

CARLETON STUDENT ENGINEERING SOCIETY



POLICY MANUAL
Date Revised: 2025/03/17



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Revision History

Date	Revision	Completed By
2017/03/22	Formatting update to reflect current branding scheme	Julia Dalphy
2018/05/08	Updated Conference Delegate Policy & Transition Policy	Owen MacIntosh
2018/10/31	Added the Miscellaneous Conference Fund Policy & Credit Card Policy	Owen MacIntosh
2018/11/27	Added Leo's Policy Updated Office Policy	Owen MacIntosh
2019/10/08	VP External description added signing of the CFES Optional Accountability Contract; Office Policy update implemented	Andre Lawrence
2020/01/28	Transition policy update; "Deliberation Period" added to Electoral Code	Andre Lawrence
2022/02/02	Added Discord Policy; Implemented VP Student Issues; Reduction of responsibilities Rewrote Manual	Ryan Campbell
2022/09/28	Revised Gong Policy, Formatting and Spelling	Shaun Seneviratne
2023/01/19	Conference Delegate Policy Student Group Resource Centre Policy; Chicken Key	Shaun Seneviratne
2023/04/06	Updated Council Descriptions, Electoral Code, Meetings, Flightsuit, University & Faculty Relations, and Transition Policies	Shaun Seneviratne
2023/09/14	Added definitions policy. Updated the Publications policy,	Chris Montague
2024/01/25	Changed Terminology to include BOD Revamped BOD Policy to update positions of exec and reps Updated Gong policy Updated Office Policy New Layout for Policy Manual Added Deep Storage Policy Added Committees Policy	Nikita Yovchev
2024/03/21	Removed the mention of the Canada Corporations Act Defined the Affiliate Coordinator Removed Credit Card Policy Added an Expenditures Policy Removing Membership Reimbursement Fee Policy Added Memorial Awards to Awards Policy Updated Leo's Lounge Policy and removed VAP Updated Office Policy Updated SGRC Policy Revamped Deep storage to ENGSOC Policy Committee Policy - added SGRCs	Nikita Yovchev
2024/11/19	Overhaul of Policy/Procedure/Process system Updated Board, Electoral Code, Meetings,	Emily Knobel
2025/01/27	Repealed the Transition policy, Office policy, SGRC policy, Engsoc policy, and Committees policy Replaced the student group policy with a brand new one	Emily Knobel



	New Rooms Policy	
<p>2025/03/17</p>	<p>Added definitions for AVPs and Registered member terms Moved Charitable events to the VPAdv portfolio Changed Terminology to include Council and add new small board Added council and committee stances to the University and Faculty Relations policy Removed anonymization of financial misuse reports to the board Added Dean Larry Progress Award Added 2 members of the DSC to appeals of the CSF Application Removed the discord policy Added AVP nomination appointment system Added explicit SIN number coverage in the data protection and privacy policy (put it in a safe)</p>	<p>Emily Knobel</p>



DEFINITIONS POLICY

01

Date Enacted:	2023-09-14	Date Amended:	2024-11-19
Presiding Group:	CSES	Delegatee(s):	INTERNAL

1.0 Definitions

1.1 In this manual:

- 1.1.1 “Academic Year” shall refer to the period of time commencing on the first day of the fall term and ending on the last day of the winter examination period, as determined by Carleton University.
- 1.1.2 “Affiliate Coordinator” shall refer to the individual appointed by the President to coordinate Student Groups.
- 1.1.3 “CRO” shall refer to the position of Chief Returning Officer.
- 1.1.4 “Chair” shall refer to the Chair of the Society as appointed by the Board.
- 1.1.5 “Board” shall refer to the Society’s Board members.
- 1.1.6 “Board-elect” shall refer to the most recently elected Councillors that have yet to start their term of office.
- 1.1.7 “Members of the Board” shall refer to the President and the Ambassadors that sit on the Board.
- 1.1.8 “Volunteer” shall refer to the Society’s hired or appointed volunteers that work under the supervision of the Executive.
- 1.1.9 “Execs” shall refer to the Executive Officers.
- 1.1.10 “Executive-elect” shall refer to the most recently elected Executive that have yet to start their term of office.
- 1.1.11 “Executive” shall refer to the Society’s Executive Officers.
- 1.1.12 “Faculty” shall refer to the Faculty of Engineering and Design.
- 1.1.13 “Office Manager” shall refer to the Office Manager Volunteer, as hired by the Vice President Services.
- 1.1.14 “Office” shall refer to Alexander’s Office, 3390 Mackenzie Building.
- 1.1.15 “Officer” shall refer to any officer hired by the Society that is not an Executive Officer.
- 1.1.16 “President” shall refer to the President of the Society.
- 1.1.17 “Program Representatives” shall refer to all members of the Council that represent a Carleton Undergraduate Engineering Program.
- 1.1.18 “Representatives-elect” shall refer to the most recently elected Representatives that have yet to start their term of office.
- 1.1.19 “Representatives” shall refer to the Program Representatives and Year Representatives of the Society.
- 1.1.20 “Administrative Assistant” shall refer to the Administrative Assistant of the Society as appointed by the Board.
- 1.1.21 “Society” shall refer to the Carleton Student Engineering Society (CSES).
- 1.1.22 “Student Group” shall refer to any group of Carleton University undergraduate students that is affiliated with the Society.



- 1.1.23 “VP” shall refer to a Vice-President of the Society, and shall be followed by the Portfolio they fill.
- 1.1.24 “Year Representatives” shall refer to all Members of the Council who represent a Carleton Undergraduate Engineering year of study across all programs.
- 1.1.25 “Signing Authorities” shall refer to the VP Finance, President, VP Internal, and any other individual(s) the Board empowers;
- 1.1.26 “Budget Holder” shall refer to any:
 - 1.1.26.1 Executive; and,
 - 1.1.26.2 Volunteer or Officer who is empowered to have custody and management of a portion of the budget through a written agreement between the VP Finance or two (2) Signing Authorities, and the presiding Executive.
- 1.1.27 The “Chicken” shall refer to a rubber chicken owned by the Society.
- 1.1.28 The “Chicken Key” shall refer to the combination of an SGRC the Key and the Chicken.
- 1.1.29 “Associate Vice-President” and “AVP” shall refer to a member who has had a portion of an executive’s portfolio delegated to them by the aforementioned executive and a resolution of the Council.
- 1.1.30 “Party Member” and “Friend of the Society” shall refer to a Registered Member.



COUNCIL POLICY

02

Date Enacted:	2017-03-22	Date Amended:	2024-11-19
Presiding Group:	CSES	Delegatee(s):	PRESIDENT INTERNAL

1.0 Definitions

- 1.1 The purpose of this policy is to list the duties and responsibilities of the Members of the Council of the Carleton Student Engineering Society.
- 1.2 In this policy:
 - 1.2.1 “CASG” shall be known as the Carleton Academic Student Government.
 - 1.2.2 “ESSCO” shall refer to the Engineering Student Societies’ Council of Ontario.
 - 1.2.3 “CFES” shall refer to the Canadian Federation of Engineering Students.

2.0 Executive Officers

- 2.1 The Executive Officers of the Society shall consist of the following:
 - 2.1.1 President;
 - 2.1.2 VP Internal;
 - 2.1.3 VP Finance;
 - 2.1.4 VP Academic;
 - 2.1.5 VP Services;
 - 2.1.6 VP External;
 - 2.1.7 VP Social;
 - 2.1.8 VP Advocacy;
 - 2.1.9 VP Publications.

3.0 Representatives

- 3.1 The Program Representatives of the Society shall consist of the following:
 - 3.1.1 Aerospace Engineering Representative;
 - 3.1.2 Architectural Conservation and Sustainability Engineering Representative;
 - 3.1.3 Biomedical and Electrical Engineering Representative;
 - 3.1.4 Biomedical and Mechanical Engineering Representative;
 - 3.1.5 Civil Engineering Representative;
 - 3.1.6 Communications Engineering Representative;
 - 3.1.7 Computer Systems Engineering Representative;
 - 3.1.8 Electrical Engineering Representative; Software Engineering Representative;
 - 3.1.9 Engineering Physics Representative;
 - 3.1.10 Environmental Engineering Representative;



- 3.1.11 Mechanical Engineering Representative;
- 3.1.12 Sustainable and Renewable Energy Engineering A Representative; and,
- 3.1.13 Sustainable and Renewable Energy Engineering B Representative.
- 3.1.14 The Year Representatives of the society shall consist of the following:
 - 3.1.14.1 First Year Representative(s).

4.0 Duties and Responsibilities

- 4.1 Each **Council Member** shall:
 - 4.1.1 Perform weekly office hours as scheduled by the Office Manager
 - 4.1.2 Attend bi-weekly Council Meetings
- 4.2 Each **Executive Officer** shall:
 - 4.2.1 Perform all the duties inherent and incident to their office;
 - 4.2.2 Have such other powers and duties as may be required by the Council from time to time; and,
 - 4.2.3 Execute any mandate handed to the Officer by the members at a meeting of the Members unless the mandate is later revoked by the members or by unanimous resolution passed by the Council.
- 4.3 The **President** shall:
 - 4.3.1 All requirements of the position as defined in Article 4 - Duties, of the Constitution;
 - 4.3.2 Communicate with, and oversee affiliation of engineering and related student groups within Carleton;
 - 4.3.3 Oversee Executive portfolio progress, and coordinate Executive transitions;
 - 4.3.4 Coordinate Society participation in orientation events; and,
 - 4.3.5 Oversee media and public relations, including any society lobbying efforts.
- 4.4 The **VP Internal** shall:
 - 4.4.1 All requirements of the position as defined in Article 4 - Duties, of the Constitution;
 - 4.4.2 Be responsible for organizing appreciation activities for graduating members including:
 - 4.4.2.1 The procurement and distribution of the Steins;
 - 4.4.2.2 Organization of the Iron Ring Day Reception; and,
 - 4.4.2.3 The procurement and distribution of the Leather Jackets.
 - 4.4.3 Be responsible for filing annually for corporation status;
 - 4.4.4 Supervise the Program and Year Representatives portfolio progress, and coordinate Council and Board Member Transitions;
 - 4.4.5 Handle the nomination process for honours awarded by the Society;
 - 4.4.6 Oversee the nomination and election process for the Society;
 - 4.4.7 Oversee and assist with the work of the Technical Officer; and,
 - 4.4.8 Oversee and maintain the Society's email list.
- 4.5 The **VP Finance** shall:
 - 4.5.1 All requirements of the position as defined in Article 4 - Duties, of the Constitution;
 - 4.5.2 Coordinate the Student Group Funding Process with Student Groups and the Board;
 - 4.5.3 Ensure an annual review engagement or audit of the Society's financial practices and books are conducted by the Society's public accountant;



