

**Western Engineering Student Societies' Team
Policy Manual**



Western Engineering Student Societies' Team

Policy Manual

Amended November 21, 2023

Last Updated: November 2023 by Kasey Burgess (President)
Authored: 1999-2000 by Craig Rice (VP West)

WESST is BESST

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Article 1: Preamble

The origins and history of this Policy Manual are discussed here.

Section 1.1: Origin of the Policy Manual

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.

Section 1.2: History of the Policy Manual

This document is the result of the brainstorming, thought-sharing, and hard work of all the people involved in the Western Engineering Student Societies' Team, from its conception in 1993 to present time.

Throughout the history of WESST this document has been frequently revised, an account of the recorded changes is located below:

Updated by: Kasey Burgess - President - 2023-2024
Updated by: Duncan Lamont - President - 2022-2023
Updated by: Regan Wilson - President - 2021-2022
Updated by: Shanleigh McKeown – President – 2020-2021
Updated by: Shanleigh McKeown – President – 2019-2020
Updated by: Noah Hladun – President – 2018-2019
Updated by: Eric Power - President - 2017-2018
Updated by: Alex Jokuty - President - 2016-2017
Updated by: Alex Jokuty - President - 2015-2016(Jun-Apr)
Updated by: Alan Ehrenholz - President - 2015 (Jan-Jun)
Updated by: Ranek Kiil – VP Communications – 2014
Updated by: Ben Marriott – President – 2013
Updated by: Madison Myrfield – President - 2012
Updated by: Dan Nenadov – President – 2011
Updated by: Morgan Tien – President – 2010
Updated by: Shahrzad Pedram – President – 2009
Updated by: Will Fraser – President – 2008
Updated by: Keinan Hamm – President – 2006
Updated by: Derek Sahota – President – 2005
Updated by: Evan Cole – VP Communications – 2002-2003
Separated by: Evan Cole – VP Communications – 2002-2003
Authored by: Craig Rice – VP West – 1999-2000

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Article 2: Logo

The official logos of WESST are described here.

Section 2.1: Official Logo

The logo, as it appears on the cover of this document shall be the Official Logo of the Western Engineering Student Societies' Team.

Section 2.2: Secondary Logo

The WESST "Weathervane" as it appears on the watermark of this document shall be the secondary logo of WESST.

Article 3: Mascot

The official mascot of WESST, and care for the mascot, is detailed below.

Section 3.1: Official Mascot

The Official Mascot of WESST shall be a concrete donkey named "Mrs. Deborah WESST", or "Debbie".

Section 3.2: Care and Well Being

Debbie shall be awarded to the member society that achieves the highest point total in the WESST Olympics. This society shall be responsible for the on-going care, maintenance and wellbeing of Debbie until the following WESST Olympics.

Article 4: Communication

Policies relevant to the communications of the Society are described here.

Section 4.1: WESST Website

For the purpose of providing and communicating important information WESST shall maintain a website for its members. This website shall be located at www.wesst.ca.

Section 4.2: WESST Member Link

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

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Article 5: Elections of Officers and Activity Chairs

The Elections of the Executive Officers and Activity Chairs of WESST are outlined below.

Section 5.1: Election Officials

The following election officials shall be appointed by the WESST Executive to run any Elections or By-elections. These officials are to remain impartial and can not run or vote in the election.

These officials may be removed by a simple majority of the WESST Administrative Council. The WESST Administrative Council is then responsible for appointing replacements.

Sub-section 5.1.1: Chief Returning Officer

The Chief Returning Officer shall run the nomination, campaigning, and voting periods of the election and is responsible for setting appropriate rules and time limits for the election process in addition to those laid out in this Article.

Sub-section 5.1.2: Scrutineer

The Scrutineer shall oversee the elections process and ensure accuracy and fairness of results. The Scrutineer shall be allowed to present concerns to the WESST Administrative Council at any point during the elections process.

