addressing delegate concerns, and
    - e Encouraging delegates to complete the post-conference survey;
  - 7 Ensure the reporting of workshop activities and outcomes to their respective engineering society members;
  - 8 Recommend potential projects for ESSCO Executive and their subcommittees throughout the year and mandate these initiatives at council meetings;
  - 9 Oversee the ESSCO Executive officers by participating in all ESSCO Council activities, ensuring that each role is being filled adequately and challenging the position if not;
  - 10 Bring issues of importance to the ESSCO Executive officers as soon as they arise;
    - a These issues may be of relevance to engineering societies, provincial importance, or general interest.
  - 11 Alert ESSCO Executive officers should they require a visit from an ESSCO Executive officer;
  - 12 Familiarize themselves with different means of communication available within ESSCO, including but not limited to:
    - a The ESSCO Link ([essco.box.net](http://essco.box.net)),
    - b Twitter (@ESSCOntario),
    - c Facebook ([facebook.com/essco.ontario](http://facebook.com/essco.ontario)),
    - d Website ([essco.ca](http://essco.ca)), and
    - e Teleconferences; and

- 13 Respond to ESSCO Executive and ESSCO COUNCIL requests within the following time frames:
  - a 1 week for a simple request, and
  - b 3 weeks for a request requiring research.

## **4. External Communications**

### **4.1. Description of Affiliate Activities**

- 4.1.1. Professional Engineers Ontario
  - 1 Provides ESSCO with financial support.
  - 2 Administers a student membership program.
  - 3 Assists in the organization of Professional Engineers Ontario Student Conference (PEOSC).
  - 4 Meets with ESSCO regarding any student issues they may be dealing with.
- 4.1.2. Ontario Society of Professional Engineers
  - 1 Administers a student membership program.
  - 2 Invites ESSCO to their Annual General Meeting.
- 4.1.3. Council of Ontario Deans of Engineering
  - 1 Represents engineering faculties across the province.
  - 2 Hosts an annual meeting between the ESSCO President and Council of Ontario Deans of Engineering (CODE) at the Ontario Engineering Competition (OEC-CIO).
- 4.1.4. Canadian Professional Organizations
  - 1 Accepts representation of ESSCO by the ESSCO President to national professional and student groups such as:
    - a Engineers Canada,
    - b Canadian Engineering Competition, and
    - c Canadian Engineering Advisory Board.

### **4.2. Connections to Other Student Organizations**

- 4.2.1. Canadian Federation of Engineering Students (CFES)
  - 1 The CFES Ontario Ambassador acts as the liaison between ESSCO and CFES;
  - 2 ESSCO will extend an annual invitation to a CFES representative to the following conferences:
    - a President's Meeting (PM),
    - b First Year Integration Conference (FYIC), and
    - c Annual General Meeting (AGM);
  - 3 At each of these conferences, the CFES representative will be given at least an hour to conduct a CFES session if needed; and
  - 4 For all ESSCO conferences, representatives from the CFES will be charged no greater than the ESSCO member society representative delegate fee.
  - 5 Students who are not attending as a delegate sanctioned by their school's Engineering Society must obtain written/electronically communicated permission from a member of ESSCO Executive to register for a conference.
  - 6 Students attending as an unsanctioned delegate will be held subject to their school's code of conduct for the duration of the conference if such a code of conduct exists.
  - 7 Conference Guiding Committees led by one Executive member, acting as Chair, shall determine the content presented in all ESSCO Conferences including but

not limited to: conference general direction, presenters, sessions, and workshops.

### **4.3. Auxiliary Events**

#### 4.3.1. National Engineering Month

- 1 The purpose of NEM is to raise public awareness of the importance of engineering and technology in our daily lives and to encourage young people to consider careers in engineering and technology. This includes running an annual cross province initiative as well as any additional events determined by them.

#### 4.3.2. Physics and Engineering Day at Canada's Wonderland

## 5. Engagement

### 5.1. Council Meetings

- 5.1.1. ESSCO Council meetings exist to mandate the ESSCO Executive officers.
- 5.1.2. Council meetings shall take place at least once monthly through:
  - 1 Annual General Meeting (AGM),
  - 2 President's Meeting (PM),
  - 3 First Year Integration Conference (FYIC),
  - 4 Teleconferences, or
  - 5 Other mediums.
- 5.1.3. Order of Business:
  - 1 Opening of meeting,
  - 2 Ratification of speaker and secretary,
  - 3 Passing of minutes from the last meeting,
  - 4 Non-debatable motions,
  - 5 General motions,
  - 6 Conference bidding (if necessary), and
  - 7 Ratification of new ESSCO Executive (if necessary).