- 4.5.4 Ensure the Society's insurance policies are renewed on an annual basis and comply with Carleton University's policy;
 - 4.5.5 Ensure that all taxes, debts, bills and liabilities of the Society are paid by their deadline;
 - 4.5.6 Ensure that all financial documents are retained according to the timelines determined by the Canada Revenue Agency;
 - 4.5.7 Receive and process regular financial reports from Leonardo's Lounge and VP Services;
 - 4.5.8 Write the following year's budget with VP Finance-elect;
 - 4.5.9 Provide the Board with regular budget updates;
 - 4.5.10 Check-in monthly with the accountant; and,
 - 4.5.11 Present Members with forward financial projections.
- 4.6 The **VP Academic** shall:
- 4.6.1 Organize all internal engineering competitions;
 - 4.6.2 Coordinate competition training for OEC/CEC competitors with the Faculty;
 - 4.6.3 Organizing academic and professional development workshop, with a minimum of 1 (one) per semester;
 - 4.6.4 Oversee the activities of National Engineering Month;
 - 4.6.5 Be responsible for coordinating the Society's interaction and engagement for EngWide and Frost Week; and,
 - 4.6.6 Assist President with any Outreach Initiatives from Carleton.
- 4.7 The **VP Services** shall:
- 4.7.1 Oversee the operation of the following service centres:
 - 4.7.1.1 Alexander's Office;
 - 4.7.1.2 Leonardo's Lounge;
 - 4.7.1.3 The Student Group Resource Centre; and,
 - 4.7.1.4 The EngSoc Deep Storage Centre.
 - 4.7.2 Recruit Leonardo's management personnel and volunteers;
 - 4.7.3 Manage the equipment loan program (ELP);
 - 4.7.4 Oversee the Textbook Trade;
 - 4.7.5 Manage and update the Textbook Library;
 - 4.7.6 Coordinate the procurement and sales of EngWear;
 - 4.7.7 Coordinate the pickup and sending of Society mail; and,
 - 4.7.8 Manage the Embroidery Service.
- 4.8 The **VP External** shall:
- 4.8.1 Facilitate communication and liaise with engineering societies and organizations external to Carleton University;
 - 4.8.2 Attend all ESSCO teleconferences;
 - 4.8.3 Attend and act as the head delegate for conferences as defined in the Conference Delegate Policy.
 - 4.8.4 Recruit and ensure adequate representation at sanctioned engineering conferences;
 - 4.8.5 Manage the operation of the C-Eng Hockey team; and,
 - 4.8.6 Maintain the wellbeing of the Travel Gong.



4.9 The **VP Social** shall:

4.9.1 Ensure and oversee the holding of the following events:

- 4.9.1.1 Charity Lan, the 24-hour gaming event;
- 4.9.1.2 Reflections, the end of year banquet; and,
- 4.9.1.3 Whirlwind, the fall semi-formal dance.

4.9.2 Coordinate the CSES subsidized athletic teams;

4.9.3 Organize other social events; and,

4.9.4 Recruit volunteers to help in the organization of social events.

4.10 The **VP Advocacy** shall:

4.10.1 Liaise with and ensure engineering representation in academically focused University bodies;

4.10.2 Lobby for members of CSES to all levels of administration within the University and the Faculty on issues including but not limited to:

- 4.10.2.1 Academic issues;
- 4.10.2.2 Proposed University policy amendments;
- 4.10.2.3 Environmental sustainability; and,
- 4.10.2.4 Mental health services and resources.

4.10.3 Liaise and collaborate with other Carleton societies and clubs to achieve common advocacy goals;

4.10.4 Maintain close contact with the University regarding aid programs offered to students;

4.10.5 Be responsible for sustainability initiatives, and a sustainability awareness week, hosted in March, called Sustainability Week;

4.10.6 Be responsible for running mental health initiatives and a mental health awareness week, hosted in February, called February Feel Good Week;

4.10.7 Hold an annual Sexual Harassment and Assault Awareness training targeted towards the Engineering community;

4.10.8 Coordinate regular meetings of the Concerns Committee, with the Program Representatives and Stream Society representative(s); and,

4.10.9 Coordinate community and charity events.

4.11 The **VP Publications** shall:

4.11.1 Recruit and oversee publications staff;

4.11.2 Solicit content for all publications;

4.11.3 Supervise the production of all publications, including but not limited to:

- 4.11.3.1 Iron Times;
- 4.11.3.2 Gong Show; and,
- 4.11.3.3 Guidebooks.

4.11.4 Aim to release the Iron Times, and the Gong Show on a bi-monthly basis;

4.11.5 Coordinate the advertising activities among publications;

4.11.6 Coordinate the recording of society events including:

- 4.11.6.1 Whirlwind;
- 4.11.6.2 Reflections; and,
- 4.11.6.3 Any other events, as requested.



- 4.11.7 Maintain the online presence of the society.
- 4.11.8 Oversee the approval and posting of External Advertisements; and,
- 4.11.9 Oversee the updating of the Society Calendars.
- 4.12 The **Program Representatives** shall:
 - 4.12.1 Liaise with and report to the Council the interests, ideas, concerns, and input of the students within their respective programs through class announcements and other means;
 - 4.12.2 Appoint an individual under the VP Internal to the position of Program Representative Coordinator; who shall:
 - 4.12.2.1 Already be a Program Representative;
 - 4.12.2.2 Hold the Program Representatives accountable;
 - 4.12.2.3 Hold at least one (1) Representative meeting per Academic Year; and,
 - 4.12.2.4 Meet on occasion with the Representatives of a respective department to help them delegate responsibilities amongst themselves.
 - 4.12.3 Strive to scrutinize and assess the decisions and the actions of the Executive;
 - 4.12.4 Sit on at least two (2) Committees under an Executive including the concerns committee;
 - 4.12.5 Exceptions can be granted with the permission of the President or the VP Internal.
 - 4.12.6 Sit on their respective Departmental Board as student representatives of the Society and CASG and report to the Council and Board regarding any relevant proceedings;
 - 4.12.7 Sit on the Engineering Faculty Board as student representatives of the Society and CASG and report to the Council and Board regarding any relevant proceeding; and,
 - 4.12.8 Be encouraged to attend stream society meetings for their respective program and report to the Council and Board with any relevant proceedings.
- 4.13 The **Year Representatives** shall:
 - 4.13.1 Sit on at least two (2) Committees under an Executive including the concerns committee:
 - 4.13.1.1 Exceptions can be granted with the permission of the President or the VP Internal.
 - 4.13.2 Strive to scrutinize and assess the decisions and the actions of the Executive;
 - 4.13.3 Liaise with and report to the Council the interests, ideas, concerns and general input of the students within their year engineering student body through class announcements and other means; and,
 - 4.13.4 Plan and run a social event focused on their year's students.



ELECTORAL CODE

03

Date Enacted:	2017-03-22	Date Amended:	2024-11-19
Presiding Group:	CSES	Delegatee(s):	INTERNAL

1.0 Preamble

- 1.1. The rules and regulations contained herein are applicable to elections of the Carleton Student Engineering Society for the following:
 - 1.1.1. Executive Officers;
 - 1.1.2. Program Representatives;
 - 1.1.3. First Year Representatives; and,
 - 1.1.4. Referenda.
- 1.2. The headquarters for the election shall be the current head office of the Carleton Student Engineering Society, and all rules, regulations, documents, and notices will be available within.

2.0 Definitions

- 2.1. “Writ” shall refer to the Writ of Elections or the Writ of Referenda.
- 2.2. “Candidate” shall refer to any individual seeking office for the position of a Councillor. “Committee” shall refer to the “Yes” and/or “No” committee for any referenda.
- 2.3. “Electoral Committee” shall refer to the Electoral Committee.
- 2.4. “Campaigning” shall refer to the process of distributing, advertising, soliciting, or making any sign or gesture as to exhort or convince any Constituents of the Society to support, by ballot or any other means, any candidate in an election, by-election, or referendum.
- 2.5. “Deliberation Period” shall refer to the period of time in which discussion of nominated candidates shall take place.

3.0 Chief Returning Officer (CRO)

Appointment:

- 3.1. The position of CRO shall be posted through the Society’s standard means of communication.
- 3.2. Interviews for the position of CRO shall be conducted by the Vice President Internal.
- 3.3. Recommendations for the position of CRO shall be presented at a meeting of the Board, at which the Board will ratify the position by a majority vote.
- 3.4. The CRO shall be entrusted to run all Society elections during their term.

4.0 Run-Off Elections

- 4.1. Definition:
 - 4.1.1. Run-Off Elections may be held in order to fill any vacant offices remaining following the completion of the General Elections.
 - 4.1.2. The Run-Off Election shall be administered by the CRO.
- 4.2. Timeline:



- 4.2.1. Run-Off Elections may be held at any Meeting of the Members where there are vacant positions on the Council, as an item of business
 - 4.2.1.1. The VP Internal shall include in the public announcement of the Meeting of the Members any vacant Council position(s) and candidate eligibility.
- 4.3. Nomination:
 - 4.3.1. A Constituent seeking nomination at the Run-Off Election must be nominated by two other Regular members present at the meeting, or their proxy, eligible to nominate said candidate as defined below:
 - 4.3.1.1. An Executive candidate may be nominated by any Regular member in good standing with the Society; and,
 - 4.3.1.2. A Program Representative candidate may be nominated by any Regular member in good standing with the Society whose stream of engineering is the same of the office in which the candidate is seeking.
- 4.4. Voting:
 - 4.4.1. All Regular members and their proxies present at the Meeting of the Members shall be eligible to vote.
 - 4.4.1.1. Any Regular member may vote for an executive candidate.
 - 4.4.1.2. Any Regular member whose stream of engineering is the same as the office which the Program Representative candidate is seeking may vote for said candidate.