Section 5.2: Elections Process

The Elections should include the following steps:

Sub-section 5.2.1: Nominations

There should be two nominations periods, separated by at least an hour. The Chief Returning Officer will go through all positions open at the time and ask for nominations. Candidates for Executive and Activity Chair positions can be nominated by any present member of a member society at the WESST Annual General Meeting, and must be seconded by a member of the Administrative Council.

Candidates may accept, decline, or defer. After the second round of nominations, any candidates that deferred must either accept or decline.

Sub-section 5.2.2: Campaigns

Candidates shall campaign by giving brief speeches to the Administrative Council. Activity Candidates may include multi-media aspects and additional presenters. These speeches shall be followed by a questioning period. Voting members of the WESST Administrative Council should then be given a period of time to discuss with their schools before Voting.

Sub-section 5.2.3: Voting

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Voting shall be held by a secret ballot. The Chief Returning Officer and the Scrutineer shall count the votes and announce the results at an appropriate time.

Each WESST member school, in good standing with WESST, shall have one (1) vote for the positions of;

- 1) President
- 2) Vice-President Services
- 3) Vice-President Finance & Administration
- 4) Vice-President Advocacy
- 5) Activity Chairs

Additionally, each CFES member school in the western region, in good standing with the CFES who is not a member of WESST, shall have one (1) vote for the position of WESST President.

Section 5.3: Election Timelines

Elections for Executive Candidates will take place at AGMR each year. Elections for Activities will take place at the conference nearest two years before the conference being bid on. Unfilled roles will be bid on at Admin Council meetings as per the discretion of the WESST Executive.

Section 5.4: Candidate Eligibility

Requirements for candidate eligibility include that;

1. Candidates must attend a member school in a Western Canadian undergraduate engineering program.
2. Candidates must be in good standing with their respective school.

Any individual wishing to run for an executive position who does not meet the above criteria can run with the approval of the WESST Administrative Council.

Section 5.5: Appointment of Directors

Directors are appointed, as required, by the WESST Executive to assist in the completion of WESST Executive duties. The following positions are normally filled; however, director positions may be created by the WESST Executive and approved by the Administrative Council or left vacant at the discretion of the WESST Executive. In the event of a vacancy in the following director positions, the responsible Executive will accept the assigned tasks and responsibilities.

The directors are:

- 1) Media & Marketing Director
- 2) Corporate Relations Director
- 3) Regional Competition Director

The Administrative Council, on recommendation of the WESST Executive, shall appoint the Directors, their title and responsibilities, with a nomination period

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being communicated to the membership and remaining open for a minimum of two (2) weeks.

Article 6: Removal and Replacement of Officers

The removal and replacement of a WESST executive during their term is detailed below

Section 6.1: Vacating a Position

The process of vacating of a position on the WESST Executive, or of a WESST Activity Chair, is outlined below:

Sub-section 6.1.1: 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.

Sub-section 6.1.2: Dismissal

For an officer to be removed from their position, a motion of dismissal must be passed by a two-thirds ($\frac{2}{3}$) vote of the WESST Administrative Council.

Section 6.2: Replacement Procedure

After a position has been vacated, either through dismissal or resignation, the most senior executive officer may appoint an interim replacement. The most senior WESST Executive 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 a by-election.

Section 6.3: By-Election

A by-election is called to replace an Executive or Activity Chair who resigned or was dismissed by the Administrative Council. A by-election will follow the Election process outlined the Policy Manual. The by-election will be held at the next Administrative Council meeting, whether it be in person or through live online means.

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Article 7: Membership Fees

The membership fees collected by WESST and their usage are outlined below.

Section 7.1: Membership Fee Deadline

Membership fees will be assessed prior to CFES CELC and member societies will be invoiced before the start of CFES CELC, for the coming financial year. All membership fees are to be paid by the start of WESST EM.

Section 7.2: 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.