### 5.2. Conferences

- 5.2.1. General
  - 1 Member societies should make every effort to send a delegation to all conferences.
  - 2 Members of non-Full Member societies will be required to pay more to attend any of the four conferences hosted by ESSCO, unless otherwise stated.
  - 3 ESSCO Council shall be informed of any ESSCO conference dates at least four weeks prior.
  - 4 All conference paraphernalia shall include the ESSCO logo.
  - 5 Bidding structure shall follow the guidelines in Appendix B.
- 5.2.2. Annual General Meeting (AGM)
  - 1 AGM shall be held in May or June by a member society.
  - 2 AGM shall aim to maintain the integrity of the organization, promote leadership development and sharing of best practices, and introduce the new ESSCO Council and ESSCO Executives to their roles.
  - 3 The schedule shall include, but is not limited to:
    - a Workshops,
      - i One workshop shall review mandates from previous years and bring forth recommendations to be added to the policy manual to be voted on by council at the plenary session.
    - b Accountability sessions, including a vote of confidence of each of the ESSCO Executive officers,
    - c Pre-Plenary,
    - d Elections, and
    - e Plenary.

- 4 In the event there is no host school selected three months after the bidding has started for ESSCO AGM, the current ESSCO Executive will be required to take on the role of conference chair and host the conference.
    - a The location of the conference is to be determined by a majority vote of ESSCO Council and should be selected to reduce costs to member schools.
    - b The ESSCO Executive may enlist the help of interested students to act as conference organizers.
- 5.2.3. ESSCO President's Meeting (PM)
- 1 PM shall be held in September by a member society.
  - 2 PM shall focus on establishing a year-long plan to accomplish mandates set forth at the AGM, and promote sharing of best practices.
  - 3 The schedule shall include, but is not limited to:
    - a Workshops,
    - b Pre-Plenary, and
    - c Plenary.
  - 4 In the event there is no host school selected three months after the bidding has started for ESSCO PM, the current ESSCO Executive will be required to take on the role of conference chair and host the conference.
    - a) The location of the conference is to be determined by a majority vote of ESSCO Council and should be selected to reduce costs to member schools.
    - b) The ESSCO Executive may enlist the help of interested students to act as conference organizers.
- 5.2.4. PEO Student Conference (PEOSC)
- 1 PEO SC shall be held in November by a member society.
  - 2 PEO SC shall introduce delegates to the work of Professional Engineers Ontario (PEO) and the benefits of obtaining a P.Eng license.
  - 3 PEO SC shall be sponsored by the PEO.
    - a ESSCO Executive will confirm the amount available from PEO before monetary support is requested from other sources.
  - 4 In the event there is no host school selected three months after the bidding has started for ESSCO PEO-SC, the current ESSCO Executive will be required to take on the role of conference chair and host the conference.
    - a) The location of the conference is to be determined by a majority vote of ESSCO Council and should be selected to reduce costs to member schools.
    - b) The ESSCO Executive may enlist the help of interested students to act as conference organizers.
- 5.2.5. First Year Integration Conference (FYIC)
- 1 FYIC shall be held in January or February by a member society.
  - 2 FYIC shall be target towards first-year engineering students and aim to integrate them into their respective engineering society.

- 3 A midterm evaluation of ESSCO shall be held at this conference.
  - a) The evaluation will include, but is not limited to, an accountability session including a vote of confidence of each of the ESSCO Executive.
- 4 In the event there is no host school selected three months after the bidding has started for ESSCO FYIC, the current ESSCO Executive will be required to take on the role of conference chair and host the conference
  - a) The location of the conference is to be determined by a majority vote of ESSCO Council and should be selected to reduce costs to member schools.
  - b) The ESSCO Executive may enlist the help of interested students to act as conference organizers.

### **5.3. Teleconferences**

#### 5.3.1. Council Teleconferences

##### 1 Schedule

- a The VP Communications shall send necessary information required to access the meeting at least one week before the meeting date.
- b The VP Communications will keep an up-to-date teleconference schedule in the ESSCO calendar.

##### 2 Attendance

- a All member schools, ESSCO Executive, and Project Directors must attend.
- b If the External representative for a member school cannot attend this meeting, an alternate individual from their engineering society may attend in their place.

## **6. Financial Transparency and Accountability**

### **6.1. Budgeting and Reporting**

- 6.1.1. The fiscal year for ESSCO shall start July 1<sup>st</sup>.
- 6.1.2. The annual budget that corresponds to ESSCO's fiscal year shall be sent for review to ESSCO Council by August 30<sup>th</sup>.
- 6.1.3. The annual budget shall be considered for approval at President's Meeting (PM).
- 6.1.4. The annual budget for a fiscal year cannot be considered for approval until the actuals for the previous fiscal year have been approved by ESSCO.