5.0 Election Nomination Requirements

- 5.1. The following section applies to the General and By-Elections.
- 5.2. Executive:
 - 5.2.1. Signatures from at least 1% of the total number of students enrolled in Undergraduate Engineering, rounded up to the nearest whole number, are required to be considered a valid nomination form.
- 5.3. Program Representatives:
 - 5.3.1. Signatures from at least 1% of the total number of students enrolled in that respective stream, rounded up to the nearest whole number, is required in order to be considered a valid nomination form.
- 5.4. First Year Representatives:
 - 5.4.1. Signatures from at least 1% of the total number of students enrolled in Undergraduate Engineering in their first year of studies, rounded up to the nearest whole number, are required in order to be considered a valid nomination form.

6.0 Neutrality of the Society

- 6.1. The Society shall remain neutral with regards to:
 - 6.1.1. Elections:
 - 6.1.1.1. The Society may not endorse any candidate or group of candidates running its elections.
 - 6.1.1.2. The Society should encourage voting in its elections but may not campaign on behalf of any singular candidate or group of candidates.



- 6.1.1.3. An elected officer of the Society is permitted to personally endorse any candidate or group of candidates running in its elections.
- 6.1.2. Referenda:
 - 6.1.2.1. The Society may not endorse the “Yes” or “No” committees unless the Referendum was called in accordance with Section 10 1.2.1 in which case the Society holds the rights of the committee.
 - 6.1.2.2. The Society may provide general statistics, research, and information regarding the Question, so long as it is delivered in a neutral way and is non-partisan to either committee (ie. Cannot be presented as “These facts show that this is needed:” or “These facts show that this is not needed:”; It must be presented as “Here are the facts:”), unless the referendum was called in accordance with Section 10 1.2.1 in which case the society holds the rights to campaign regularly.



MEETINGS POLICY

04

Date Enacted:	2017-03-22	Date Amended:	2023-11-19
Presiding Group:	CSES	Delegatee(s):	INTERNAL

1.0 Definitions

- 1.1. The purpose of this policy is to provide guidelines for the Carleton Student Engineering Society's meeting schedule and expectations.
- 1.2. In this policy,
 - 1.2.1. Formal regrets shall refer to notice of absence consisting of:
 - 1.2.1.1. Written notice to the Chair indicating the reason(s) for being absent, and;
 - 1.2.1.2. A written report of their actions completed since the last meeting.

2.0 General

- 2.1. Meetings are to be scheduled through the cooperation of the Chair and the Administrative Assistant.
 - 2.1.1. Meetings shall be announced at least 72 hours prior to the meeting
 - 2.1.2. The agenda to be approved shall be announced at least 48 hours prior to the meeting.
- 2.2. Speaking Rights
 - 2.2.1. Any Society Constituent in good standing has the right to speak at a meeting.
 - 2.2.2. Any guest to the meetings may be granted speaking rights if agreed upon by voting members in attendance of the meeting by a majority vote.
- 2.3. Open Sessions
 - 2.3.1. Any Constituent in good standing with the Society shall be permitted to be present at an Open Session during a meeting.
- 2.4. Closed Sessions
 - 2.4.1. A motion to go "in-camera" is required to enter a Closed Session by passing a majority vote.
 - 2.4.2. Any non-voting member shall be asked to remove themselves from the room during the Closed Session. Only voting members and those guests or members invited by a majority vote of the voting membership to attend the Closed Session may attend. Any Directors present must be brought in-camera upon request.

3.0 Attendance

- 3.1. Attendance is mandatory for every voting member of a meeting.
 - 3.1.1. General members or Constituents are not required to attend Member Meetings.
- 3.2. If a voting member cannot attend a mandatory meeting, they are asked to submit their formal regrets to the Chair 24 hours beforehand, unless deemed an emergency by the Chair.



- 3.3. A member of the Council that misses a meeting without sending proper regrets shall:
 - 3.3.1. Be marked as absent on that meeting's Attendance record; and,
 - 3.3.2. Be awarded a strike if the Chair and/or President consider the Council member negligent in their duties.
- 3.4. If a member of the Council is awarded three strikes, the President shall draft and call to question a resolution calling for that Council Member's removal.
- 3.5. An Attendance record shall be recorded by the Chair and Administrative Assistant, and shall indicate the status of voting members attendance as:
 - 3.5.1. Present;
 - 3.5.2. Regrets; or,
 - 3.5.3. Absent.

4.0 Agenda Preparation for Council Meetings

- 4.1. The agenda to be approved at each meeting shall be distributed by the Chair to the members expected to be in attendance at the meeting at least 48 hours prior to the meeting.
 - 4.1.1. The agenda shall be publically accessible.
 - 4.1.2. The agenda shall be divided into Open Sessions and Closed Sessions, if applicable.
- 4.2. Any Member wishing to insert an item into the agenda must contact the Chair at least 36 hours prior to the meeting stating the nature of the business to be addressed.
 - 4.2.1. Any request less than 36 hours prior to the meeting shall be submitted as part of Other Business and may be tabled due to time restrictions.
- 4.3. The Chair shall ensure that all reports, presentations, and documents pertaining to Business at Hand are available at least 24 hours prior to the meeting.

5.0 Timing & Location

- 5.1. Timing:
 - 5.1.1. During the summer (May – August, include) period, it is expected that
 - 5.1.1.1. The Executive are to meet at least once per month.
 - 5.1.1.2. The Council Members are to meet at least twice over the course of the period.
 - 5.1.2. During the Fall/Winter (September – April, inclusive), it is expected that weekly meetings occur, with Executive and Council meetings on alternating weeks.
- 5.2. Duration:
 - 5.2.1. Unless voted otherwise by the voting members at the meeting, no meeting with the exception of General Meetings shall extend beyond 10:00 PM. All items left on the agenda at this point shall be dealt with as Unfinished Business at the next meeting of the same type.
 - 5.2.2. General Meetings shall not extend beyond 11:59 PM of the same day in which the meeting was brought to order, unless voted otherwise by the voting members at the meeting.
- 5.3. Location:



- 5.3.1. The meeting room should be big enough to hold the entire Executive, Council, Chair, Administrative Assistant, and any members-at-large who make it known in advance that they wish to attend.

6.0 Minutes

- 6.1. Minutes of each meeting are to be typed up and sent to the members of that type of meeting by the Administrative Assistant at least 72 hours before the next meeting of that type occurs.
- 6.2. Minutes of each meeting are to be approved at the next meeting of the same type.
 - 6.2.1. Only members who were present at the meeting whose minutes in question are being passed may move to pass said minutes.
- 6.3. Approved minutes are to be posted on official CSES forums (i.e. Website) no later than 72 hours after their approval
- 6.4. Any voting member of a meeting may request that the Chair record their dissent in the minutes.
 - 6.4.1. All Board members shall receive minutes from all meetings including meetings taking place in-camera.

7.0 Action Items

- 7.1. Action Items are a list of concrete tasks that reporting members have noted need to be accomplished / addressed or have stated that they will accomplish / address during the course of a meeting.
- 7.2. The Administrative Assistant and Chair must note Action Items throughout the meeting and compile them in a document to be sent out 72 hours after the meeting ends to best ensure they are addressed.



UNIVERSITY AND FACULTY RELATIONS 05

Date Enacted:	2017-03-22	Date Amended:	2023-04-06
Presiding Group:	CSES	Delegatee(s):	PRESIDENT

1.0 Definitions

1. The purpose of this policy is to provide consistent communications between the Society and the University and Faculty administrations.
2. In this policy:
 - 2.1. “Administration” shall mean any or all of the following:
 - 2.1.1. The Office of the President of the University;
 - 2.1.2. The Chancellor;
 - 2.1.3. A Vice-President of the University;
 - 2.1.4. The Dean of the Faculty of Engineering and Design;
 - 2.1.5. An Associate Dean of the Faculty of Engineering and Design;
 - 2.1.6. A member of the Carleton University Board of Governors; and,
 - 2.1.7. A member of the Carleton University Senate.
 - 2.2. “Official Communications” shall refer to any letter, presentation, meeting or other communications dealing with the business of the Society.
 - 2.3. “Official Opinion of the Society” means the opinion of the Society as determined by, in order of paramountcy:
 - 2.3.1. The Members at a meeting of the Members;
 - 2.3.2. The Council;
 - 2.3.3. The Board;
 - 2.3.4. The Executive; and,
 - 2.3.5. Any stances made by a committee.
 - 2.4. “University Executive” shall refer to:
 - 2.4.1. The Chancellor;
 - 2.4.2. The office of the President of the University; and,
 - 2.4.3. The office of any Vice-President of the University.
 - 2.5. “Staff” includes Officers, employees or volunteers.

2.0 General Communications with the Administration

1. Any official communications presented to the Administration expressing the official opinion of the Society on a given matter must be done by an Executive Officer.
2. Any presentation made to the Board of Governors, the Senate, or any committee thereof, expressing the official opinion of the Society shall be presented by an Executive Officer.



3.0 Meetings with the Administration

1. All requests to meet with the Administration to discuss Society business must be initiated by and through the President of the Society.
 - 1.1. Academic Concerns Meetings may be initiated by and through the VP Advocacy with the permission of the President.
2. The President or VP Internal must attend all meetings with the Administration and, if possible, attend with at least one other Executive Officer.
 - 2.1. The VP Advocacy shall attend when the meeting is related to an academic issue or is related to the Constituents
3. The President, VP Internal or VP Advocacy will inform the Council in advance of all meetings with the Administration and provide an account of the meeting to the Council as soon as possible after the meeting.



