

CFES

CANADIAN FEDERATION OF ENGINEERING STUDENTS



FCÉG

LA FÉDÉRATION CANADIENNE DES ÉTUDIANT.E.S EN GÉNIE

Canadian Federation of Engineering Students

# Policy Manual

English Edition

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## **1 Jurisdiction**

1. The Policy Manual exists to support the CFES Constitution, which takes precedence in the case of disagreement between the documents.

## **2 Board**

### **2.1 Tasks and Responsibilities**

1. The Board' tasks and responsibilities include, but are not limited to:
  - (a) Oversight of CFES finances and administration
  - (b) Establishing an agenda in advance of all meetings
  - (c) Determining electoral procedures as needed
  - (d) Allocating, at Spring Meeting, the funds from the travel fund to each major meeting of the CFES during the fiscal year. Such meetings include:
    - i. Summer Meeting
    - ii. Summit on Development of Engineering Societies
    - iii. Fall Meeting
    - iv. CELC
    - v. Spring Meeting
  - (e) Tracking progress of the CFES Team
  - (f) Hearing any appeals from the Incident Response Committee

### **2.2 Board Member Conduct**

#### **2.2.1 Conduct**

1. Board Members shall act honestly and in good faith in the best interests of the Federation as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. To ensure Board Members act in this way, the Board is to approve, no later than June 1st of each year, a Code of Conduct which will, at minimum, cover the following topics:
  - (a) Conflict of Interest, in accordance with the statements below
  - (b) Culture
  - (c) Responsibilities
  - (d) Confidentiality
3. Board Members must sign the Code of Conduct approved by the Board no later than June 15th of the year in which they hold office, and the signed copy is to be stored in the organization's records.

### 2.2.2 Conflict of Interest for Board Members

1. No Board Member may, in their role as a Board Member, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.
2. Such circumstances may include, but are not limited to, the following:
  - (a) Matters from which a Board Member stands to benefit personally
  - (b) Matters involving a member society of the Federation of which a Board Member is themselves a member
3. Directors are expected to declare any situation in which they have a conflict of interest, whether real or perceived.
4. In the event a Board Member believes another Board Member has a conflict of interest, the matter shall be brought to the Board Chair for a decision.
5. The Board may overturn the decision of the Board Chair by majority vote.
6. In the event of a conflict of interest for the Board Chair, the Board Chair shall relinquish the chair to the Vice-Chair of the Board until the matter is resolved.

## 2.3 Closed Sessions

1. The Board may, from time-to-time, meet in closed session to discuss matters of a confidential nature.
2. Persons eligible to participate in a closed session are the Board, as well as any other individuals included by a resolution requiring a two-thirds (2/3) majority.
3. Matters eligible for discussion in closed session are limited to:
  - (a) Contractual negotiations
  - (b) Personnel concerns
  - (c) Matters which pose a reputational risk to the Federation
4. To move to a closed session, the Board must pass a resolution to do so by a two-thirds (2/3) majority.
5. No resolutions may be passed once the Board has entered a closed session, other than motions to remain in the closed session, which also require a two-thirds (2/3) majority.
6. Persons privy to closed session discussions are required to keep such matters confidential.
7. In addition to those present, only members of the Board not present at a given closed session are entitled to be informed of the content of discussion after the fact.
8. Such information shall only be provided by the Board Chair to the member or members unable to attend.

## 2.4 Written Resolution

1. In addition to the provisions surrounding written resolutions contained in the Constitution, Board Members shall return to the Board Chair their vote on any written resolution within three (3) business days.
2. Written resolutions may be carried out by electronic means that the Board Chair determines to be secure.
3. The results of a written resolution must be announced by the Board Chair at the next meeting.

