

- i. The Activity must wait until the prior year's Activity has occurred before gaining access, regardless of whether the prior year's Activity used activity-scoped accounts.
- ii. If the prior year's Activity used activity-scoped accounts, the incoming OC must wait until the sooner of: the accounts being ready for transition, or sixty (60) days after the prior Activity occurred.

19.6 Activity Document Organization

1. All files created in the course of planning an Activity shall be stored in a Shared Drive within the Federation's Google Workspace designated for that Activity.
2. The Vice President Services shall be granted Manager access to the Activity's Shared Drive.
3. Documents shall not be stored in personal Google Drive accounts, external cloud storage services, or any storage outside the Federation's Google Workspace.
4. Note: Google Workspace Shared Drives do not support Forms that require file uploads. A shortcut to a folder containing such forms shall be included in the Shared Drive in lieu of storing the forms directly.

19.7 Discord

19.7.1 Public Discord Server

1. The Federation shall maintain a public Discord server open to students, engineering society presidents, and VP Externals across the country.
2. The Vice President Communications shall own the public Discord server using an account tied to the `vpc@cfes.ca` email address.
3. The IT Commissioner may be granted administrator access to support the upkeep and technological management of the server.
4. The public Discord server may be used to:
 - (a) Facilitate by-elections;
 - (b) Solicit feedback from student leaders;
 - (c) Provide a space for student leaders across the country to communicate; and
 - (d) Host office hours by the National Executive.

19.7.2 Internal Discord Server

1. The Federation shall maintain an internal Discord server for use by the CFES Team.
2. The President shall own the internal Discord server using an account tied to the `president@cfes.ca` email address.

3. The internal Discord server may be used for discussions among the National Executive, the Board, and the broader CFES Team surrounding Federation matters.

19.8 Domains

1. The Federation utilizes the following website domains:
 - (a) cfes-fceg.ca
 - i. This shall serve as the primary website address for the Federation.
 - ii. This domain will be designated as a user alias domain for cfes.ca within Google Workspace
 - (b) cfes.ca
 - i. This shall serve as the primary domain for Google Workspace and all email accounts.
 - ii. This website address shall redirect to cfes-fceg.ca
 - (c) fceg.ca
 - i. This website address shall redirect to cfes-fceg.ca
 - ii. This domain shall be designated as a user alias domain for cfes.ca within Google Workspace

20 Amendments

20.1 Substantive Amendments

1. The Policy Manual of the Federation may be repealed or amended by resolution of the General Assembly, or by two-thirds (2/3) majority vote of the Board.
2. Any amendments passed by the Board shall be communicated to all members within ten (10) business days.

20.2 Non-Substantive Amendments

1. Amendments to the Policy Manual that are simply corrective measures to ensure accurate translation and grammatical structure may be made by the Board Chair, provided these amendments do not change the concept or spirit of the point being amended, and that the Board is given notice of any such changes.