GONG POLICY

06

Date Enacted:	2017-03-22	Date Amended:	2024-03-21
Presiding Group:	CSES	Delegatee(s):	PRESIDENT

1.0 Definitions

- 1.1. In this policy:
 - 1.1.1. "Gong" shall be known as the large gong
 - 1.1.2. "Gongdom" shall be known as the Gong cover or Gong bag

2.0 Gong Usage

- 2.1. The Gong and all gong related affairs shall be the responsibility of the President
- 2.2. The Gong shall be used for major events of the Society and the Engineering Community, including but not exclusive to:
 - 2.2.1. Opening and Closing ceremonies of EngFrosh
 - 2.2.2. Reflections
 - 2.2.3. First Year Conference
 - 2.2.4. Meetings of the Members
 - 2.2.5. Conferences CSES is hosting
 - 2.2.6. National Engineering Month
- 2.3. Only the President shall be responsible for ringing The Gong unless they are unable to attend a major event in which case they may choose an appropriate replacement
 - 2.3.1. Exceptions to this rule are outlined below:
 - 2.3.1.1. Hosting Conference Chairs may ring the Gong at Opening and Closing Ceremonies of their conference
 - 2.3.1.2. The VP Academic or their Competition Chairs may ring the Gong to commence the beginning the Carleton Engineering Competition
- 2.4. The Gong must remain in the Gongdom when not on display or in use
- 2.5. When not in use, the Gong shall be displayed for all Constituents to see within the Office
- 2.6. There shall not be any physical contact or contact via extension by any object with the Gong unless they have written approval from the President.
- 2.7. The President shall appoint 2-4 individuals known as "The Gong Bearers" whose duty is to:
 - 2.7.1. Carry the Gong between event locations outlined in Section 2 of the Gong Policy,
 - 2.7.1.1. If the Gong Bearers are unavailable to carry the Gong, the President may temporarily volunteer other Constituents for this duty
 - 2.7.2. Ensure that the Gong is not tampered with at the locations outlined in Section 2 of the Gong Policy,



- 2.7.3. Maintain the upkeep of the Gong at the President's discretion, which includes:
 - 2.7.3.1. Cleaning; and,
 - 2.7.3.2. Polishing.
- 2.7.4. Assist the President in making judgements when enforcing the Gong Policy.



STUDENT GROUP POLICY

07

Date Enacted:	2017-03-22	Date Amended:	2024-11-19
Presiding Group:	CSES	Delegatee(s):	PRESIDENT

1.0 Definitions

- 1.1. The purpose of this policy is to provide guidelines for the affiliation of student groups.
- 1.2. “KEFC” shall refer to the Kostuik Engineering Funding Collective

2.0 Classifications

- 2.1. The Society shall provide five separate classes of affiliation to interested student groups at Carleton:
 - 2.1.1. Engineering Club Student Group,
 - 2.1.2. Engineering Academic Student Group,
 - 2.1.3. Engineering Design Competition Student Groups
 - 2.1.4. Engineering Capstone Group, and;
 - 2.1.5. Non-Engineering Student Group.
- 2.2. In order to classify as an Engineering Student Group, the aim of the student group shall be to provide an academic and/or social environment related to the field of study in engineering in an effort to enhance the university experience and more than 50% of the student group’s membership must also be regular Constituents of the Society.
- 2.3. The class of non-engineering student group shall be given to any student group that does not meet the criteria to be considered as an engineering student group

3.0 Certification of a Student Group

- 3.1. All student groups must certify on an annual basis with certification ending on April 30th of the academic year.
- 3.2. Certification applications are reviewed and approved by the President, VP Internal, and Affiliate Coordinator.
 - 3.2.1. If either the President, VP Internal, or Affiliate Coordinator is a member of a student group in question the other of the two shall be in charge of affiliation approval.
 - 3.2.2. In the situation where both the Affiliate Coordinator, VP Internal, and President are members of the student group in question, the decision for approval will be given to the Council.
- 3.3. VP Internal and/or President shall inform each student group the resources the Society can provide them upon certification.

4.0 De-Certification of a Student Group

- 4.1. De-Certification of a student group results in all student group funding and use of resources through the Society to be suspended.
- 4.2. De-Certifications may occur when:
 - 4.2.1. A student group fails to recertify through the application process;



- 4.2.2. A student group knowingly misrepresents facts when requesting funding or resources;
 - 4.2.3. A student group takes actions that are contrary to the Society's Constitution, Bylaws, or Policy Manual;
 - 4.2.4. A student group using student group funding (SGF), i.e. KEFC, for a purpose not by which they were granted the money; and,
 - 4.2.5. A student group fails to adhere to either the Ontario Human Rights code or the Carleton University Human Rights and Procedures Policy.
- 4.3. A decision to decertify a student club must be made by a majority vote of the Society's Council, put forward by the Affiliate Coordinator and/or President.



EXPENDITURES POLICY

08

Date Enacted:	2024-03-21	Date Amended:	2024-03-21
Presiding Group:	BOARD	Delegatee(s):	FINANCE

1.0 Definition

- 1.1. The purpose of this policy is to provide guidelines for how the Carleton Student Engineering Society is to spend money.

2.0 Spending Methods

- 2.1. The following methods shall be restricted to the Signing Authorities:
 - 2.1.1. Debit Cards;
 - 2.1.2. E-Transfers;
 - 2.1.3. Direct Deposits;
 - 2.1.4. Cheques; and,
 - 2.1.4.1. Signed Cheques can not be left blank.
 - 2.1.5. Any other methods they see fit.
- 2.2. The Executives shall only be allowed to use the following methods:
 - 2.2.1. Out-of-pocket Funds; and,
 - 2.2.2. Credit Cards.
- 2.3. Anyone else shall only be allowed to use out-of-pocket funds as a method.
- 2.4. Through a written agreement the VP Finance or any two (2) other Signing Authorities may temporarily empower an individual to use the following methods if deemed necessary:
 - 2.4.1. Credit Cards; and,
 - 2.4.2. Debit Cards.
- 2.5. Petty cash may only be used if deemed necessary and with the approval of any two (2) Signing Authorities.

3.0 Authorization of Spending

- 3.1. The classification of expenditures is as follows:
 - 3.1.1. “Class I” shall refer to any expense under 1500 dollars;
 - 3.1.2. “Class II” shall refer to any expense greater than or equal to 1500 dollars and below 5000 dollars; and,
 - 3.1.3. “Class III” shall refer to any expense greater than or equal to 5000 dollars.
- 3.2. Certain expenditures may require preauthorization which is a written agreement that grants a person the right to spend within the bounds of the agreement.
 - 3.2.1. The following are empowered to preauthorize expenditures:
 - 3.2.1.1. Budget Holders can grant preauthorization for Class I spending; and,
 - 3.2.1.2. The VP Finance or any two (2) Signing Authorities can grant preauthorization for Class I and Class II spending.
- 3.3. All spending must be conducted within the bounds and purpose of a budget.



- 3.3.1. Under certain circumstances, unbudgeted spending may need to be incurred.
 - 3.3.1.1. Class I unbudgeted spending must be conducted by a Signing Authority with the approval of another.
 - 3.3.1.2. Class II and Class III unbudgeted spending shall be authorized by the Board as detailed in Part VIII, Article 5.5 of the Constitution.
- 3.4. Budget Holders are authorized to conduct the following:
 - 3.4.1. Class I spending; and,
 - 3.4.2. Class II spending with preauthorization.
- 3.5. Anyone else shall only be authorized to conduct Class I expenses with preauthorization.
- 3.6. Class III spending shall be conducted by a Signing Authority with the approval of another.
- 3.7. The VP Finance shall inform the Board if a budget item goes over budget by \$1500 at the next Board meeting.
- 3.8. Budget Holders must get preauthorization for any expense in an over budget budget item as if it were a Class II.
- 3.9. Only the Signing Authorities shall have custody and management of the Non-Portfolio budget.

4.0 Reporting and Reimbursement

- 4.1. All spending shall be reported to the VP Finance within seventy-two (72) hours.
 - 4.1.1. VP Finance is authorized to extend the deadline.
 - 4.1.2. Does not apply for out-of-pocket expenses.
- 4.2. All spending shall be reported with a valid receipt, bill, or invoice to act as documentation.
 - 4.2.1. In the case that valid documentation can not be presented the VP Finance will attempt to prescribe an alternative solution.
- 4.3. All out-of-pocket expenses shall be reimbursed if:
 - 4.3.1. A reimbursement request is submitted to the VP Finance within two (2) weeks;
 - 4.3.2. The expense was authorized as defined in Section 3.0. of this Policy; and,
 - 4.3.3. The expense has valid documentation.
- 4.4. The VP Finance may still provide reimbursement if the above conditions are not met.
- 4.5. The VP Finance has two (2) weeks to process the reimbursement after the submission of a reimbursement request.

5.0 Financial Misuse and Recourse

- 5.1. Financial misuse occurs if a person:
 - 5.1.1. Failed to follow the reporting standards as outlined in Section 4.0. of this Policy;
 - 5.1.2. Was not authorized to spend as outlined in Section 3.0. of this Policy;
 - 5.1.3. Used a spending method that they were not authorized to use; or,
 - 5.1.4. Has used funds in any way that is believed to be improper by the Board or a Signing Authority.
- 5.2. The types of financial misuse are as follows:



- 5.2.1. “Minor” shall refer to misuse of funds under \$1500; and,
- 5.2.2. “Major” shall refer to any misuse of funds greater than or equal to \$1500.
- 5.3. In the case of Minor misuse, the VP Finance shall be empowered to give any of the following recourse to a person:
 - 5.3.1. A meeting with the VP Finance;
 - 5.3.2. Sanctions placed on spending;
 - 5.3.3. Recommendation to the presiding Executive to take further action;
 - 5.3.4. A formal reprimand; and,
 - 5.3.5. Deem the misuse to be Major.
 - 5.3.6. In cases where the person facing recourse is the VP Finance the President will instead be empowered to give recourse.
- 5.4. In the case of Major misuse, an ad-hoc committee known as the “Financial Misuse Review Committee” shall be formed whose membership shall consist of:
 - 5.4.1. The VP Finance as the Chair;
 - 5.4.2. The President as the Vice-Chair;
 - 5.4.3. All the other Signing Authorities; and,
 - 5.4.4. Two (2) Board Members.
 - 5.4.5. In cases where the person facing recourse is a member of this committee, they shall lose their membership on the committee and a Board Member who does not hold an Executive position replaces them.
- 5.5. The Financial Misuse Review Committee shall be empowered to give any of the following recourse to a person:
 - 5.5.1. A meeting with the VP Finance and President;
 - 5.5.2. Sanctions placed on spending;
 - 5.5.3. Dismissal from their position if in line with the Constitution of the Society;
 - 5.5.4. Opening a case with relevant law enforcement agencies;
 - 5.5.5. Recommendation to the presiding Executive to take further action;
 - 5.5.6. Recommendation to the Board to take further action; and,
 - 5.5.7. A formal reprimand.
 - 5.5.8. The Financial Misuse Review Committee is required to provide a report of the nature of misuse and the actions they took during an in-camera session of a Board meeting.
- 5.6. After a person receives a formal reprimand all further instances of misuse are deemed to be Major.