## 3 Commissioners

### 3.1 Commissioner Overview

1. Commissioners are appointed, as required, by the National Executive to assist in the completion of National Executive duties and organizational goals.
2. The list of potential Commissioner positions as well as duties can be found in the reference document “[EN] Reference Document - Commissioners”
3. The following positions are normally filled; however, Commissioner positions may be created by the National Executive and approved by the Board or left vacant at the discretion of the National Executive.
4. In the event of a vacancy in the following Commissioner positions, the responsible National Executive will accept the assigned tasks and responsibilities.
5. The Commissioners are:
  - (a) Governance Commissioner
  - (b) Corporate Relations Commissioner
  - (c) Information Technology Commissioner
  - (d) International Relations Commissioner
  - (e) Leadership Development Commissioner
  - (f) Media & Marketing Commissioner
  - (g) Bilingualism Commissioner
  - (h) Data Commissioner
  - (i) Logistics Commissioner
6. The Commissioners’ general responsibilities include:
  - (a) Completing tasks assigned to them by the National Executive
  - (b) Contributing to CFES communications
  - (c) Acting as advisor and consultant to members as appropriate



- (d) Creating a summary transition document for each position by April 30th to be stored in the electronic CFES archive
- (e) Providing written updates on tasks completed at a frequency determined by the National Executive and at minimum every two months

### **3.2 Eligibility**

1. To be eligible for a Commissioner position, the applicants must be a member of an active member at the time of candidature, while also fulfilling any additional requirements outlined by the relevant Commissioner portfolio and the National Executive.
2. Additional requirements may change from year to year, and have included stipulations such as being present at the Annual General Meeting.
3. No student shall hold more than one position within the CFES Team at any given time.

### **3.3 Applications**

1. Persons interested in a Commissioner position must declare their intentions by completing and submitting an application to the National Executive.
2. This application form will be made available to all eligible candidates and the deadline for submission will be decided by the National Executive.

### **3.4 Selection**

1. The incoming National Executive will decide on a method of selection which at minimum must include an application phase.
2. The selected applicants will be put forth to the Board for ratification.

### **3.5 Corporate Relations Commissioner**

1. The Corporate Relations Commissioner is responsible for the centralized funding and partnership activities of the CFES.
2. This Commissioner reports directly to the VPE.
3. The Corporate Relations Commissioner's tasks and responsibilities include the following:
  - (a) Ensure the compliance and maintenance of the Federation relationships with Partnership Agreements
  - (b) Provide support for Activity Managers and their VP Sponsorships with their respective sponsorship initiatives

- (c) Seeking additional Federation partnerships or funding opportunities to bring to the Board and the Activity Managers for approval
- (d) Compiling and presenting all active funding partnerships to the members at the Annual General Meeting
- (e) Maintain and update the CFES Sponsor Database, which includes contact information of the past activity, sponsors, and sponsorship packages and make it available to the Activity Managers

### **3.6 Governance Commissioner**

1. The Governance Commissioner is responsible for the general record-keeping of the CFES.
2. This Commissioner reports directly to the VPFA.
3. The Governance Commissioner's tasks and responsibilities include:
  - (a) Document control of financial statements and records in accordance with laws applicable to the CFES.
  - (b) Ensuring the list of members prepared by the VPFA each year is up-to-date.
  - (c) Taking minutes for CFES General Assemblies and assigning minute takers for CFES General Assemblies where they are not present
  - (d) Collating the minutes after the assemblies, and ensuring their publication on the CFES website.
  - (e) In conjunction with the meeting minutes, a continual document be distributed to the members that outlines the pertinent information regarding assemblies; including the motion name, motion number, spirit of the motion, and whether or not the motion passes, failed, or was tabled to a certain time.
  - (f) Updating the CFES Acronym Cheat Sheet and ensuring it is an accessible resource to all members.
  - (g) Taking the minutes of Board meetings.
  - (h) Ensuring the most updated versions of all legal and financial documents are shared with the Board

### **3.7 Information Technology Commissioner**

1. The Information Technology (IT) Commissioner will maintain and administer all aspects of the electronic infrastructure of CFES.
2. This Commissioner reports directly to the VPFA.
3. The Information Technology Commissioner's tasks and responsibilities include:
  - (a) Maintaining access to the CFES website, email accounts, electronic mailing list, and the electronic CFES Archive

