

WESTERN ENGINEERING STUDENTS' SOCIETIES TEAM



Policy Manual of the Western Engineering Students' Societies Team

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Article 1: Preamble

During the plenary of the 2002 WESST Retreat, it was decided that the constitution was becoming too large to be of use for its members. 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. This document shall thus work hand in hand with the constitution

Article 2: Logo and Mascot

2.1 Logo

The logo as it appears on the cover of this document shall be the official logo of WESST.

2.2 Mascot

The official mascot of WESST shall be a concrete donkey named 'Debbie'.

Article 3: Communications

3.1 Website

WESST shall provide and maintain for its members a website for means of communicating important information to its members and providing resource information. It shall be located at <http://www.wesst.ca> and keep resource information at <http://lib.wesst.ca>.

3.2 E-mail link

WESST shall create and maintain for its members an email link to further the discussions between student societies and WESST-related business.

Article 4: Elections of Officers

The Administrative Council of WESST shall elect officers to the Executive Council during the plenary session of the WESST Retreat. The outgoing WESST executive will have one vote in case of a tie between two candidates. Candidates for any positions on the Executive Council must be nominated and seconded by a voting-member. Following the closing of nominations, the candidates will be required to give brief speeches, followed by a question period. After all questions have been answered, the Administrative Council will vote on the candidates for the various positions.

Article 5: Removal of Officers

During the course of an officer's term, the officer may be removed from their position by any of the following methods:

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5.1 Resignation

If an officer of the executive chooses to resign from their post, the Administrative Council must pass the motion of dismissal with a simple majority.

5.1.1 Replacement Procedure

After a position has been vacated, either through dismissal or resignation, the most senior executive office may appoint an in-term WESST Executive replacement. The most Senior Executive officer must contact all members of the administrative council and inform them of this appointment. If within two weeks of the appointment the Administrative Council brings forth another qualified member the appointment will be called to an election.

5.1.2 Executive Seniority with Regards to Mid-Term Resignation

The seniority of executive offices in regards to min-term vacancies only in descending order is as follows, President, VP Communication, VP Finance.

5.2 Dismissal

For an officer to be removed from their position, a motion of dismissal must be presented and seconded from member schools. The Administrative Council shall then hold a vote. For an officer to be removed from their position, a vote of 2/3 majority is required.

5.2.1 Replacement Procedure

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Article 6: Fees

6.1 Membership Fee Deadline

Membership fees will be assessed prior to CFES Congress. To be recognized as a member of the Administrative Council, membership fees must then be paid by the member society upon arrival at Congress.

6.2 Use of Fees

The money collected from the membership fees for WESST can only be used for the following items, unless otherwise approved by the Administrative Council.

6.2.1 Travel and Delegate Fees

The money that is paid into for WESST membership fees can be used for travel and delegate fees of the WESST Executive Council for, and only for: The WESST Retreat/Olympics (whole Executive Council), The Canadian Federation of Engineering Students Congress (WESST President), and The Canadian Federation of Engineering Students Presidents Meeting (WESST President). Members of the WESST 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.

6.2.2 CFES Congress Hospitality Suite

Every year, WESST is involved in hosting a hospitality suite at the CFES Congress. The money used to purchase refreshments for the hospitality suite can be taken from the WESST budget and can also be subsidized by WESST delegates, upon approval of the Administrative Council. The money to be used will be the money collected from the year that is ending, not the year that is starting. The Administrative Council must approve of the amount of money being spent for the hospitality suite.

6.2.3 Administrative Materials

Administrative materials for use by WESST may be purchased on behalf of WESST without approval of the Administrative Council, within reason. Items such as stationary, writing instruments, and file folders fall under this category.

Article 7: Executive Council Duties

Section 1: President

After being elected by the Administrative Council, the president-elect of WESST shall be the ONLY person presented to the CFES General Assembly for ratification as West Ambassador of the CFES.

The President shall:

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- 7.1.1** Be the official spokesperson of WESST to all other student, professional, or industry associations.
- 7.1.2** Be responsible for all duties of West Ambassador of the CFES, as defined in the CFES Constitution and Policy Manual.
- 7.1.3** Keep all WESST member schools up to date on all issues related to the CFES.
- 7.1.4** Maintain all official documents of WESST.
- 7.1.5** Aid all other members of the WESST Executive Council to fulfill their mandates and the requirements of their positions.
- 7.1.6** Transition between outgoing and incoming President is completed by no later than January 30th.
- 7.1.7** Outgoing and incoming President will be in contact prior to CFES congress.