AWARDS

09

Date Enacted:	2017-03-22	Date Amended:	22024-03-21
Presiding Group:	CSES	Delegatee(s):	INTERNAL

1.0 Definitions

- 1.1. The purpose of this policy is to provide guidelines for the selection of recipients of the Carleton Student Engineering Society year-end awards.

2.0 Spirit of the Awards

- 2.1. The spirit of the **Rohit Saxena Award** is to recognize a graduating student who has made an unparalleled contribution, in the way of vision and leadership, to the Society and its endeavours throughout their entire undergraduate career.
- 2.2. The spirit of the **Michelle McGarrity Award** is to recognize a graduating student who has made an outstanding contribution to the Carleton Engineering community through active volunteering in various clubs, societies, and organizations during their undergraduate degree.
- 2.3. The spirit of the **Steph Seemel Award** is to recognize a graduating student who has remained involved in the Carleton Engineering community during their undergraduate degree, while maintaining academic excellence.
- 2.4. The spirit of the **Philip Auclair Award** is to recognize a graduating student who has made an outstanding contribution to Leonardo's Lounge.
- 2.5. The spirit of the **Dean Bibby Thumbs Up Award** is to recognize an engineering student club or society that has demonstrated excellent achievements throughout the school year, through factors including but not limited to successful events, services, and increased membership.
- 2.6. The spirit of the **Jim Simpson Award** is to recognize the outstanding contributions to student life and success by a staff member.
- 2.7. The spirit of the **Best Student Group Head Award** is to recognize a student group head of a club or society that has demonstrated exceptional leadership.
- 2.8. The spirit of the **Most Involved First/Second/Upper Year/Graduating Student/Non Engineer Award** is to recognize the outstanding involvement of a student in one of the above categories in the Carleton Engineering community.
- 2.9. The spirit of the **Adam Cook Memorial Award** is to recognize up to two (2) students who have amused the community in the way of pranks or other shenanigans.
- 2.10. The spirit of the **Nigel Noble-Hearle Memorial Award** is to recognize a student who is most likely to be found in Leonardo's Lounge - also known as the "Leo's Bum" award.
- 2.11. The spirit of the **Matt Gordon Memorial Award** is to recognize up to two (2) students who demonstrate incredible fashion sense throughout the year.
- 2.12. The spirit of the **Dean Larry Progress Award** is to recognize any students or faculty members that have made strides to fundamentally change Carleton Engineering for the better.



3.0 Recipients

- 3.1. The recipient of the **Rohit Saxena Award** shall:
 - 3.1.1. Be a graduating student in good standing with the Society
 - 3.1.2. Have made an outstanding contribution to the society throughout their entire undergraduate degree, through:
 - 3.1.2.1. Holding a role as a Council Member, Board Member, or Officer
 - 3.1.2.2. Vision and leadership of the Society
 - 3.1.2.3. Exceptional work as part of holding a volunteer position
- 3.2. The recipient of the **Michelle McGarrity Award** shall:
 - 3.2.1. Be a graduating student in good standing with the Society
 - 3.2.2. Have made an outstanding contribution to the Carleton Engineering community throughout their entire undergraduate degree, through:
 - 3.2.2.1. Volunteering in student groups, clubs, or societies
 - 3.2.2.2. Active participation in the Society's events
 - 3.2.2.3. Positively redefining the community in one form or another
- 3.3. The recipient of the **Steph Seemel Award** shall:
 - 3.3.1. Be a graduating student in good standing with the Society
 - 3.3.2. Have been actively involved in the Carleton Engineering community while maintaining a high academic average (CGPA)
- 3.4. The recipient of the **Philip Auclair Award** shall:
 - 3.4.1. Be a graduating student in good standing with the Society
 - 3.4.2. Have demonstrated dedication to Leonardo's Lounge through active volunteering
- 3.5. The recipient of the **Dean Bibby Thumbs Up Award** shall:
 - 3.5.1. Be a registered student group with the Society
 - 3.5.2. Have demonstrated exceptional improvement or member engagement throughout the academic year
- 3.6. The recipient of the **Jim Simpson Award** shall:
 - 3.6.1. Be a faculty or staff member of the Faculty of Engineering and Design
 - 3.6.2. Have demonstrated an exceptional dedication to the academic and professional success of students
- 3.7. The recipient of the **Best Student Group Head Award** shall:
 - 3.7.1. Be a student in good standing with the Society
 - 3.7.2. Represent a Student Group in good standing with the Society
 - 3.7.3. Not be the President of the Society (unless nominated for their contributions to another engineering student group)
- 3.8. The recipient of the **Most Involved First Year Award** shall:
 - 3.8.1. Be a first year student in good standing with the Society
 - 3.8.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - 3.8.2.1. Volunteering in student groups, clubs, or societies
 - 3.8.2.2. Active participation in the Society's events
 - 3.8.3. Not be a Board or Council Member of the Society, unless exceptionally merited
- 3.9. The recipient of the **Most Involved Second Year Award** shall:
 - 3.9.1. Be a second year student in good standing with the Society



- 3.9.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - 3.9.2.1. Volunteering in student groups, clubs, or societies
 - 3.9.2.2. Active participation in the Society's events
- 3.9.3. Not be a Board or Council Member of the Society, unless exceptionally merited
- 3.10. The recipient of the **Most Involved Upper Year Award** shall:
 - 3.10.1. Be an upper year (not first, second, or graduating) student in good standing with the Society
 - 3.10.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - 3.10.2.1. Volunteering in student groups, clubs, or societies
 - 3.10.2.2. Active participation in the Society's events
 - 3.10.3. Not be a Board or Council Member of the Society, unless exceptionally merited
- 3.11. The recipient of the **Most Involved Graduating Student Award** shall:
 - 3.11.1. Be a graduating student in good standing with the Society
 - 3.11.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - 3.11.2.1. Volunteering in student groups, clubs, or societies
 - 3.11.2.2. Active participation in the Society's events
 - 3.11.3. Not be a Board or Council Member of the Society, unless exceptionally merited
- 3.12. The recipient of the **Hannah Waye Award** shall:
 - 3.12.1. Be a student not registered in a Bachelor of Engineering program
 - 3.12.2. Have demonstrated dedicated involvement in the Carleton Engineering community during the school year, through:
 - 3.12.2.1. Volunteering in student groups, clubs, or societies
 - 3.12.2.2. Active participation in the Society's events
- 3.13. The recipient(s) of the **Adam Cook Memorial Award** shall:
 - 3.13.1. Have participated in humorous pranks or activities within the Carleton Engineering Community which have not:
 - 3.13.1.1. Caused any physical or emotional harm to an individual;
 - 3.13.1.2. Resulted in any physical damages to property that is not owned by the recipients; and
 - 3.13.1.3. Reflected poorly on the Society
- 3.14. The recipient of the **Nigel Noble-Hearle Memorial Award** shall:
 - 3.14.1. Have spent an unprecedented amount of time in Leonardo's Lounge throughout the year.
 - 3.14.2. Have contributed positively to the Leonardo's Lounge ambiance and environment.
 - 3.14.3. Not be a Manager or General Manager of Leonardo's Lounge.
- 3.15. The recipient(s) of the **Matt Gordon Memorial Award** shall:
 - 3.15.1. Have demonstrated a unique style or fashion sense throughout the year.
- 3.16. The recipient(s) of the **Dean Larry Progress Award** shall:



- 3.16.1. Be an undergraduate student, graduate student, professor, faculty, admin staff, or any other person(s) who has influence within Carleton University;
- 3.16.2. Has improved Carleton Engineering to better the quality of life of engineering students by; or the academics of Carleton Engineering:
 - 3.16.2.1. Creating new initiatives;
 - 3.16.2.2. Reworking current structures;
 - 3.16.2.3. Advocating for the engineering student population;
- 3.16.3. This award shall be given out very infrequently when the impact of their work is deemed sufficiently large.

4.0 Selection Process

- 4.1. The VP Internal shall create a form through which members can nominate individuals for awards including, but not limited to the aforementioned ones.
 - 4.1.1. This form will be accessible through all of the Society's primary communication means.
- 4.2. From the pool of recipients, the Council shall determine the recipients in a non-partisan fashion.
 - 4.2.1. Any award nominees who hold a position on the Council will be required to leave the room during deliberation for that specific award.
- 4.3. The recipients shall be selected at a special Council meeting, called by the VP Internal, for the purpose of determining the recipients, or during a Council meeting where award selection is an approved item of business which must occur in-camera.

5.0 Appearance of Awards

- 5.1. The following awards shall have the recipient's name engraved on the trophy:
 - 5.1.1. The Rohit Saxena Award
 - 5.1.2. The Michelle McGarrity Award
 - 5.1.3. The Dean Bibby Thumbs Up Award
 - 5.1.4. The Jim Simpson Award
 - 5.1.5. The Philip Auclair Award
- 5.2. The following awards shall be presented to the recipients on a plaque:
 - 5.2.1. The Rohit Saxena Award
 - 5.2.2. The Michelle McGarrity Award
 - 5.2.3. The Steph Seemel Award
 - 5.2.4. The Best Student Group Head Award
 - 5.2.5. The Dean Bibby Thumbs Up Award
 - 5.2.6. The Jim Simpson Award
 - 5.2.7. The Philip Auclair Award
 - 5.2.8. Most-Involved First Year Award
 - 5.2.9. Most-Involved Second Year Award
 - 5.2.10. Most-Involved Upper Year Award
 - 5.2.11. Most-Involved Graduating Student Award
 - 5.2.12. Hannah Waye Award
- 5.3. The following awards shall be presented to the recipients on a printed certificate:
 - 5.3.1. Adam Cook Memorial Award



- 5.3.2. Nigel Noble-Hearle Memorial Award
- 5.3.3. Matt Gordon Memorial Award
- 5.4. The following awards shall be presented to the recipients on a trophy and a plaque on the Thing
 - 5.4.1. Dean Larry Progress Award

6.0 Presentation of Awards

- 6.1. All awards shall be presented at the year-end graduation banquet, *Reflections*
 - 6.2. Awards shall be presented by the previous year's winner, unless unable to attend, in which case the presenter shall be selected by the Formal Events Committee, as deemed appropriate.
-



ADVERTISEMENT

10

Date Enacted:	2017-03-22	Date Amended:	2017-03-22
Presiding Group:	CSES	Delegatee(s):	PUBLICATIONS INTERNAL

1.0 Definitions

- 1.1. The purpose of this policy is to provide guidelines for the Carleton Student Engineering Society's use of notice boards and any other advertisement medium
- 1.2. In this policy:
 - 1.2.1. "Advertisement" shall refer to any physical or online notice used for the purpose of promoting an event, service, or other information relevant to the Constituents of the Society.