- (b) Assisting with the creation of activity, service, and program websites.
- (c) Maintaining the security of the electronic infrastructure of the CFES.
- (d) Maintaining the CFES electronic file storage system.
- (e) Maintaining the availability of the CFES website.
- (f) Providing members of the CFES information with respect to proper IT practices
- (g) Supporting Activities with email accounts for the Organizing Committee and subdomain connections

### **3.8 Bilingualism Commissioner**

1. The Bilingualism Commissioner is responsible for ensuring that CFES operations are bilingual.
2. The Bilingualism Commissioner's tasks and responsibilities include:
  - (a) Coordinating all text translation services for the Board, the National Executive and Commissioners, including the organization of any translators that may be contracted by the CFES
  - (b) Ensuring translations of bilingual documents are updated within 60 days of any changes
  - (c) Serving as a contact point for members' language concerns
  - (d) Implementing activities and/or initiatives to promote mutual understanding between members
  - (e) Promoting bilingualism within CFES by raising awareness of both official languages and relevant language issues through a working group on bilingualism
  - (f) Working with activity, service and program organizers to manage translation services, as necessary

### **3.9 Media & Marketing Commissioner**

1. The Media & Marketing Commissioner is responsible for the CFES brand, and supporting the CFES Team through layout and design activities.
2. The Media & Marketing Commissioner reports directly to the VPC.
3. The Media & Marketing Commissioner's tasks and responsibilities include:
  - (a) Maintenance and upkeep of an archive of original files relating to the logo, banners, branded items, and templates.
  - (b) Maintenance and upkeep of the design of the CFES website.
  - (c) Maintenance and upkeep of the content of the CFES website, which includes ensuring that the latest available information on CFES events is easily accessible on the website such as the date of the event and the host school.

- i. This information must be updated at most three weeks after a General Assembly where an Activity Manager has been ratified.
- (d) Maintenance and enforcement of logo and branding guidelines of the CFES
- (e) Assisting activities, programs and services with the creation of design templates for documents or promotional materials, as necessary
- (f) Sourcing quotes for branded items for the CFES or Activity Managers as necessary
- (g) Updating social media profiles for the Federation
- (h) Acquiring business cards for the Board with the official logo, individual position, and contact information by Summer Meeting

### **3.10 Leadership Development Commissioner**

1. The Leadership Development Commissioner is responsible for organizing material related to leadership and interpersonal skills and preparing this material to distribute to the members.
2. This position reports directly to the VPS.
3. The Leadership Development Commissioner's tasks and responsibilities include:
  - (a) Preparing a series of sessions for CFES related to the development of leadership and interpersonal skills in conferences.
  - (b) Communicating with both the Board and the National Executive to ensure that the Leadership Development curriculum is aligned with the goals and mission of the CFES.
  - (c) Communicating with CFES Activity Managers to arrange leadership sessions if needed.
  - (d) Communicating with the CELC Activity Manager to arrange space and required materials to facilitate sessions.
  - (e) Ensuring that any persons required to run a Leadership Development session are available to run the required sessions at CFES CELC.
  - (f) Make digitally available to members the material presented at CFES CELC under the Leadership Development portfolio.
  - (g) Develop and make digitally available leadership development materials for use by members at their respective institutions.

### **3.11 Data Commissioner**

1. The Data Commissioner is responsible for the advocacy efforts of the CFES through the development, execution, and interpretation of the National Survey.
2. This position reports to the VPA.