Section 2: Vice-President Communications

After being elected by the Administrative Council, the Vice President Communications shall:

- 7.2.1** Keep all WESST member schools up to date with issues related to their involvement in WESST
- 7.2.2** Promote and maintain the WESST homepage and the WESST e-mail link.
- 7.2.3** Be responsible for taking minutes and distributing minutes of any meeting of either the Administrative Council or the Executive Council.
- 7.2.4** Keeping up to date contact info for every member societies' executive.
- 7.2.5** Maintaining an e-mail link with the Administrative Council. Typically, this is the President and Vice-President External of a society.
- 7.2.6** In cooperation with the President, author updates of WESST for submission to Project Magazine.
- 7.2.7** Transition between outgoing and incoming Vice-President Communications is to be completed by no later than January 30th.
- 7.2.8** Outgoing and incoming Vice-President Communications will be in contact prior to CFES congress.

Section 3: Vice-President Finance

After being elected by the Administrative Council, the Vice-President Finance of WESST shall:

- 7.3.1** Be responsible for the finances of WESST. This involves maintaining a bank account, sharing signing authority with the President and Vice-President Communications, and keeping accurate financial records of all transactions.
- 7.3.2** Be responsible for collecting all membership fees from member schools and provide receipts for all fees received.

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7.3.3 Present a budget of the finances of WESST for their term at WESST Retreat. It shall be the outgoing Vice President Finance who presents the budget to the Administrative Council.

7.3.4 Be responsible for the disbursements of all WESST funds.

7.3.5 Assume the role of acting President should the President be unable to attend to his/her duties. If the Vice-President Communication becomes President due to vacating the position, the role of Vice-President Finance will be replaced, as defined in Article 5 of the Policy Manual.

7.3.6 Outgoing and incoming VP Finances will prepare a proposed budget to be presented to the Administrative Council at the regional meetings at the CFES Congress.

7.3.7 Transition between outgoing and incoming Vice-President Finance is to be completed by no later than January 30th.

7.3.8 Outgoing and incoming Vice-President Finance will be in contact prior to CFES congress.

Section 4: Western Engineering Competition Chair

The Western Engineering Competition Chair shall be selected and voted on by the Administrative Council at WESST Retreat two academic years prior to the competition that they are presenting a bid for. After the vote has been counted, the Chair of the Western Engineering Competition for two years following shall be announced. This person shall take their place on the Executive Council of WESST following the closing of WEC one year prior to the conference and competition that they are hosting.

The Western Engineering Competition Chair shall:

7.4.1 Chair the committee responsible for hosting WEC.

7.4.2 Keep all members of WESST up to date on the developments of WEC.

7.4.3 Oversee all duties that relate to the preparation of WEC.

7.4.4 Transition between outgoing and incoming Western Engineering Competition Chair is to be completed by no later than January 30th.

7.4.5 Outgoing and incoming Western Engineering Competition Chair will be in contact prior to CFES congress.

Section 5: WESST Executives' Meeting Chair

The WESST Executives' Meeting (WESST E.M.) Chair shall be selected by the hosting school and approved by the WESST Administrative Council at WESST Retreat. After the vote has been counted, the Chair of the WESST EM for the year shall be announced. This person shall take their place on the Executive Council of WESST following the closing of the Plenary session at Congress.

The WESST E.M. Chair shall:

7.5.1 Chair the committee responsible for hosting E.M.

7.5.2 Keep all members of WESST up to date on the developments of E.M.

7.5.3 Oversee all duties that relate to the preparation of E.M.

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7.5.4 Transition between outgoing and incoming WESST EM Chair is to be completed by no later than January 30th.

7.5.5 Outgoing and incoming WESST E.M. Chair will be in contact prior to CFES Congress.

Article 8: Meetings, Conferences, and Competitions

There are four meetings during the course of the year where the Executive Council should make every attempt to be present. The Executive Council can also hold meetings to prepare for WESST events (i.e.: the executive may choose to hold a summer meeting to prepare for Olympics and Retreat, provided the meeting is feasible). Listed below is the organization of these four meetings are the three meetings of WESST, and The CFES Congress.

8.1 CFES Congress Regional Meetings

During the annual CFES Congress, held every January, the western region of the CFES, which is identical to WESST, is given the opportunity to meet and share ideas. These sessions will be used primarily for brainstorming, thinking of further ideas and initiatives for WESST, and talking about the plans for the year. It will also give the WESST executive a chance to meet with many other people involved with WESST, WESST member societies, and the CFES. These sessions will also be utilized by the Administrative Council to approve the proposed budget, in addition to discussing CFES, WESST, and any other issues/business that arises.

8.2 Western Engineering Competition

8.2.1 Organization

An executive committee, to be chosen by the member school that will be hosting WEC, will oversee the planning of WEC. The person responsible for the bid should be the chair of the organizing committee. Any member school of WESST can bid to host WEC at WESST Retreat two years previous to the WEC being bid upon. WEC must be held in late January or early February so that the qualifiers of WEC have ample time to prepare for their attendance at the Canadian Engineering Competition.

8.2.2 Competition

The competition portion of WEC shall follow the guidelines and regulation of the Canadian Engineering Competition.