2.0 General Practices

- 2.1. Use of all designated Society notice boards is reserved for the Society, its registered student groups, university administration, and CSES-endorsed / approved events / advertisements.
 - 2.1.1. Society notice boards shall be identified as such with the Society logo and by fixing a public notice to the board, stating that postering rights must be received by a member of the CSES Council by submitting a copy of the poster to be used, in accordance with Section 5.0 of the Advertisement Policy.
- 2.2. Posters are to be tacked up, not stapled, and are to be taken down by midnight on the first school day following the event.

3.0 Acceptable Content

- 3.1. All information contained in posters must be in good taste, free of vulgarity, and non derogatory in nature. They must also abide by university-wide policies (i.e. alcohol policy) and uphold the ideals of CSES.
- 3.2. The purpose of the notice boards is to communicate with the undergraduate engineering student body and, thus, only posters aimed at bettering their university experience will be accepted.

4.0 Use of Leonardo's Lounge

- 4.1. Digital advertisements that conform to the guidelines above may be displayed on Leo's advertising TV(s).

5.0 Approval Process

- 5.1. All posters must be approved by a member of the CSES Council. A copy of the poster must be submitted through the CSES Office, along with the relevant contact information, before beginning to post.
- 5.2. The poster copy to be retained in the "Officer Binder" should be signed on the back by the person who approved it.



6.0 Final Notes

- 6.1. Any Executive Officer reserves the right to deny and/or remove any posters or advertisements deemed to be in contravention of this policy. Any questions or inquiries may be addressed to the Society's VP Publications.



CONFERENCE DELEGATE POLICY

11

Date Enacted:	2023-01-19	Date Amended:	2024-11-19
Presiding Group:	CSES	Delegatee(s):	EXTERNAL

1.0 Membership

- 1.1. Each conference delegate must be a regular Constituent in good standing of the Society during the period of application, selection, and conference duration.
 - 1.1.1. The exception to this case is a graduating, outgoing Executive Officer who may attend conferences in the year following the completion of their undergraduate degree.
 - 1.1.2. A prior Constituent of CSES in good standing who is on co-op either during the conference or during the time of application for the conference.



CONFERENCE SUPPORT FUND POLICY 12

Date Enacted:	2018-10-31	Date Amended:	2024-09-17
Presiding Group:	CSES	Delegatee(s):	EXTERNAL

The Carleton Student Engineering Society (CSES) has a small fund intended to be used to support the participation of students with financial need at engineering conferences.

1.0 Definitions

1.1. In this policy:

1.1.1. “CSF” shall refer to the Conference Support Fund.

2.0 Eligible Conferences

2.1. The event for which funding is requested must be an educational or informative event. Such events include, but are not limited to:

2.1.1. A conference, symposium or seminar on an educational topic;

2.1.2. A workshop; and,

2.1.3. A hackathon.

2.2. Requested funding for events will be denied if the event is of the following form:

2.2.1. A competition or tournament; and,

2.2.2. A social event or party.

2.3. The Vice President External will determine if the event for which funding was requested is valid.

3.0 Membership

3.1. Each conference delegate must be a regular Constituent in good standing of the Society during the period of application, selection, and conference duration except as noted in the *conference delegate policy*

4.0 Application

4.1. Funding requests must be done through the published form which takes CSF applications.

4.2. The request form must be completely filled. Incomplete requests will be rejected.

4.3. The applicant must provide a receipt with proof-of-purchase by sending the scanned receipt to the Vice-President External and/or Vice President Finance.

4.4. Group applications will not be accepted. Students with financial need must apply individually based on their situation.

4.5. Applicants must be Constituents of the Society.



5.0 Funding

- 5.1. The CSF is a first-come, first-serve pool of money. Funding will be provided to applicants until there is no more money left in the fund.
 - 5.1.1. The amount of funding that each individual should receive is left up to the discretion of the Vice-President External.
- 5.2. Funding may only be provided for the following:
 - 5.2.1. Delegate fees
 - 5.2.2. Transportation costs
 - 5.2.3. Hotel costs
 - 5.2.4. Food expenses may not receive funding
- 5.3. The Vice President External will be responsible for allocating the funds. The Vice President External must receive the written approval from the President and the Vice President Finance before providing any funding.
- 5.4. The Vice President External may not give more funding than what was requested.
- 5.5. The Vice President External is not required to provide the full amount that was requested.
- 5.6. If the Vice President External denies the request or does not provide any funding, they must provide reason for their decision.
- 5.7. Funding may only be provided after a receipt with proof of purchase or registration has been provided.
- 5.8. An applicant may request to have an amount allocated to them until a receipt can be provided. The allocation may only be put on hold for a maximum of two (2) weeks. If after two weeks a receipt has not been provided, the allocated amount will return to the pool for other requests.
- 5.9. Once a receipt has been provided and the funding has been approved, the Vice President External will make a reimbursement request to the applicant.
- 5.10. The Vice President External has the authority to request the delegate(s) to provide meaningful information learned at the conference to Constituents of the Society before providing funds. The information may be provided through means which are including, but not limited to:
 - 5.10.1. An Iron Times article;
 - 5.10.2. A conference report;
 - 5.10.3. A post to be published on the Society's website and other social media forums;
 - 5.10.4. A video, to be coordinated with the Society's VP Publications; and,
 - 5.10.5. A workshop.
- 5.11. If the delegate(s) fails to provide a giveback the Vice-President External has the right to prescribe sufficient recourse.
- 5.12. If funding is granted for attendance at a CSES funded conference the applicant does not receive the funding instead their fee is subsidized.

6.0 Appeal

- 6.1. Should the Vice President External deny a request for funding, the applicant may appeal the decision.



- 6.2. In such a case, the applicant is entitled to an audience with (at least) the VP External, VP Finance, and two (2) members of the Delegate Selection Committee to discuss the decision.
- 6.3. The VP External may overturn their original denial of the request as long as it complies with section 5.0.



LEONARDO'S LOUNGE

13

Date Enacted:	2018-11-27	Date Amended:	2024-03-21
Presiding Group:	CSES	Delegatee(s):	SERVICES

1.0 Definitions

- 1.1. The purpose of this policy is to outline the operations of Leonardo's Lounge and its relationship with CSES.
- 1.2. In this policy:
 - 1.2.1. "GM" shall refer to the Leonardo's Lounge General Managers.
 - 1.2.2. "Manager" shall refer to the Leonardo's Lounge Managers.
 - 1.2.3. "Leo's" shall refer to Leonardo's Lounge.
 - 1.2.4. "CRA" shall refer to the Canadian Revenue Agency.

2.0 CSES Main Office

- 2.1. CSES shall provide access to necessary resources within the main office during CSES office business hours to relevant Leo's GMs, Finance Manager and Junior Finance Manager. Priority will be given to VP Finance for CSES duties.

3.0 Finance

- 3.1. Leo's GMs and the Finance Manager shall be responsible for tracking all finances in a subset of CSES' current financial software.
- 3.2. The CSES President shall be responsible for submission of Leo's signing authority letter before the beginning of the fall term.
- 3.3. The CSES President shall be responsible for proper transition protocol for signing authority.
- 3.4. Leo's Lounge GMs shall be responsible for submission of all required information to the VP Finance for the purpose of filing taxes to the CRA.
- 3.5. VP Finance will submit and pay all taxes associated with the corporation to CRA. Leo's Finance Manager shall be responsible for reimbursing CSES for all taxes paid.
- 3.6. At the end of every fiscal year, the Leo's GMs shall create a budget for the incoming GMs, to give to the VP Finance. This proposed budget shall:
 - 3.6.1. Be included in the CSES budget for the upcoming year;
 - 3.6.2. Not be modified by the VP Finance without approval from the Leo's GMs ; and
 - 3.6.3. Shall not be used for activities outside the operations of Leo's Lounge by any party unless otherwise agreed upon by the Leo's GMs and VP Finance.

4.0 External Usage

- 4.1. Leo's Operations Manager shall be responsible for reviewing and approving or denying all applications for use of Leo's Lounge after hours.
 - 4.1.1. The Leo's GMs shall be notified of a booking that includes the rearranging of Leo's, the consumption of food, catering from Leo's, if a



booking shall last for more than one evening, or if it falls within the operating hours of Leo's Lounge.

- 4.1.2. The Leo's GMs and Operations Manager reserve the right to deny any booking.
- 4.2. In the case that CSES uses Leo's Lounge for an event, the current VP Services and/or Leo's Operations shall approve the final condition of the facilities, in accordance with 4.1.1 of the Leonardo's Lounge Policy.

5.0 Advertisements

- 5.1. Leo's Lounge shall be responsible for displaying ads at the request of the VP Publications, or third party groups.
 - 5.1.1. Leo's Lounge Managers reserve the right to refuse any publication from groups that are unaffiliated with CSES as per the Student Group Policy.
- 5.2. Leo's Lounge Managers shall possess the right to post on the CSES bulletin board at any time.
- 5.3. CSES maintains the right to remove any content posted on the bulletin board which does not conform to the publications policy.
- 5.4. The VP Services shall administer all forms of social media for Leo's Lounge on CSES related forms of media.
 - 5.4.1. All posts made to social media must conform to all CSES publications by-laws.
 - 5.4.2. Leo's Lounge GMs shall have the ability to make and edit posts on all forms of social media for Leo's Lounge.
 - 5.4.3. CSES reserves the right to remove any posts.
- 5.5. Leo's Lounge shall be guaranteed an advertisement in the CSES guidebook each year.