3. They work closely with the VP Academic, serve as a liaison between the various Working Groups and the CFES executive, and publish reports and documentation on the development and results of the National Survey.
4. The Data Commissioner's tasks and responsibilities include:
  - (a) Maintain the yearly National Survey
  - (b) Ensure uniform and standardized collection of data
  - (c) Distribute the National Survey and advertise it in collaboration with the VPC
  - (d) Collect data and share relevant analysis
  - (e) Generate a report from the collected combined National Survey data
  - (f) Research, compile, and document similar processes across member schools and organizations
  - (g) Act as a resource for the Board and member schools pertaining to the uniformity of activities and operations across other member schools and organizations
  - (h) Ensure all data and surveys is adhering to ethical standards of collection, and participate in any required training to do so
  - (i) Ensure the data from the national survey is backed up in a secondary location attached to [vpa@cfes.ca](mailto:vpa@cfes.ca)

### **3.12 Logistics Commissioner**

1. The Logistics commissioner is responsible for organizing and researching material related to the conferences under the services portfolio and supporting the VPS as needed while keeping an open line of communication with the Activity Managers for updates.
2. The Logistics Commissioners' tasks and responsibilities include:
  - (a) Lead the Logistics working group alongside the VPS.
  - (b) Help encourage member societies to bid and host CFES Activities and promote them.
  - (c) Maintenance and upkeep of an archive of original files relating to conferences and bids.
  - (d) Assisting with the management of conferences by attending check-in meetings and reviewing OC documentation.
  - (e) Communicating with an assigned Activity Manager to get organizational updates.
  - (f) Act as an additional CFES resource for the activity manager.
  - (g) Develop and make digitally available Services best practices and guideline documents.

## **4 Internal Meetings**

### **4.1 Purpose**

1. CFES holds four internal meetings a year for the CFES Team, with the aim of coordinating Federation initiatives, strategy, goals and the transition process.

### **4.2 Online Meetings**

#### **4.2.1 Attendance**

1. All members of the Board members, Commissioners, and Activity Managers are expected to attend.
2. Working group members are invited to attend.

#### **4.2.2 Summer Meeting**

1. Focus on group initiatives, with a review of action/strategic plan progress.
2. Serves as the planning session for the Summit on Development of Engineering Societies.
3. It is traditionally held in late June or July, and spans from a Friday to a Sunday.

#### **4.2.3 Fall Meeting**

1. Continued work on group initiatives, with further review of action strategic plan progress.
2. Serves as the planning session for CELC.
3. It is traditionally held in late October or early November, and spans from a Friday to a Sunday.

### **4.3 In-Person/Hybrid Meetings**

#### **4.3.1 Attendance**

1. Only members of the Board may attend with the following exceptions:
  - (a) The Incoming and Outgoing Corporate Relations Commissioners may attend Spring Meeting.
  - (b) Activity Managers may attend Spring Meeting as per the Activity Agreement
2. Exceptions can be made by the Board to allow Commissioners or Activity Managers to attend
  - (a) The respective Vice President overseeing the Commissioner or Activity Manager must provide a letter to the Board detailing the tasks the individual will complete at the In-Person Meeting and why they must attend.

- (b) These letters will be discussed and voted on at the Board meeting after the submission of the letter and require a majority vote to approve the individual's attendance.
- 3. These meetings shall be accessible online for members of the Board who are unable to attend in-person and any Commissioner/Activity Manager who wishes to attend.

#### **4.3.2 Spring Meeting**

- 1. Transition meeting; time is given for individual and group transitions.
- 2. Initiatives from the prior year are transitioned to the new team, and the action planning process is begun.
- 3. It is traditionally held in mid-to-late March, and spans from a Thursday to a Sunday, with the Friday spent with Engineers Canada.

#### **4.3.3 CELC Pre-Week**

- 1. Drive completion of group initiatives and action plan for progress against strategic plan.
- 2. Familiarize oneself with the Activity's venue and meet the Activity OC.
- 3. Finalize CELC member representative stream and begin planning for transitioning.
- 4. This week is not in place for the Board, including the VP Services, to conduct responsibilities of the Activity Manager and the Activity OC outlined in their respective activity agreement.
- 5. Pre-week is recommended to be held on the following timeline, respecting the competing needs of the holiday season and a busy CELC agenda:
  - (a) If CELC begins on January 2, it is held from December 30 through January 2;
  - (b) If CELC begins on January 3, it is held from Dec 31 through January 3;
  - (c) And if CELC begins on January 4 or later, CELC Pre-Week is to begin 3 days before CELC itself.
- 6. It is up to the Board, with consultation with the current CFES VPS and CELC Activity Manager, to reduce or increase the duration of pre-week based on the amount of outstanding items to be finalized.
- 7. The CELC Activity Manager shall be informed of the final decision on the duration of pre-week no later than 1 week after the SDES held prior to the CELC conference.