Sub-section 7.2.1: Travel

The money that is paid into WESST Membership Fees can be used for travel of the WESST Executive Council for, and only for:

- 1) The WESST Annual General Meeting Retreat (WESST Executive Council)
- 2) The Canadian Federation of Engineering Students (CFES) CELC (WESST President)
- 3) CFES President's Meeting (WESST President)
- 4) The WESST Executives' Meeting (Current WESST Executive)
 - a) If approved by the Administrative Council by a 2/3 majority, members of the Incoming WESST Executive Council may also be granted funding. Such a situation should only arise if adequate funds are available.
- 5) The Western Engineering Competition (One Executive Only)

Membership fees used in this way are intended to supplement the cost of travel rather than fund the cost of travel. Members of the WESST Executive Council are strongly encouraged to seek outside sponsorship from their Dean's Office or similar avenues to subsidize their travel expenses. Travel funding for WESST Executive Council is not to exceed \$2000 and is only to be allocated given a fiscal surplus in the WESST budget.

Sub-section 7.2.2: CFES CELC Hospitality Suite

A suite may be purchased at CFES CELC each year. This funding is only to be allocated if it is not expected to cause the WESST Budget to show a deficit. This Hospitality Suite is designed to be a space where students of WESST member schools can work and socialize. Priority will always be given to students of WESST member schools who wish to work in the space.

Sub-section 7.2.3: 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 stationery, writing instruments, web hosting, and file folders fall under this category.

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Sub-section 7.2.4: Reserve Fund

A reserve fund in the amount of \$3000 shall be carried from year to year in the WESST bank account, and is not to be allocated to any budgeted spending. If this contingency fund is used because of a WESST event exceeding its allotted budget, it shall be replenished as soon as possible. This fund shall be spent only at the discretion of the Administrative Council.

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Article 8: Executive Council Duties

The roles, duties and requirements of the Executive Council are noted here.

Section 8.1: President

The President shall:

1. Be the Official spokesperson of WESST to all other organizations.
2. Be responsible for all duties of the West Ambassador of the CFES, as defined in the CFES Constitution and Policies
3. Maintain lines of communication with all Official Partners
4. Maintain all Official documents of WESST and ensure that updated versions are published within 2 weeks of any changes being made.
5. Work with the VP Services to make sure WESST Activities are well run.
6. Ensure the WESST Executive fulfills their responsibilities that are laid out in the WESST Constitution, WESST Policy Manual, and WESST Activity Agreements.
7. Aid all other members of the WESST Executive to ensure they fulfill their mandates and the requirements of their position.
8. Organize the Incident Response Committee for each WESST Activity and archive their reports as appropriate.
9. Look for, and lead, new initiatives to ensure that membership in WESST is beneficial.
10. Have signing authority on the WESST Bank Account(s).
11. Fulfill all mandates put forward by the members.
12. Be responsible for the upkeep of WESST President transition items.
13. Complete the transition between the outgoing and incoming Presidents no later than the transition date set in the Constitution.
14. Ensure that the Incoming WESST Executive is kept up-to-date of all WESST business prior to the end of the President's term.
15. Oversee the work of the advocacy director or absorb the portfolio of the advocacy director if no person is appointed.

Section 8.2: Vice-President Services

The Vice-President Services shall:

1. Lead initiatives that raise awareness of WESST and our services to the student body of our members.
2. Create and coordinate the various social media channels that WESST uses.
3. Maintain communications with and support the WESST Activity Chairs.
4. Bring a copy of the Activity Agreement for each Activity that is to be bid on at a WESST conference. In the event a bid is approved the VPS will go over the Activity Agreement with a representative of the Activity at the current conference.
5. Ensure all Activity Agreements are signed within 1 month of a bid being approved.

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6. Ensure WESST Activities abide by their respective Activity Agreements and the Activities are directed in the best interests of the WESST Members.
7. Be in contact with activity chairs a minimum of once per month. Formal meetings to be held as necessary.
8. Design and sell WESST merchandise to members and individuals.
9. Create and distribute conference reports after each WESST Activity.
10. Promote and maintain the WESST website and the WESST member email link.
11. Fulfill all mandates put forward by the members.
12. Assume the role of acting President should the President be unable to attend to their duties.
13. Complete the transition between the outgoing and incoming Vice-President Services no later than the transition date set in the Constitution.
14. Oversee the work of the media & marketing director or absorb the portfolio of the media & marketing director if no person is appointed.