6.0 Leo's Lounge Access

- 6.1. Key access to Leo's Lounge shall be given to the President, VP Services, Leo's GMs and Leo's Managers.
- 6.2. The VP Services and Leo's GMs reserves the right to remove key access from Leo's GMs or Leo's Managers

7.0 Hiring

- 7.1. VP Services shall be responsible for hiring the Leo's Lounge GMs.
- 7.2. At any such time, a Leo's GM or Manager is deemed unfit to perform their duties, the VP Services will maintain the right to dismiss the manager in question.
- 7.3. The Leo's GMs reserve the right to dismiss any Leo's Lounge volunteers and must notify the VP Services in advance before dismissal.

8.0 Reporting

- 8.1. Leo's GMs or Leo's Finance Manager shall be responsible for presenting a financial update to the VP Finance at least once a month during the Fall and Winter terms.
- 8.2. The VP Services shall be responsible for any additional updates that may be required throughout the academic year.
- 8.3. Leo's Lounge shall present a fiscal report to the Members of the society at each general meeting.





ROOMS POLICY

14

Date Enacted:	2017-03-22	Date Amended:	2024-11-19
Presiding Group:	COUNCIL	Delegatee(s):	CSES

1.0 Definitions

- 1.1. The purpose of this policy is to provide guidelines for and govern aspects of the rooms managed by the Carleton Student Engineering Society
- 1.2. “Rooms” refers to the following rooms managed by CSES, including but not limited to;
 - 1.2.1. “Alexander’s Office”, 3390 Mackenzie Building, with sub-rooms;
 - 1.2.1.1. “Finance Office”, 3390A Mackenzie Building,
 - 1.2.1.2. “Storage Room”, 3390B Mackenzie Building, and
 - 1.2.1.3. “Boardroom”, 3390D Mackenzie Building.
 - 1.2.2. Student Group Resource Center (SGRC), 3526 Mackenzie Building,
 - 1.2.3. EngSoc, 3524 Mackenzie Building, and
 - 1.2.4. Centroid, 3350 Mackenzie Building.
- 1.3. “Access” refers to the means to unlock a room, either with a key or Campus Card.
- 1.4. “Access Holder” refers to an individual with Access to a Room.

2.0 Access

- 2.1. Rooms shall stay locked and secure when an authorized Access Holder is not present in the Room.
- 2.2. Primary Access Holders shall have the sole authority to designate individuals as Access Holders. The Primary Access Holders for the following rooms shall be;
 - 2.2.1. Alexander’s Office: President
 - 2.2.2. SGRC: VP Services
 - 2.2.3. EngSoc: President
 - 2.2.4. Centroid: President
- 2.3. Access Holder status shall only be granted by the Primary Access Holder to those who need to Access the Room for business while it is locked.
- 2.4. Rooms may only be accessed for their designated uses.
- 2.5. Breaches or misuse of Access shall result in recourse.
- 2.6. Access Holder status may be removed from an individual by the Primary Access Holder or by Board motion.
 - 2.6.1. Upon the removal of Access Holder status, any physical key for the Room in the possession of the former Access Holder must immediately be returned to the Primary Access Holder.

3.0 Usage

- 3.1. Rooms, and all assets within them, shall only be used for their designated purposes.
- 3.2. There shall be zero tolerance for malicious or negligent damage or theft of CSES assets.





PUBLICATIONS POLICY

15

Date Enacted:	2017-03-22	Date Amended:	2024-03-21
Presiding Group:	CSES	Delegatee(s):	PUBLICATIONS

1.0 Definitions

- 1.1. The purpose of this policy is to provide guidelines for and govern aspects of the Carleton Student Engineering Society's official publications
 - 1.1.1. This policy applies to all publications published by the Society and takes precedence over any policy governing a specific publication itself
- 1.2. In this policy:
 - 1.2.1. "Society Publication" shall refer to any of the following publications:
 - 1.2.1.1. Iron Times
 - 1.2.1.2. Gong Show
 - 1.2.1.3. Guidebook
 - 1.2.1.4. Website(s)
 - 1.2.1.5. Any notice or advertisement
 - 1.2.2. "Editor" shall refer to:
 - 1.2.2.1. The Iron Times Editor(s)-in-Chief, in the context of the Iron Times
 - 1.1.1.1. The Gong Show Producer, in the context of the Gong Show
 - 1.2.2.2. The Guidebook volunteer, in the context of the Guidebook
 - 1.2.2.3. The Webmaster, in the context of the website
 - 1.2.2.4. The Media Team Captain, in the context of notices and advertisements
 - 1.2.3. "Notice" shall refer to a notice for any Meeting of the Members (General Meeting)
 - 1.2.4. "Media Team" shall refer to all Media Team members, including all photographers

2.0 General

- 2.1. All material published in a Society publication must be approved by the editor of that publication prior to its publication.
- 2.2. Every publication of the Society shall mention in legible characters, the name of the Society.

3.0 Society Editorial Code

- 3.1. No material shall be considered for issue in any publication where the material is:
 - 3.1.1. Racist, by explicitly or implicitly defaming or discriminating against any person or group on the basis of ethnic, national, or religious background
 - 3.1.2. Sexist, by explicitly or implicitly promoting gender inequality, indicating sexual bias, or implying discrimination on the basis of gender



- 3.1.3. Homophobic, by explicitly or implicitly defaming or discriminating against any person or group on the basis of their real or perceived sexual orientation
- 3.1.4. Libelous, by defaming any person's character or reputation through innuendo or falsehood
- 3.1.5. Seditious, by promoting the violent overthrow of any legally established government or administrative body, or seeking to promote violent confrontation
- 3.1.6. Obscene, by being of a sexual nature intending to excite prudent feelings, including any visual depiction of any genital or excretory organs
- 3.1.7. Vulgar, by using language explicit in nature or derogatory towards any identifiable group
- 3.1.8. Not abiding by Carleton University's overarching Human Rights policies.
- 3.2. Section 1 may be overruled, and the material listed therein may thus be used in any publications, only when:
 - 3.2.1. A disclaimer is placed on the front page, or otherwise prior to the display of any previously mentioned material, that explains that the opinions and material presented in the associated Society Publication are not in any way the opinions or views of the Society
 - 3.2.2. The material is not considered slanderous in any way (where slander is defined as the communication of false information injurious to a person's reputation) without the consent of the target of said "slander".
- 3.3. Any violation of the Editorial Code by an editor, employee, or volunteer is grounds for dismissal from their position, and if that person is a Constituent, suspension or expulsion, at Council's discretion.

4.0 Photography

- 4.1. Any photography taken by the Media Team is the property of the Society, and may freely be used in publications, as necessary, and archived before the end of the Society year
- 4.2. The Society should possess a professional-grade camera and it should be kept in good working order at all times
 - 4.2.1. The Society shall make adequate photography equipment available to the Media Team for Society business
- 4.3. In the event where there is a fee or ticket price for a CSES event at which Media Team photographers are required to take pictures, it shall be subsidized by the VP Publications' budget, provided the volunteer does not take part in any of the event tangibles (ie. eating dinner at a formal).
- 4.4. All photography must abide by the above Editorial Code.
- 4.5. The VP Publications shall ensure that a disclaimer (Appendix A) is made publicly available to all Constituents, stating that the Society reserves the right to photograph any official Society event.
 - 4.5.1. In any public notice of an event, the pertinent Executive should include a link to said Disclaimer on the Society website



5.0 Media Team

- 5.1. Any other media, including content created and videos taken by the Media Team is the property of the Society and may be used in publications, as necessary, and archived before the end of the Society year.
- 5.2. All YouTube videos and other media must abide by the above Editorial Code.

6.0 Complaints

- 6.1. Any person may make a written complaint to the VP Publications regarding a violation of the Society Editorial Code by a publication of the Society
- 6.2. The VP Publications shall, upon receiving a complaint:
 - 6.2.1. Inform the complainant that the complaint has been received and is being investigated;
 - 6.2.2. Inform the appropriate editor of said complaint
 - 6.2.3. Thoroughly investigate the complaint in a timely manner, and provide a decision on the complaint and the editor within 2 weeks
 - 6.2.4. After investigating, the VP Publications may:
 - 6.2.4.1. Dismiss the complaint;
 - 6.2.4.2. Direct the editor to issue an apology, either written or verbal, to the complainant in a timely manner;
 - 6.2.4.3. Issue a public apology, retraction or correction in the next issue of the Iron Times or on a prominent notice board;
 - 6.2.4.4. Dismiss the editor; or,
 - 6.2.4.5. Any combination of the above
 - 6.2.5. The complainant may appeal any decision of the VP Publications to the Council.



CHICKEN KEY

17

Date Enacted:	2023-01-19	Date Amended:	2024-11-19
Presiding Group:	CSES MEMBERSHIP	Delegatee(s):	SERVICES

1.0 Chicken Key

- 1.1. VP Services shall be responsible for:
 - 1.1.1. Repairing and replacing the Chicken as part of the Chicken Key; and,
 - 1.1.2. Attaching and reattaching the Chicken when it has been detached from the Key.
- 1.2. The Chicken must:
 - 1.2.1. Be securely attached to the Key, such that it can not be removed, with exception of the following:
 - 1.2.1.1. Upgrading of the Chicken with a louder, or larger Chicken;
 - 1.2.1.2. Replacement of a damaged Chicken with another of the same style; and,
 - 1.2.1.3. For long term usage of the SGRC wherein it must be reattached after usage.
 - 1.2.2. Not be intentionally damaged;
 - 1.2.3. Not obstruct the use of the key to the SGRC;
 - 1.2.4. Make a noise between 40dBC and 60dBC under the following conditions:
 - 1.2.4.1. In the SGRC with the door closed and no other devices or people making significant noise;
 - 1.2.4.2. Using the dBC weighting system to measure the volume of sound;
 - 1.2.4.3. An adequate sound monitoring device capable of measuring in dBC placed one (1) metre from the chicken, with the microphone positioned directly in line with the mouth of the chicken; and,
 - 1.2.4.4. The chicken shall be fully actuated;
 - 1.2.5. Be longer than 1 foot in length; and,
 - 1.2.6. Be a yellow color, as originally manufactured.
- 1.3. The Chicken Key is not to be squeezed excessively by any party.