### **4.4 Logistics**

- 1. These meetings are organized by the National Executive.

2. The CFES main budget shall be allocated to cover accommodations, food, and logistics of CFES Spring Meeting, Summer Meeting, and Fall Meeting.
3. It shall also be allocated to cover food and logistics for CELC Pre-Week, while accommodations will be covered by the CELC Activity Manager's budget.
4. In addition, the National Executive holds an Executive Transition Meeting for the National Executive and the individuals who have been elected to the National Executive for the following year.
5. This meeting is organized by the National Executive currently in office and takes place after CELC, where elections are held, and before Spring Meeting.

## **5 Canadian Engineering Leadership Conference (CELC)**

### **5.1 Attendance**

1. The attending members of the CFES Team shall be:
  - (a) All members of the Board
  - (b) 1 commissioner[s] from the Academic Portfolio
  - (c) 2 commissioner[s] from the Communications Portfolio
  - (d) 1 commissioner[s] from the External Portfolio
  - (e) 1 commissioner[s] from the Finance Portfolio.
  - (f) 2 commissioner[s] from the Services Portfolio
2. Exceptions can be made by the Board to allow additional Commissioners to attend
  - (a) The respective Vice President overseeing the Commissioner must provide a letter to the Board detailing the tasks the individual will complete at CELC and why they must attend.
  - (b) These letters will be discussed and voted on at the Board meeting after the submission of the letter and require a majority vote to approve the individual's attendance.

### **5.2 Annual General Meeting**

#### **5.2.1 Structure**

1. The Annual General Meeting (AGM) of the Federation takes place at CELC in January each year.
2. This General Assembly consists of at least two sessions, with at least one day between the sessions for counter-proposal writing.



### 5.2.2 Session One

1. Generally, Session One of the AGM consists of:
  - (a) Budget update for current year
  - (b) Budget presentation & approval for incoming year
  - (c) Updates from the Board
  - (d) Applications for Membership
  - (e) Motions presented by the National Executive
  - (f) Motions presented by the members
2. Any motions for which there are no intentions to counter-propose may be voted on during Session One.
3. Should a member declare an intention to counter-propose, the motion is tabled to Session Two.

### 5.2.3 Session Two

1. Generally, Session Two of the AGM consists of:
  - (a) Presentation & debate of counterproposals, as well as any additional proposals not put forward for Session One
  - (b) Election and ratification of President, VP Services, VP Finance & Administration, VP Academic, VP Communications, and National Councillors
  - (c) Ratification of Regional Ambassadors
  - (d) Election and ratification of host members for Activities

### 5.2.4 General Assembly

1. The original language of all resolutions should be noted
2. A preliminary agenda must be distributed a minimum of 14 days in advance of the Annual General Meeting in both French and English
3. Motions originating from the Board, Board Members, or National Executive must be submitted for the preliminary agenda, with reference documents included, or will otherwise be subject to a two-thirds (2/3) majority threshold to be added to the AGM agenda

## 5.3 Content

1. The organizing committee shall work with the National Executive to develop the schedule for CELC.
2. In addition to the General Assembly, the following should be included:
  - (a) Accountability Session

- (b) Student-run sessions
  - (c) Full or Standing Student Partner session(s)
  - (d) Sponsor sessions
  - (e) Motion Writing session(s)
  - (f) Session to discuss all Board positions and suggest major goals for incoming National Executive
  - (g) Additional time to support the Activity bidding processes, as well as National Executive and National Councillor election processes, including campaign speeches
3. All PowerPoint presentations prepared for CELC must be translated into both languages, and the presenter's language of the session must be provided to the delegates.