### **6.2. Financial Transactions**

- 6.2.1. Invoices shall be considered preferable to advance payment for all ESSCO's expenses.
- 6.2.2. Dual signing authority is required for all financial transactions. The regular signers shall be the VP Finance and Administration and the President.

## Glossary

**ACES-CAÉG** Atlantic Congress of Engineering Students

**AGM** ESSCO Annual General Meeting

**CFES** Canadian Federation of Engineering Students

**CODE** Council of Ontario Deans of Engineering

**CREIQ-QCESO** Quebec Confederation for Engineering Student Outreach

**ESSCO** Engineering Student Societies' Council of Ontario

**FRC** ESSCO Financial Review Committee

**FYIC** ESSCO First Year Integration Conference

**NEM** National Engineering Month

**OEC-CIO** Ontario Engineering Competition

**OSPE** Ontario Society of Professional Engineers

**PEO** Professional Engineers Ontario

**PEOSC** Professional Engineers Ontario Student Conference

**PM** ESSCO President's Meeting

**PMRC** ESSCO Policy Manual Review Committee

**WESST** Western Engineering Students' Societies Team



## Appendix A – ESSCO Code of Conduct

This Code of Conduct applies to all delegates attending any ESSCO conference as a delegate. Each delegate is expected to:

1. Behave in a manner that reflects positively on ESSCO and engineers;
2. Attend the sessions held during the conference including, but not limited to: workshops, seminars, and plenary sessions;
3. Ensure that he/she is in sufficient condition to usefully participate in those sessions as appropriate;
4. Dress appropriately for all parts of the conference as required by the conference organizers;
5. Provide a cheque either personally or as a delegation to cover any damage deposit required by the conference organizers. Neither ESSCO nor the conference organizers are responsible for damages and/or other costs the delegate causes; and
6. Refrain from contravening local, provincial, and federal laws as neither ESSCO nor the conference organizers are bound to take responsibility for the delegate's actions or to protect the delegate from fines or prosecution.

In the event of a contravention of the expectations, conference organizers could put the following disciplinary actions forward:

1. Loss of some or all the representative school's security deposit;
2. Payment for replacement or repair of any damaged or stolen items,;
3. Payment for any other cost incurred by the incident; and
4. Removal of involved parties from portions of, or the duration of, the event.

Should an agreement between the conference organizers and the responsible delegate(s) not be reached, the following shall take place:

1. A disciplinary committee shall be created to deal with infraction(s). The disciplinary committee shall include the ESSCO Executive, organizers of the event, and the head delegates; and
  - a. The disciplinary committee will not include the delegate(s) in question.
2. The committee may set the following disciplinary actions:
  - a. Any of the initial disciplinary actions the conference organizers could put forward, and
  - b. A ban from further ESSCO events.

This code shall also be distributed to all member societies, and shall be included in their delegate packages prior to every conference.

I, the undersigned, have read and agree to all terms and conditions of the ESSCO Code of Conduct and take responsibility for that which is expected of me:

Name of Delegate (print): \_\_\_\_\_

Signature: \_\_\_\_\_

## **Appendix B – Bidding Structure**

1. Prior to the AGM plenary, schools shall be invited to bid on the following conferences:
  - a. First Year Integration Conference (FYIC), and
  - b. ESSCO AGM.
2. Prior to the PM plenary, schools shall be invited to bid on the next PM.
3. During the First Year Integration Conference (FYIC), schools shall be invited to bid on the next Professional Engineers of Ontario Student Conference (PEOSC).
4. During the Ontario Engineering Competition (OEC-CIO), schools shall be invited to bid on the next OEC-CIO.
5. Schools making presentations shall be recommended to include:
  - a. Potential facilities available,
  - b. Faculty and University support, and
  - c. Consideration of costs and funding sources.
6. ESSCO Council shall select the host school for each conference by simple majority vote.

## **Appendix C – ESSCO Travel Bursary Program**

### **Part I: General**

1. The travel bursary program shall not be run with the use of student fees.
2. The travel bursary may run, if external funding sources are secured, and ESSCO Council votes in favor of allocating the funds for that purpose.

### **Part II: Application**

1. An application shall be made available to member societies on the ESSCO website within one month following the ESSCO AGM.
2. The application will ask at least the following questions of an applicant member society:
  - a. The member society name,
  - b. The conference(s) that funding is being requested for,
  - c. The planned method of travel to the conference(s),
  - d. The number of people to be attending the conference(s),
  - e. The amount requested from the bursary fund,
  - f. The other conferences the applicant member society is attending in the same twelve month period; and
  - g. The ability of the applicant member society to attend without bursary support.
3. The application will be for funding for conferences occurring over the course of the year.