Section 8.3: Vice-President Finance and Administration

The Vice-President Finance and Administration shall:

1. Be responsible for the finances of WESST, including but not limited to:
 - a. Maintaining the WESST bank account
 - b. Keep accurate financial records of all transactions
 - c. Collecting membership fees from member societies
 - d. Issuing receipts for membership fees received
2. Support the efforts of WESST Activities to find sponsorship.
3. Regularly review the finances of WESST Activities and provide feedback to the WESST Executive, the WESST Administrative Council, and/or the Activity Chair, as appropriate.
4. Lead any initiatives that attempt to find sponsorship for WESST.
5. Schedule the WESST Administrative Council meetings.
6. Present a summary of the Annual WESST budget at WESST AGM Retreat.
7. Have signing authority on the WESST Bank Account(s).
8. Prepare a proposed budget to be presented to the Administrative Council at WESST EM along with the incoming VP Finance and Administration.
9. Fulfill all mandates put forward by the members.
10. Be responsible for recording and distributing minutes of meetings of the Administrative and Executive Councils.
11. Have dates set for all necessary financial meetings prior to the commencement of Executive's Meeting to ensure proper financial transition of the WESST bank account(s).
12. Complete the transition between the outgoing and incoming VP Finances no later than the transition date set in the Constitution.
13. Oversee the work of the corporate relations director or absorb the portfolio of the corporate relations director if no person is appointed.

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Section 8.4: Vice-President Advocacy

The Vice-President Advocacy shall;

1. Perform research of topics proposed by the administrative council and assist in the development of any official advocacy resources.
2. Develop reports and guidelines for members to use on an institutional basis to support local advocacy efforts.
3. Provide support for WESST member societies with their respective advocacy initiatives.
4. Seek potential advocacy opportunities for the organization to bring to the WESST Executive and Administrative Council.
5. Oversee the annual WESST survey and produce a report for members in collaboration with the WESST President.

Article 9: Director Duties

The roles, duties, & requirements of the WESST Directors are noted here.

Section 9.1: Media & Marketing Director

The Media & Marketing Director is responsible for WESST's brand, and for supporting the administrative council and activity managers with design and social media outreach. The Media & Marketing Director reports directly to the Vice-President Services.

The Media & Marketing Director shall;

- 1) Maintain and upkeep files relating to the organization and their activities logos, banners, and templates.
- 2) Maintain and upkeep the design of the WESST website.
- 3) Source quotes for branded items for WESST and its Activity Managers, as necessary.
- 4) Coordinate the various social media channels that WESST uses.
- 5) Work with the Vice-President Services to create post-activity reports and graphics to be distributed to members and general student populations.
- 6) Work with WESST Activity Managers to ensure photos of activities are distributed to members and are archived for use in future marketing material.

Section 9.2: Corporate Relations Director

The Corporate Relations Director is responsible for the centralized funding and partnership activities of WESST. This director reports directly to the Vice-President Finance & Administration.

The Corporate Relations Director shall;

- 1) Provide support - in conjunction with the Vice-President Services - for Activity Managers and their Organizing Committees with their respective sponsorship initiatives.

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- 2) Seek additional sponsorship and income diversification opportunities for the organization to bring to the Vice-President Finance & Administration.
- 3) Work with the Vice-President Finance & Administration to ensure compliance with the federal not-for-profit regulations.
- 4) Seek potential professional partnership and sponsorship opportunities to bring to the WESST Executive and Administrative Council for consideration.

Section 9.3: Regional Competition Director

The Regional Competition Director is responsible for the support of WESST member schools' regional competitions. This director reports directly to the President.