VOLUNTEERING POLICY

Date Enacted:	2024-11-19	Date Amended:	2024-11-19
Presiding Group:	COUNCIL	Delegatee(s):	INTERNAL

1.0 Definitions

- 1.1. The purpose of this policy is to provide guidelines for how the Carleton Student Engineering Society is to manage its volunteers.
- 1.2. In this policy:
 - 1.2.1. “volunteer” shall refer to any person who is not an Officer, Board Member, or Council Member that is selected by the society to perform duties without financial compensation; and,
 - 1.2.2. “direct hiring” shall refer to the process in which a volunteer is hired without going through the formal hiring process.

2.0 Hiring Process

- 2.1. All volunteer positions must go through a formal hiring process which shall include an application and an interview.
 - 2.1.1. Interviews requirement may be waived if the volunteer is not expected to become a Budget Holder or is not expected to be able to manage other volunteers.
- 2.2. Hiring can be conducted by another volunteer if the presiding Executive empowers them to do so.
- 2.3. Direct hiring can not be done without a formal hiring process being attempted.
 - 2.3.1. In cases where a formal hiring process is not possible to conduct due to time constraints, direct hiring can be done instead.
- 2.4. All open positions must be advertised via a post on the Society's social media and the application must be kept open for a minimum for one week.
- 2.5. Positions being hired for the subsequent academic year can only be hired by the respective Executive-Elect.
 - 2.5.1. If there is no Executive-Elect the President-elect shall conduct the hiring instead.
- 2.6. The only personal information allowed to be collected on applications is:
 - 2.6.1. Full name;
 - 2.6.2. Program;
 - 2.6.3. Year; and,
 - 2.6.4. Carleton Email Address.

3.0 Onboarding and Offboarding

- 3.1. Upon the hiring of a volunteer, the volunteer’s personal information must be sent to the Technical Officer and the Vice-President Internal.



- 3.2. All volunteers may have a societal email account created after receiving permission from the presiding Executive.
- 3.3. All the volunteer's information must be placed in a volunteer directory by the Technical Officer or the Vice-President Internal.
- 3.4. Upon a volunteer's offboarding, they shall immediately lose access to all relevant accounts and assets.
- 3.5. All positions are dismissed automatically at the end of the academic year or if the volunteer resigns.
- 3.6. Executives and Officers are allowed to dismiss volunteers from positions under their portfolio for any reason.
 - 3.6.1. If a person is dismissed, notice must be given to the Technical Officer, the Vice-President Internal, and the President.
 - 3.6.2. Other volunteers may dismiss another volunteer under their portfolio if permission is granted by their respective Executive or Officer.
- 3.7. Volunteers shall be automatically dismissed if they have completed the objectives of the position and there is no more work to be completed at the discretion of their respective Executive or Officer.
- 3.8. Upon the hiring of a volunteer or the dismissal of a volunteer, notice must be sent to their respective carleton email address.

4.0 General Provisions

- 4.1. Officers are not allowed to be hired; respective Executives must submit a nomination to the Board for consideration as outlined in Part IV Article 3.1 of the Constitution.
 - 4.1.1. Executives shall choose their nominee(s) through a process similar to the hiring process as outlined in Section 3.0 of this policy.
- 4.2. Associate Vice Presidents must be nominated by the Executive(s) presiding over the duties of their role, and be appointed to their position by a resolution of the Council.
 - 4.2.1. Executives shall choose their nominee(s) through a process similar to the hiring process as outlined in Section 3.0 of this policy.
- 4.3. The collection of student numbers is not allowed.
 - 4.3.1. Student numbers may be collected if it is necessary to fulfill the volunteer's duties.
- 4.4. Volunteer positions titles should avoid containing terms that can cause confusion with pre-existing positions.
- 4.5. Any communication about discipline or exchange of personal information should be sent to the Carleton email address or be conducted in-person.
- 4.6. All open positions should clearly state the required skills and qualifications for consideration.



PROCEDURE POLICY

19

Date Enacted:	2024-11-19	Date Amended:	2024-11-19
Presiding Group:	BOARD	Delegatee(s):	CSES

1.0 Definitions

- 1.1. In this policy:
 - 1.1.1. “Procedure” shall refer to a document that outlines a set of regulations on how a policy is executed.
 - 1.1.2. “Presiding Group” shall refer to the group authorized to amend the procedure.

2.0 Adoption and Amendment of Procedures

- 2.1. Procedures shall be adopted through a Board resolution.
- 2.2. The Board may delegate the power to amend a specific procedure to a Committee of the Board.
- 2.3. Any amendments done to a procedure by a Committee shall be reported to the Board at the next regular meeting of the Board.
- 2.4. Procedures shall only be repealed through a Board resolution.

3.0 Limitations

- 3.1. Procedures may not supersede any Policy.
- 3.2. In the event of a conflict between two procedures, the procedure most recently amended takes precedence.
 - 3.2.1. If a procedure has never been amended, the last amended date is assumed to be its date enacted.
- 3.3. Procedures must fall within the scope of the Presiding Group and must not place any restrictions outside of this scope.



FAIR USE POLICY

20

Date Enacted:	2024-11-19	Date Amended:	2024-11-19
Presiding Group:	TECHNICAL COMMITTEE	Delegatee(s):	TECHNICAL COMMITTEE

1.0 Definitions

- 1.1. The purpose of this policy is to define what constitutes fair use of CSES technical resources and actions that can be taken against groups or individuals unfairly using them.
- 1.2. In this policy,
 - 1.2.1. “Fair Use” shall refer to using a resource in the manner it was intended and in a manner that is not abusive.

2.0 Fair Use

- 2.1. The Technical Committee may motion to enact a terms of service agreement for a resource.
 - 2.1.1. These terms of service shall require acknowledgement from every future user of the resource and all current users must be notified of the change.
 - 2.1.2. These terms of service may delegate special powers to an individual or group to enforce penalties per section 3.
- 2.2. Fair Use is to be interpreted on a case-by-case basis by motion of the Technical Committee.

3.0 Penalties

- 3.1. The Technical Committee may motion to penalize any group or individual in violation of this policy.
- 3.2. Penalties are to be reasonable, as interpreted by the Technical Committee, and may involve exercising any power of CSES or working with third party organizations.
 - 3.2.1. Any motion to penalize a group or individual with penalties outside of the scope of the Technical Committee must only recommend the President or the Board take action.
- 3.3. Any penalties can be appealed to the Board.



DATA PROTECTION AND PRIVACY POLICY 21

Date Enacted:	2024-11-19	Date Amended:	2024-11-19
Presiding Group:	CSES	Delegatee(s):	INTERNAL

1.0 Definitions

- 1.1. The purpose of this policy is to govern handling of information
- 1.2. In this policy:
 - 1.2.1. “data” shall refer to any documents, or information contained in electronic systems
 - 1.2.2. “physical data storage device” shall refer to any physical device that stores non-volatile electronic information. This includes but is not limited to hard drives, and flash drives
 - 1.2.3. “classification level of the data storage device” shall refer to the highest level of data that has ever been stored on a physical device.
- 1.3. In this policy, Data shall be classified as one of the following classifications:
 - 1.3.1. “public” shall refer to any data that is intended for release to the public and can cause no harm to an individual or the organization.
 - 1.3.2. “internal” shall refer to any data that is not publicly available that can cause minimal harm to the organization if released.
 - 1.3.3. “confidential” shall refer to any data that is intended for internal use and could cause some harm to an individual or the organization if released.
 - 1.3.4. “sensitive” shall refer to any data that can cause significant harm to an individual or the organization if released.

2.0 Data Retention

- 2.1. All data must be retained for a minimum of two (2) years with the following exceptions:
 - 2.1.1. When required by law to retain data for a longer period of time.
 - 2.1.2. When required by law to destroy data.
 - 2.1.3. When required by University policy to retain data for a longer period of time.
 - 2.1.4. When required by University policy to destroy data.
 - 2.1.5. When the data is classified as sensitive and the risk of retaining it outweighs its usefulness.
 - 2.1.6. Corporate records according to the Canadian Not For Profit Corporations Act must be retained indefinitely.
 - 2.1.7. Financial records must be retained for seven (7) years or the minimum amount legally required, whichever is greater.
- 2.2. Data may be thrown out or deleted for destruction with the following exceptions:
 - 2.2.1. Physical documents must be securely destroyed if they contain confidential or higher data.



- 2.2.2. Data stored on a physical data storage device must be securely and irrecoverably deleted This includes overwriting files prior to deletion.
- 2.3. Physical storage devices must be irrecoverably physically destroyed when all data contained within it is to be destroyed and the storage device is no longer needed. Individual files do not have to be destroyed if the physical storage device they are contained on is to be destroyed.

3.0 Data Protection

- 3.1. Confidential or sensitive data may not be shared with any individual that is not one of the following:
 - 3.1.1. A volunteer;
 - 3.1.2. A officer;
 - 3.1.3. A Council member;
 - 3.1.4. A Board member;
 - 3.1.5. The person the data pertains to; and,
 - 3.1.6. Any individual that has explicit permission from the VP Internal or President.
- 3.2. Board members are entitled to any information upon written request to the VP Internal.
- 3.3. Council members are entitled to any information relevant to the performance of their duties upon written request to the VP Internal.
- 3.4. All non-public data should be stored in a manner that prevents its unintentional disclosure.
- 3.5. All sensitive data must be stored in accordance with the following requirements:
 - 3.5.1. Physical data must be stored in a locked area within a locked room.
 - 3.5.2. Electronic data must be encrypted at rest or stored in a cloud application that is rated for the information being stored.
- 3.6. All data must be classified in accordance with the levels in 1.3 with the following exceptions:
 - 3.6.1. Data may be reclassified with a higher level at creation or collection;
 - 3.6.2. Data may be reclassified to any level with written notice from the VP Internal or President; and,
 - 3.6.3. SIN numbers shall always be classified as sensitive data and may not be reclassified.
- 3.7. All Constituents are entitled to privacy and the personal identifiable information collected for any reason must be minimized.
- 3.8. All data that is critical to internal operations must be stored in a managed cloud storage platform or two separate access controlled locations.
- 3.9. All access to non-public data must be removed from the previous Board, Executive, and Council prior May 1st.
- 3.10. All passwords must be changed within the first week of May with the exception of passwords for accounts that store internal data that is not critical to operations; these passwords must be changed within one week of the director that manages them being hired.
- 3.11. All passwords that an individual is privy to must be changed immediately following the resignation or removal of any volunteer.