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Title 1 - Preamble

Article 1 History

- 1.1 During the plenary of the 2002 Western Engineering Students' Societies Team (W.E.S.S.T.) Retreat, it was decided that the constitution was becoming too large to be of use for its member societies. As such, it was mandated that it be split into two documents, a constitution and a policy manual. The former being the boundaries for a subject and the latter being the ins and outs of the subject.
- 1.2 This document shall thus work hand in hand with the constitution

Title 2 - Policies

Section I Logo and Mascot

Article 2 Official Logo

- 2.1 The logo as it appears on the top of this document shall be the official logo of the Western Engineering Students' Societies Team.

Article 3 Mascot

- 3.1 The official mascot of W.E.S.S.T. shall be a concrete donkey named 'Debbie'.

Section II Communication

Article 4 Website

- 4.1 The W.E.S.S.T. shall provide and maintain for its member societies a website for means of communicating important information to its members and providing resource information.

- 4.2 The website shall be located at <http://www.wesst.ca> and keep resource information at <http://lib.wesst.ca>.

Article 5E-mail link

- 5.1 The W.E.S.S.T. shall create and maintain for its members an e-mail link to further the discussions between student societies and W.E.S.S.T. related business.

Section III Membership Fees

Article 6Membership Fee Deadline

- 6.1 Membership fees will be assessed prior to W.E.S.S.T. Retreat. To be recognized as a member of the Administrative Council, membership fees must then be paid by the member society upon arrival at W.E.S.S.T. Retreat.

Article 7Membership & Delegate Fees

- 7.1 The money collected from the membership fees for the W.E.S.S.T. shall only be used for the following items, unless otherwise approved by the Administrative Council:
- a) the Travel Assistance Program;
 - b) Executive Council travel and delegate fees;
 - c) administrative materials;
 - d) communication and promotional materials.
- 7.2 Members of the Executive Council are strongly encouraged to approach their dean of engineering for extra funding for travel expenses. The money set aside for travel is not intended to cover all of the costs that might be incurred for travel, but rather to act as a supplement, or a contingency, should dean funding not be possible.
- 7.3 Delegates or participants attending the following events shall be required to subsidize the majority of the cost associated with the organization of such events:
- a) W.E.S.S.T Olympics;
 - b) W.E.S.S.T. Retreat;
 - c) C.F.E.S. Congress Hospitality Suite.

- 7.4 Administrative, communication and promotional materials for use by the W.E.S.S.T. may be purchased on behalf of the W.E.S.S.T. without the approval of the Administrative Council, within reason.

Section IV Executive Council Duties and Responsibilities

Article 8 President

- 8.1 After being elected by the Administrative Council, the president-elect of the W.E.S.S.T. shall be the ONLY person presented to the C.F.E.S. General Assembly for ratification as Vice-President West of the C.F.E.S..
- 8.2 Duties and responsibilities of the President shall include the following:
- a) be the official spokesperson of the W.E.S.S.T. to all other student, professional, or industry associations;
 - b) be responsible for all duties of Vice-President WEST of the C.F.E.S., as defined in the C.F.E.S. Constitution and Policy Manual;
 - c) keep all W.E.S.S.T. member societies up to date on all issues related to the C.F.E.S.;
 - d) maintain all official documents of the W.E.S.S.T.;
 - e) aid all other members of the Executive Council to fulfill their mandates and the requirements of their positions.

Article 9 Vice-President Finance

- 9.1 After being elected by the Administrative Council, the Vice-President Finance of the W.E.S.S.T. shall be one of only two members presented to the C.F.E.S. General Assembly for ratification as a C.F.E.S. Director of the West Region.
- 9.2 Duties and responsibilities of the Vice-President Finance shall include the following:
- a) be responsible for the finances of the W.E.S.S.T., which involves maintaining a bank account, sharing signing authority with the President and Vice-President Communications, and keeping accurate financial records of all transactions;
 - b) be responsible for collecting all membership fees from member societies and provide receipts for all fees received;

- c) present a budget of the finances of the W.E.S.S.T. for their term at W.E.S.S.T. Retreat;
 - d) be responsible for the disbursements of all the W.E.S.S.T. funds;
 - e) assume the role of acting President should the President be unable to attend to his/her duties, until such a time as a new President is selected as specified in **Article 15** of the W.E.S.S.T. Constitution.
- 9.3 Outgoing and incoming VP Finances will finalize a proposed budget to be presented to the Administrative Council at the regional meetings at the C.F.E.S. Congress.