The Regional Competition Director shall;

- 1) Provide support for WESST member societies with their respective regional competitions.
- 2) Maintain and upkeep files relating to the regional competitions for future use.
- 3) Develop reports and guidelines for members to use to create equal competitions across the member societies.
- 4) Shall forgo the right to compete in their local and regional competitions while appointed in this role.

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Article 10: WESST Activities

There are four events during the course of the year where the Executive Council should make every attempt to be present at. These events are:

- 1) WESST Annual General Meeting Retreat
- 2) WESST Executives' Meeting
- 3) Western Engineering Competition
- 4) Canadian Federation of Engineering Students CELC

The WESST Executive can also hold meetings to prepare for WESST events, so long as the expenses for these meetings are passed by the Administrative Council before the meeting is held.

Section 10.1: CFES CELC

During CFES CELC, the West Region of CFES, which is typically analogous to WESST, is given several opportunities to host regional meetings. The time allotted for these meetings shall be used to:

- 1) Address issues, policies and practices of the CFES that relate to WESST
- 2) Determine the "Direction of WESST" for the following year
- 3) Facilitate the meeting and introduction of the people directly involved with WESST
- 4) Hold Administrative Council meetings, should the need arise
- 5) Address any business that may arise

Section 10.2: Funding for WESST Activities

A seed fund may be provided to the host schools of the three (3) WESST Activities. The amount of these funds are to be determined by the WESST Executive, but will not surpass the following amounts:

1. For WEC the amount is \$10,000
2. For WESST EM the amount is \$5,000
3. For WESST AGMR the amount is \$2,000

These seed funds are to be paid back in full within 6 months of the conclusion of the conference.

Section 10.3: Surpluses of WESST Activities

If a conference runs a surplus, it shall be used by WESST Executive to do one of the following as advised by the administrative council:

- Ensure WESST has enough capital to continue operating for one full year, or;
- Increase the size of seed funds for WESST Activities, or;
- Cover a deficit run by any WESST activity
- Be transferred to the budget of the same activity for the following year.

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Section 10.4: Creation of Sessions for WESST Activities

The WESST Executive will be responsible for creating and running sessions at both WESST AGMR, and WESST EM, and shall include a session for voting members to express their views of the performance of the WESST Executive and Activity Managers.

Section 10.5: School Approval of Bid

The below is to be signed by the proposed chair(s), and their respective engineering society president of an activity immediately after the bid for that activity has been accepted.

*We, **<School Name here>**, have been approached with an Activity Bid that is being put forward by **<Chair of Bid>** for **<Name of Activity>**. We have reviewed the Activity Bid with the aforementioned Chair, and are of an understanding with the aforementioned Chair. We accept the Chair representing **<School Name>** to the Western Engineering Student Societies' Team as Activity Chair of **<Name of Activity>**.*

*We understand that hosting this Activity is a representation on our school and will do everything in our power to ensure the success of this Activity. In the event the proposed Activity Chair resigns, we agree to take the responsibility of selecting a new Activity Chair. In the situation a new Activity Chair is not found, we **<School Name here>** will take on the responsibility to host the Activity to the level the Western Engineering Student Societies' Team expects as outlined in the Policy Manual.*

Section 10.6: Inclusive Conference Guidelines

To best serve our members, it is essential that WESST conferences and activities be safe spaces that encourage discussion and learning amongst its members. To this end, it shall be the policy of WESST to facilitate the following:

1. A Conference Code of Conduct;
2. An Incident Reporting System, with a Response Committee at each Activity;
3. Inclusivity Orientation at each activity;
4. Provide Inclusive Conference Planning information to Activity Managers upon ratification

Sub-section 10.6.1: Conference Code of Conduct

The WESST Conference Code of Conduct shall be distributed along with the pre-delegate package, and shall be as follows:

The Western Engineering Student Societies' Team aims to promote inclusive and respectful environments where all students feel safe, welcome, and valued. To accomplish this, the WESST expects students to behave in an inclusive and respectful manner befitting a future engineer.