## **6 Summit on Development of Engineering Societies**

### **6.1 Attendance**

1. The attending members of the CFES Team shall be:
  - (a) All members of the Board
  - (b) 1 commissioner[s] from the Academic Portfolio
  - (c) 1 commissioner[s] from the Services Portfolio
2. Exceptions can be made by the Board to allow additional Commissioners to attend
  - (a) The respective Vice President overseeing the Commissioner must provide a letter to the Board detailing the tasks the individual will complete at SDES and why they must attend.
  - (b) These letters will be discussed and voted on at the Board meeting after the submission of the letter and require a majority vote to approve the individual's attendance.

### **6.2 Addition General Assembly**

1. During Summit on Development of Engineering Societies, there must be a meeting of the General Assembly, which is held in addition to the Annual General Meeting at CELC.
2. At a minimum, the following content must be included on the General Assembly agenda:
  - (a) Budget update & ratification of current finances
  - (b) Motions presented by the National Executive
  - (c) Motions presented by the members

3. In creating the agenda for this General Assembly session, the following guidelines must be adhered to:
  - (a) A preliminary agenda must be distributed a minimum of 14 days in advance of the Annual General Meeting in both French and English
  - (b) Motions originating from the Board, Board Members, or National Executive must be submitted for the preliminary agenda, with reference documents included, or will otherwise be subject to a two-thirds (2/3) majority threshold to be added to the agenda
4. All PowerPoint presentations prepared for SDES must be translated into both languages and the presenter's language should be distributed to the delegates.

## **6.3 Content**

1. The following content should be included in SDES annually, in addition to the General Assembly session outlined above:
  - (a) CFES introductory sessions
  - (b) Any relevant or mandated reports, including action items from transition reports
  - (c) Board updates, work plans & objectives
  - (d) CELC session brainstorming
  - (e) Closed accountability session

# **7 Partner Organizations**

## **7.1 Purpose**

1. Partners are associated organizations who share in the vision and mission of the CFES.
2. The Federation works with these groups to mutual benefit.
3. New Partners must be recognized by resolution of the Board after the National Executive has ensured compliance with the provisions listed hereafter.

## **7.2 Student Partners**

### **7.2.1 Purpose**

1. The Federation shall have two types of Student Partners: Full Student Partners and Standing Student Partners.
2. Contracts and/or partnership agreements with such organizations shall include the provisions, or provisions similar to those, contained in this section.

### 7.2.2 Full Student Partners

1. The benefits Full Student Partners shall receive are as follows:
  - (a) Attend CELC with fee waived
  - (b) Attendance at other CFES events for a fee, unless otherwise decided through a ratified agreement
  - (c) Use of CFES network: May send emails to 'member-link', logo on website under "Student Partner", advertisement of events and services
2. The requirements Full Student Partners must meet are as follows:
  - (a) Must have Governing Documents and be incorporated in the appropriate jurisdiction, whether country or province/state
  - (b) Must show purpose and direction, through Strategic Plan or other form of long term planning document
  - (c) Must show proof of having student members, such as emails
  - (d) Must have a logo
  - (e) Must have some sort of online presence, such as a website or Facebook page
  - (f) Must have a proposed document (i.e. contract) with the CFES outlining relationship expectations at the time of the proposed partnership is brought to the Board

### 7.2.3 Standing Student Partners

1. The benefits Standing Student Partners shall receive are as follows:
  - (a) Visibility to CFES members
  - (b) Benefits as specified by the Board
  - (c) Not to be identified (on website or elsewhere) alongside Full Student Partners
2. The requirements Standing Student Partners must meet are as follows:
  - (a) Compatible with the Mission of the CFES
  - (b) Must be a student organization
  - (c) Must be assigned to International Relations Commissioner or Corporate Relations Commissioner, tracked and moved forward by the President

## 7.3 Professional Partners

1. Professional Partners of the Federation are organizations who represent the interests of the engineering profession and with which the CFES has recognized agreements.
2. While there are no specific requirements for this status beyond a resolution of the Board, the following provisions are recommended:
  - (a) Mission compatible with that of the CFES

- (b) Services relevant to the membership
  - (c) Incorporated as a legal entity
3. A proposed Professional Partner must have a document (i.e. contract) with the CFES outlining relationship expectations at the time of the proposed partnership is brought to the Board.