8.3 WESST Retreat/Olympics

The Retreat portion of the event provides a forum at which the executives and present members from each school can 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

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student society is run. Suggested topics for discussions at the retreat include first year involvement, financing, and charity events. Besides the obvious benefit to incoming executives, the WESST Retreat also provides a forum for representatives from each school to talk about issues that affect all of WESST. In this way, member schools can present a more unified and informed body at national events such as CFES Congress. The Olympics portion of the event are a fun, social, and interesting meeting of representatives from all WESST member schools to come out, have fun, meet new people, and play games. The Olympics were created as a response to all the other serious and professional meetings that WESST and the CFES has throughout the year. The purpose of the Olympics is simple: To increase communications and enhance interactions between member schools, in a fun and social environment.

8.3.1 Organization

The WESST Executive Council shall organize the general structure of the WESST Retreat/Olympics. The agenda and the activities will all be made and formulated by the executive, with suggestions and advice taken from all WESST members.

8.3.2 Location

The location of the WESST Retreat/Olympics shall be determined by a vote during the AGM in the previous calendar year, where schools apply to be the host of the Retreat/Olympics. The school who hosts the Retreat/Olympics should involve the WESST Executive Council in all financial decisions pertaining to cost sharing and budgeting. The Retreat should 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.

8.3.3 Time

The WESST Retreat/Olympics shall be held after the CFES President's Meeting but before November 30th, preferably at a date that does not conflict with any major events that other schools are hosting. Arrivals for the event are to happen on a Thursday evening with the Retreat following on Friday, Olympics on Saturday and departures on Sunday.

8.3.4 Workshops

The workshops in the Retreat portion of the event should be divided into two streams. The first stream should include a number of workshops, discussion groups, roundtables and speeches on topics that are relevant to senior attendees of WESST. The second stream should include presentations and workshops geared towards building applicable skills for first year students.

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8.3.5 Plenary

The plenary session for WESST shall be held during the Retreat portion of the event following the Workshops. The plenary session shall include the reports of the outgoing executive, elections of the new executive, bidding for the hosting of WEC, bidding for the WESST Retreat/Olympics, and the presentation of motions.

8.3.6 Olympics

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.

8.4 WESST Executives' Meeting

The WESST Executives' Meeting (WESST EM) is designed to facilitate the transition of documents and knowledge in member schools. Society growth and development can sometimes be stunted by the difficulty of executive changeover. WESST aims to bridge this gap, by hosting a small conference that will focus on documentation, leadership, communication, and other organizational behaviour seminars.

8.4.1 Organization

The Chair of the WESST EM shall organize the general structure of the conference. The agenda and the activities shall be made and formulated by the Chair, with suggestions and advice taken from the WESST Executive Council.

8.4.2 Location

The location of the WESST EM shall be determined by a vote during the AGM in the previous calendar year, where schools will apply to host the WESST EM. The school who hosts the WESST EM should involve the WESST Executive Council in all financial decisions pertaining to cost sharing and budgeting. The conference should be held in a professional setting such as hotel conference rooms or university lecture halls, in order to provide the best environment for professional development and networking amongst delegates and event sponsors.

8.4.3 Funding

Funding for the conference will be entirely based upon sponsorship, delegate fees, and any surplus funds.

8.4.4 Accommodation

Accommodation for the delegates shall be situated in a professional atmosphere.

8.4.5 Time

The WESST EM shall be held no later than June 30th, after the transition of the ESS executive positions of the respective member schools. The conference shall take place on a weekend, with Friday allotted to arrivals, Saturday dedicated to

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sessions, and Sunday for additional sessions in the morning followed by departures from Sunday evening through late Monday.

8.4.6 Sessions

The WESST EM sessions must target all executive positions in attendance. They must be relevant to the common operations of engineering societies, and foster exchange of ideas. There must be at least three sessions by the WESST Executive Council, and at least two sessions by external industry representatives, keynote speakers, professional development experts, or alumni. Senior executives from the member schools of WESST must be encouraged to run sessions as well, in accordance with the WESST EM Chair. The sessions must be a varied mix of workshops, discussion groups, roundtables and speeches on topics that are relevant to attendees of the WESST EM.

8.4.7 Plenary

In the event of special circumstances where decision of the Administrative Council is required, if deemed necessary and approved by the WESST EM Chair, the WESST Executive Council may call for a plenary session to take place at the end of sessions on Sunday if quorum is reached. It should be noted that the AGM is the prime time for decision making for WESST operations, and priority should be given to sessions at the WESST EM.

Article 9: Official Party Game

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

Article 10: Official Cheer

The official cheer of WESST is "WESST IS BESST!"

Article 11: Policy Manual

12.1 The Policy Manual can be amended with the approval of the administrative council by a vote of two-thirds majority.

12.2 This version of the Policy Manual shall replace any pre-existing versions of the Policy Manual.