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By attending a WESST conference, you commit to:

- 1. Value other people's experiences;*
- 2. Embody a spirit of respect and fellowship;*
- 3. Maintain respectful communication regardless of disagreements;*
- 4. Have an open mind for new ideas and information;*
- 5. Refrain from behaving in a manner that degrades, insults, or otherwise negatively affects others;*
- 6. Support your peers; and*
- 7. Grow and develop professionally, academically, and socially.*

The WESST is based on the combined effort, dedication, and commitment of its students. Abiding by this Code of Conduct actively contributes to building a better WESST and promotes positive WESST environments.

I, _____ Name _____ of _____ School _____ have read the WESST Conference Code of Conduct. I not only understand the Code, but also appreciate its importance to my personal experience and the experience of others. I agree to actively follow the Code for _____ Activity _____, and to encourage and support others in doing the same.

Observed violations of the Code of Conduct should be reported via the Incident Reporting System. Failure to follow the Code may result in consequences ranging from verbal reprimand to expulsion from the current and future WESST events. The attendee's academic institution may also be contacted.

Section 10.7: Non-Voting and Honorary Members Applying to WESST Activities

As laid out in Sections 8.2 and 8.3, individuals who wish to attend a WESST Activity as a delegate for a Non-Voting or Honorary Member, should request approval from both the WESST Executive and the Activity Chair. The WESST Executive will be responsible for the decision and accountability process and the Activity Chair has the right to refuse or limit any number of applicants

The WESST Executives shall work with the Activity Chair to satisfy themselves that the attendance of the delegate will:

1. Add value to the activity via session hosting or serious election candidacy
2. Not be detrimental to the experience of any delegates
3. Follow any additional guidelines set for them by the WESST Executive or Activity Organizing Committee

If selected, the delegate will:

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1. Pay a \$100 accountability fee to the WESST Exec, to be returned upon behaviour deemed appropriate by the WESST Executive for the duration of the activity
2. Be subject to a "One Strike" condition where the WESST executive has the right to eject the delegate from the conference for behaviour that violates any of the three conditions listed above

If a selected delegate is not from a WESST member school, the delegate will be subject to a \$50 Fee in addition to delegate fees.

Article 11: Incident Response at Activities

To ensure that WESST Activities are a safe and welcoming space for everyone, an Incident Response Committee shall be formed to investigate and attempt to resolve any reported issues. The goal of the Incident Response Committee shall be to ensure that a safe and inclusive environment is maintained at WESST Activities.

Section 11.1: Incident Reporting form

The Incident Response form shall be a form created by the Incident Response Committee and made accessible to all delegates at a WESST Activity during the Activity and up to 7 days afterwards. The form shall include the following fields:

1. Name of Reporting Individual
2. School of Reporting Individual
3. Name(s) of the Individual(s) or Organization Involved in the Incident (or description(s))
4. Incident Date and Time
5. Incident Details
6. Incident Witness(es), if appropriate and with approval of the Witness(es)
7. Whether or not the Reporter is comfortable being contacted by the IRC
8. The names and contact information of all IRC members
9. A description of any personal relationships or potential conflicts of interest with IRC members, with regards to both the reporting individual or anyone involved in the complaint
10. A brief description of IRC procedure, which includes clarifying that all complaints submitted through the Incident Reporting Form will go to the Chair of the IRC and that if complainants wish to submit complaints outside of the form, it must be done through the contact information on this form.

Sub-Section 11.1.1: Confidentiality of Reports

Any identifying contents of Incident Reports, and identifying information discovered during the investigation, shall be kept confidential by the members of the Incident

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Response Committee (IRC) subject only to Sub-Section 10.2.5: Release of Information.

Sub-Section 11.1.2: Incident Response Timeline

Should a report be submitted between 8am and 8pm, the Incident Response Committee shall begin to address the report within four hours. Should a report be submitted outside of these times, but during the conference, the IRC shall begin to address the report by the following noon. Should a report be submitted with less than 4 hours remaining in the conference, or within three days (72 hours) of the end of the conference, the IRC shall begin to address the report within 36 hours.