Article 10 Vice-President Communications

- 10.1 After being elected by the Administrative Council, the Vice-President Communications of the W.E.S.S.T. shall be one of only two members presented to the C.F.E.S. General Assembly for ratification as a C.F.E.S. Director of the West Region.
- 10.2 Duties and responsibilities of the Vice-President Communications shall include the following:
- a) keep all W.E.S.S.T. member societies up to date with issues related to their involvement in the W.E.S.S.T.;
 - b) promote and maintain the W.E.S.S.T. homepage and the W.E.S.S.T. e-mail link;
 - c) be responsible for taking minutes and distributing minutes of any meeting of either the Administrative Council or the Executive Council;
 - d) keeping up to date contact info for every member societies' executive;
 - e) maintaining an e-mail link with the Administrative Council;
 - f) author updates of the W.E.S.S.T. for submission to Project Magazine, in cooperation with the President.

Article 11 Chair of the Western Engineering Competition

- 11.1 The Chair of the Western Engineering Competition (W.E.C.) shall be selected and voted on by the Administrative Council at W.E.S.S.T. Retreat two academic years prior to the competition that they are presenting a bid for.
- 11.2 After the vote has been counted, the Chair of W.E.C. for two years following shall be announced. This person shall take their place on the Executive Council

of the W.E.S.S.T. following the closing of WECC one year prior to the competition that they are hosting.

11.3 Duties and responsibilities of the W.E.C. Chair shall include the following:

- a) chair the committee responsible for hosting W.E.C.;
- b) keep all member societies of the W.E.S.S.T. up to date on the developments of W.E.C.;
- c) oversee all duties that relate to the preparation of W.E.C.

Article 12 Member Society Representatives – Administrative Council

12.1 In order to ensure the success of the W.E.S.S.T., it is recommended that each member society representative follow the following guidelines in matters dealing with the W.E.S.S.T.:

- a) be a subscriber to the W.E.S.S.T. e-mail link and shall actively recruit students to subscribe to the W.E.S.S.T. e-mail link;
- b) ensure that all information put forth by Executive Council or Administrative Council is communicated properly to the appropriate members of his/her engineering society;
- c) inform and educate the members of their respective engineering society and general membership about the W.E.S.S.T. and its events;
- d) make a genuine effort to attend Olympics, Retreat and W.E.C.;
- e) ensure the proper preparation of delegates/participants of W.E.S.S.T. events, including communication of any “primer” information and other relevant documents and issues;
- f) ensure that all workshop activities and conference outcomes are reported to his/her engineering society;
- g) become familiar with all W.E.S.S.T. documents, including, but not limited to, the Constitution and Policy Manual.

Section V Meetings

Article 13 Meetings

13.1 There are four meetings during the course of the year where the Executive Council should make every attempt to be present, they are as follows:

- a) C.F.E.S. Congress Regional Meetings;
- b) W.E.C.;
- c) W.E.S.S.T. Retreat;
- d) W.E.S.S.T. Olympics.

13.2 The Executive Council can also hold meetings to prepare for W.E.S.S.T. events (i.e.: the executive may choose to hold a summer meeting to prepare for Olympics and Retreat, provided the meeting is feasible).

Article 14C.F.E.S. Congress Regional Meetings

- 14.1 During the annual C.F.E.S. Congress, held every January, the western region of the C.F.E.S., which is identical to the W.E.S.S.T., is given the opportunity to meet and share ideas.
- 14.2 These sessions will be used primarily for brainstorming, thinking of further ideas and initiatives for the W.E.S.S.T., and talking about the plans for the year.
- 14.3 It will also give the W.E.S.S.T. Executive Council a chance to meet with many other people involved with the W.E.S.S.T., W.E.S.S.T. member societies, and the C.F.E.S..
- 14.4 These sessions can also be utilized by the Administrative Council to vote on the proposed budget, in addition to discussing C.F.E.S., W.E.S.S.T., and any other issues/business that arises.

Section VI Western Engineering Competition

Article 15 Purpose of W.E.C.

- 15.1 The Western Engineering Competition shall provide western engineering students the opportunity to test and develop their skills in practical problem solving, design and communication. The competition shall offer students the opportunity to learn from there successes and shortcomings in a competitive environment.

Article 16 W.E.C. Organization

- 16.1 Any individual, with the support of his or her member society, can bid to host W.E.C. at W.E.S.S.T. Retreat two years previous to the W.E.C. being bid upon.

- 16.2 A constitution governing W.E.C. that is approved by the Administrative Council, must be adopted following the election of the W.E.C. Chair prior to any funds being dispersed from W.E.S.S.T..

Section VII W.E.S.S.T. Retreat

Article 17 Purpose of Retreat

- 17.1 The W.E.S.S.T. Retreat provides a forum at which the executives and members involved in the societies from each school can get together and discuss issues and ideas that will aid in running of their own respective student societies. For this reason, the retreat is very beneficial for new executive members without much exposure on how a student society is run.
- 17.2 Besides the obvious benefit to incoming executives, the W.E.S.S.T. Retreat also provides a forum for representatives from each school to talk about issues that affect all of the W.E.S.S.T.. In this way, member societies can present a more unified and informed body at national events such as the C.F.E.S. Congress.
- 17.3 The W.E.S.S.T. Annual General Meeting shall be held during the W.E.S.S.T. Retreat, and shall include the reports of the outgoing Executive Council, approval of the annual budget, elections of the new Executive Council, bidding for the hosting of W.E.C., and the presentation of motions.