### **Part III: Bursary Allocation Decision**

1. The decision of the V.P. Finance and Administration shall be presented to ESSCO Council for approval during a teleconference one month prior to the conference for which the application is received.
2. Total bursary allocation to applicant member societies need not be the full amount stated in the ESSCO budget.

### **Part IV: Disbursement**

1. Travel bursary disbursements shall be made to member societies at the funded conference.
2. Member societies must submit proof of purchase of their travel in order to receive reimbursement.

## Appendix D – Rules of Order

1. Robert’s Rules of Order Newly Revised shall define the basis of order and decorum at all ESSCO meetings, unless specifically contradicted below.
2. All persons eligible to participate in a meeting, except for the chair, shall be defined as “members” for the remainder of the policy manual, unless stated otherwise
3. The group of all attending members shall be defined as “assembly” for the remainder of the policy manual, unless stated otherwise.
4. The Secretary:
  - a. All meetings shall have a secretary.
  - b. The secretary shall be responsible for recording the minutes of the meeting.
  - c. The minutes of the meeting shall be formatted such that:
    - i. The numbering of motions is in the format YEAR-MONTH-DAY-NUMBER IN ORDER;
    - ii. “CARRIED,’ ‘DEFEATED,’ and ‘TIED’ indicate the outcome of voting on motions; and
    - iii. The vote counts for all motions are included in the format FOR-AGAINST-ABSTAINED.
5. Main Motions for all motions shall be recorded in a reasonable fashion.
  - a. The purpose of a motion is to serve as a basis for discussion.
  - b. Unless otherwise specified, a motion shall pass with a simple majority.
    - i. Constitutional Amendments shall be passed as outlined in Article VII of the Constitution.
  - c. Motions to postpone decision, also known as motions to table, shall be permitted.
    - i. Motions to table shall pass with a simple majority.
    - ii. Motions to end debate, also known as “calling the question,” shall be permitted.
      1. Objections to ending the debate shall be noted,
      2. If there is an objection from an assembly member, the motion to end the debate shall be voted on. This vote shall pass with a two-thirds majority,
      3. No debate shall be permitted on a motion to end debate, and
      4. If there are no objections to ending debate, or the members have voted in favour of ending debate, no further debate shall be allowed on the main motion and voting shall proceed immediately.
    - iii. A motion may be reconsidered by passage of a separate motion with the conditions that:
      1. The member moving the motion voted with the prevailing majority on the main vote; and
      2. The motion is presented at the same meeting that the main motion was passed.
    - iv. A motion may be rescinded by passage of a separate motion with the conditions that:
      1. The motion was passed at a previous meeting or on a previous day;
      2. Two-thirds of the members support rescinding the main motion; and

- 3. The motion can be reversed in practice.
  - v. Ties shall be resolved as outlined in Article VI, Part D, Section 2 of the ESSCO Constitution.
- d) In motions that amend governing documents, the following format shall be followed:
  - i. All text being appended to the document shall be written in red
  - ii. All text being stricken from the document shall be written in red with a line through it
  - iii. The motion must include enough surrounding text to understand the full context of the motion.
  - e. All motions shall be submitted using the template in Appendix F of this document.
  - f. The Vice-President Communications reserves the right to reject any submitted motion that does not adhere to this format
    - i. If the Vice-President Communications rejects a motion, they must inform the mover.
- 6. Amendments (Subsidiary Motions)
  - a. Secondary amendments shall be allowed (an amendment upon an amendment).
    - i. No further levels of amendment shall be permitted.
  - b. An amendment shall pass if it receives a simple majority .
  - c. Amendments shall be written out for the chair to read back to the assembly.
- 7. Suspension of the Rules
  - a. The rules of order may only be suspended by passage of a motion with the support of two-thirds of the members.
  - b. A motion to suspend the rules shall:
    - i. Not be debatable;
    - ii. Not be amendable; and
    - iii. Not be reconsidered.
- 8. Committee of the Whole
  - a. The assembly may enter a “committee of the whole,” or informally consider a motion or group of motions, upon passage of a motion supporting this action.
  - b. The assembly may leave a committee of the whole upon passage of a motion supporting this action.
  - c. Votes taken in a committee of the whole are not binding until ratified by the assembly.
- 9. Adjournment
  - a. A motion to fix the time to adjourn shall take precedence over all other motions.
  - b. A motion to adjourn shall take precedence over all over motions except a motion to fix the time to adjourn.
  - c. All motions related to adjournment shall:
    - i. Not be debatable;
    - ii. Not be amendable;
    - iii. Not be reconsidered;
    - iv. Not be moved when another motion has the floor; and

- v. Not be moved when the assembly is engaged in voting.