Section 11.2: Incident Response Committee

An Incident Response Committee (IRC) shall be formed for each WESST Activity.

Sub-Section 11.2.1: Committee Membership

The IRC shall consist of three (4) members including:

1. One non-voting member of the WESST Team who shall serve as IRC Chair,
2. Three members selected by the WESST Team, in consultation with the relevant Activity Manager.
3. No member of the Activities' organizing committee shall serve on the IRC

The IRC membership will:

1. Undergo IRC training with the WESST Advocacy Director or WESST President
2. Have no more than one member of the WESST Team.
3. Consist of an EQ Canada representative if possible.
4. Be approved by the Administrative Council before the beginning of the Activity at either an Administrative Council meeting or by e-vote no later than 2 weeks before the start of the activity.

The Chair of the IRC is Responsible for the following:

1. Familiarizing themselves with the emotional safety plans of the IRC members and supporting them in adhering to them
2. Monitor the mental health and wellness of the IRC and take action when necessary.
3. Make note of the IRC's conflicts of interest and take action if necessary
4. Being familiar the WESST IRC policy and support the IRC in their duties

When selecting members of the IRC, the WESST Team shall make an effort to ensure that the composition of the IRC reflects a diverse range of perspectives and backgrounds.

Additionally, the WESST Team shall make an effort to ensure that members do not serve on multiple consecutive IRCs when possible.

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To mitigate the psychological risks associated with this role, IRC members will be required to submit emotional safety plans to the WESST Team no later than three (3) days before the beginning of the activity. Emotional safety plans must include, at a minimum, the following; A recognition of the emotional labour associated with the role and a willingness to participate in such labour.

An outline of professional supports available to the IRC member.

An outline of personal supports available to the IRC member.

Contact information for individuals identified by the IRC member as key-emotional supports.

In the case of extreme emotional duress, IRC members may use the professional & personal supports outlined in their emotional safety plans to discuss concerns relating to their work as an IRC member. IRC members are not permitted to discuss their role as an IRC member with other attending delegates and are subject to sub-section 10.1.1 Confidentiality of Reports in all other matters relating to their role.

Sub-Section 11.2.2: Committee Authority

Decisions made by the IRC shall be considered final for the duration of the Activity, and may range from verbally reprimanding an offending delegate to expulsion from the conference. After the conclusion of the Activity, the respondent may appeal decisions made by the IRC.

Delegates may not be expelled by any other authority of WESST.

The IRC may not make decisions that affect the delegate's ability to contribute to WESST in the future, such as conditionally or completely, banning from further conferences, but may recommend these actions to the WESST Executive.

Sub-Section 11.2.3: Committee Response Procedure

All complaints submitted through the Incident Reporting Form will first be examined by the Chair of the IRC, and the Chair of the IRC will examine the form to determine whether any members of the IRC should not have access to the complaint due to conflict of interest as per section 11.2.4. Once this is determined, the Chair of the IRC shall share the form responses with all relevant members of the IRC and begin their investigation. If a complaint is submitted to another member of the IRC due to a conflict of interest with the IRC Chair, the member who the complaint was submitted to shall conduct the same process before sharing the complaint with other IRC members.

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To ensure that the IRC has a complete picture of the Incident, and the impact it has had on the involved parties, they should contact the following parties and discuss the Incident and appropriate responses:

1. The Respondent(s)
2. The Victim(s)
3. The Individual who made the report, if appropriate
4. Any witnesses to the Incident, if appropriate

Note: The Respondent(s) and the Victim(s) will be invited to have an additional individual for support present during any conversations.

After these discussions, the IRC shall use their best judgement on what response is appropriate or if further investigation is needed. All IRC decisions require a majority vote.

Any official communications should be made by the Chair of the IRC, with the knowledge and approval of all members of the IRC except in cases where the Chair of the IRC has a conflict of interest as described in section 11.2.4. In this case, the IRC shall appoint one of their members to make official communications for the complaint in question. Responses to any official communication should be shared with all IRC members.