Article 18 Retreat Organization

- 18.1 The W.E.S.S.T. Executive Council shall organize the W.E.S.S.T. Retreat.
- 18.2 The structure of the Retreat, the cost, the agenda, and the activities will all be made and formulated by the Executive Council, with suggestions and advice taken from all member societies.

Article 19 Retreat Location

- 19.1 The location of the W.E.S.S.T. Retreat shall be central to the western region, so it minimizes the distance traveled by all member societies to attend.
- 19.2 The Retreat should also be held at a private lodge or somewhere suitably private so that all the delegates attending have a unique sense of community and also to maximize the interaction between delegates.

Article 20 Retreat Timing

- 20.1 The W.E.S.S.T. Retreat shall be held between October 15th and November 30th, preferably over the November long weekend. This gives member societies extra time to arrive and to participate in discussions.
- 20.2 The Retreat is held at this time so that the terms of the W.E.S.S.T. Executive Council can run quasi-parallel to the terms of the C.F.E.S.. This is important because of the duality of the role as President of the W.E.S.S.T./Vice-President West of the C.F.E.S..

Article 21 Workshops

- 21.1 The weekend should include a number of workshops, discussion groups, roundtables and speeches on topics that are relevant to member societies of the W.E.S.S.T..

Section VIII W.E.S.S.T. Olympics

Article 22 Purpose of Olympics

- 22.1 The W.E.S.S.T. Olympics are a fun, social, and interesting meeting of representatives from all W.E.S.S.T. member societies to come out, have fun, meet new people, and play games.
- 22.2 The Olympics were created as a response to all the other serious and professional meetings that the W.E.S.S.T. and the C.F.E.S. have throughout the year.
- 22.3 The purpose of the Olympics is simple: To increase communications and augment interactions between member societies, in a fun and social environment.

Article 23 Olympics Organization

- 23.1 It is the duty of the W.E.S.S.T. Executive Council to ensure that the Olympics happen every year. This does not mean that it must be the executive who organizes it; it purely means that the executive is responsible for the Olympics.
- 23.2 The Executive Council can accept bids from member societies that would like to be the host.

Article 24 Olympics Location

- 24.1 The location of the Olympics should also be held in a central location. The need to have the event out of town or at a private location isn't as necessary as

at the W.E.S.S.T. Retreat, but it does help all the delegates get to know each other more.

Article 25 Olympics Timing

25.1 The W.E.S.S.T. Olympics shall be held in September of each year.

Article 26 Olympics Structure

26.1 The organizing committee can implement any type of structure that they want, provided that all of the games played do not include any alcohol. The games can be whatever the organizing committee chooses, and the points and awards are also up to the discretion of the committee.

Section IX Travel Assistance Program

Article 27 Cost Sharing

27.1 The goal of the Travel Assistance Program shall be to make travel to W.E.S.S.T. events more feasible for participants who must travel long distances in order to attend.

27.2 To minimize the cost of travel for all of the delegates, a cost-sharing algorithm has been created so that each school will have reduced travel costs for up to three delegates for Retreat and four participants for Olympics.

27.3 The algorithm shall be the following:

- a) $\text{SUBSIDY} = (\text{Eligible Km} / \Sigma \text{Eligible Km}) \times (\text{Total Subsidy Budget})$
- b) $\text{Eligible Km} = (\% \text{ of Minimum Delegation}) \times (\text{Travel Distance} - 300\text{km})$
- c) Minimum Delegation for the Olympics shall be 4 delegates.
- d) Minimum Delegation for the Retreat shall be 3 delegates.

27.4 The program shall use a small percentage of the registration fees in addition to a contribution from the W.E.S.S.T. Budget to assist in travel expenses.

27.5 Cost sharing shall be put into effect for Olympics and Retreat.

Article 28 Additional Meetings

28.1 The W.E.S.S.T. shall use the Regional Meeting of the annual C.F.E.S. Congress as an additional chance to meet.

Official Policy Manual of the Western Engineering Students' Societies Team

28.2 The Executive Council may hold extra meetings if deemed necessary. The purpose of these meetings shall be to plan for Olympics, Retreat, and other W.E.S.S.T. related business.

Section X Game and Cheer

Article 29 Official Party Game

29.1 The official party game of the W.E.S.S.T. is Hoedown. Other party games may be played, but no other games shall have the title of "Official Party Game."

Article 30 Official Cheer

30.1 The official cheer of the W.E.S.S.T. is "GO RIDERS!!!"

Section XI Policy Manual

Article 31 Superseding Clause

31.1 This Policy Manual supersedes and repeals all previous Policy Manuals of the W.E.S.S.T..

Article 32 Amendments

32.1 The policy manual can be amended with the approval of the Administrative Council by a vote of 2/3 majority.

The End