The IRC should ensure that there are at least two IRC members present for any conversation with anyone involved with the Incident.

Sub-Section 11.2.4: Conflict of Interest

A conflict of interest shall be defined as a strong positive or negative personal relationship between a member of the IRC and the Respondent, Victim, or other individuals involved in the Incident that unfairly biases their actions or decisions.

A member of the IRC should remove themselves from the IRC if they believe they have a perceived or real conflict of interest. Should anyone believe that an IRC member has a conflict of interest, it should be presented to the IRC.

If one member of the IRC believes that a perceived or real conflict of interest exists, the appropriate member shall be removed from the IRC. The chair of the IRC will act as the replacement member on a temporary or permanent basis. The remaining members of the IRC will be responsible for choosing a replacement member on a temporary or permanent basis, as appropriate, and notifying the Appeal Board of the change. The remaining members of the IRC shall release changes of membership

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to the Activity delegates if there are permanent changes, and these changes shall be reflected on the Incident Reporting Form.

If more than one member of the IRC is removed from the IRC due to conflicts of interest, replacement members of the IRC will be selected from the delegation. Replacement members will be selected by the remaining IRC members, the Activity Manager, and the WESST Executive.

Sub-Section 11.2.5: Release of Information

The IRC is expected to keep all identifying information for anyone involved other than the Respondent permanently confidential except in the following situations:

1. The IRC or anyone involved with the Incident decides that the Police should be notified, or;
2. The IRC has obtained written consent of everyone involved to release the information.
3. If an IRC member breaches these confidentiality rules, they may be subject to discipline by the WESST Team.

The IRC is expected to keep confidential any information that may identify the Respondent, except in the following situations:

1. The IRC or anyone involved with the Incident decides that the Police should be notified, or;
2. The IRC has obtained written consent of everyone involved to release the information, or;
3. The IRC decides to notify the Respondent's school that an Incident was reported, or;
4. The IRC decides to limit or end an individual's involvement with WESST Activities, in which case the Respondent's school should be notified and the IRC will record the decision according to Section 10.4: Recording of Information.

Section 11.3: Appeal of Decision

Should anyone feel that a decision made by the Incident Response Committee (IRC) was unfair, they may Appeal the decision by informing the WESST President.

Sub-Section 11.3.1: Appeal Board

The Appeal Board shall consist of the 3 members for the WESST team who did not sit on the IRC. The third member of the Appeal Board shall be selected by the WESST

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Executive. The most senior WESST Executive shall serve as chair of the Appeal Board.

Sub-Section 11.3.2 : Appeal Timeline

Appeals will be accepted by the WESST President for 72 hours after either the close of the Activity, or notice of a decision made by the IRC, whichever happens last. A meeting will be scheduled by the Appeal Board Chair within 14 days of the Appeal being made to hear from the individual who brings forward the Appeal and, separately, the Chair of the IRC.

Sub-Section 11.3.3: Conflict of Interest

A member of the Appeal Board should remove themselves from the Appeal Board if they believe they have conflict of interest as defined in Sub-Section 10.2.4: Conflict of Interest.

It is the responsibility of the remaining Appeal Board members to either select a replacement or continue with the remaining Appeal Board.

Section 11.4: Recording of Information

In the case that a school is notified of the IRC's decision, or that a decision to limit or end an individual's involvement is made, the following should be recorded and kept by the WESST President for future IRCs:

1. Name of Respondent
2. Decision that was reached
3. Relevant copies of correspondence with the School and/or Individual.

Otherwise, the following information should be recorded and kept by the WESST President for future IRCs:

1. High level summary of the incident with no identifying information
2. Decision that was reached

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Article 12: Policy Manual

Policies relevant to changing the Policy Manual are described here.

Section 12.1: Amendment

The Policy Manual can be amended with the approval of the Administrative Council by a vote of two-thirds majority.

Section 12.2: Authority

In the event of a disagreement between this document and the WESST Constitution the WESST Constitution shall be considered correct.

Section 12.3: Official Status

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