## 7.4 Partnership Review

1. An official partnership review report must be compiled every two years for CFES's current and developing student and professional partners.
2. This will be lead by the VP-External and supported by the Board.
3. The goal of this partnership review report is to ensure the CFES provide a transparent and thorough review of how each partner (or developing partner) aligns with the values of the Federation.
4. Each partnership review must contain research and information about the following:
  - (a) Organization Review
    - i. Name
    - ii. Sector
    - iii. General Area of Work
    - iv. Mission and Vision
    - v. Scope of Work
  - (b) Publicity and/or Concerns
    - i. Links to Sources
  - (c) Values Comparison
    - i. Diversity
  - (d) Sustainability
  - (e) Quality student education
  - (f) Creation of safer spaces
  - (g) Respecting & acknowledging Indigenuity in engineering
  - (h) Dismantling oppressive systems
  - (i) Caring about people & the environment
  - (j) Capacity to Engage and Influence
  - (k) Summary
  - (l) Additional comments by reviewer

## 8 Finances and Membership

### 8.1 Membership Fees

1. Starting in the 2021-2022 year, membership fees are due on the final day of CELC held during the previous fiscal year (Membership fees for 202X are due in Fiscal Year 202(x-1)).
2. Invoices are issued on September 1st of the year prior to the membership fee due date.
3. The following requirements are in effect regarding membership fees:
  - (a) A penalty of 5% per month, up to a total of 20% of the total amount outstanding, applies if a school member is late with its fee.
  - (b) Paying the CFES membership fee maintains an engineering student society's active membership status, which includes:
    - i. Eligibility for participation in CFES activities and services
    - ii. Eligibility to bring forward motions at meetings of the General Assembly
    - iii. Voting rights at meetings of the General Assembly
  - (c) A late and outstanding membership fee will affect the membership status of the respective engineering student society within the Federation.
  - (d) The school must pay observer fees at CFES events, and will have no voting rights, until such time that membership fees, including all applicable penalties, are paid.
  - (e) An engineering student society that did not attend CFES Summit on Development of Engineering Societies or CELC, and did not pay its membership fee on time must be contacted by the relevant Regional Ambassador to assess its future as a member of CFES.
  - (f) A member shall be considered for expulsion in the event that it does not pay its CFES member fee for two consecutive years.
  - (g) The President will ensure that the society understands the upcoming membership proceedings and the potential change in status.
  - (h) Membership fees must be received by the CFES prior to the commencement of their regional engineering competition for members to be eligible to attend CEC.

### 8.2 Applications for Membership

1. Applications for membership in the Federation may only be considered by the General Assembly.
2. Further to the guidelines outlined in the Constitution, applications for membership should contain (but are not limited to) the following information:
  - (a) Name of organization
  - (b) Purpose or objectives of the organization

- (c) Current executive team and membership of governing board
  - (d) Date of establishment of the organization
  - (e) Number of students in the faculty (or equivalent)
  - (f) Proof that the applying organizations represents students in accredited engineering program(s), or program(s) in the process of accreditation, under the CEAB
  - (g) Proof of support from the engineering society (a passed motion in public meeting minutes)
3. Any societies that attend a General Assembly session with the eligibility and intention of becoming a member at that event will be considered a delegate instead of an observer.

## **8.3 Budget**

1. The CFES operates with an annual budget approved at CELC.
2. A change to this approved budget by more than 25% of a line item originally in excess of \$5,000 must be approved first by the Board and then ratified by the General Assembly.

## **8.4 Activity Surpluses and Deficits**

### **8.4.1 Activity Fund**

1. This section has been created in order to regulate the distribution of surplus, and paying off deficits, from CFES activities and services.
2. The Activity Fund will be used to hold all surpluses and pay off all deficits in case of an emergency such as shortage of sponsorship.
3. The Activity Fund should be grown to keep at least \$2,000 for each activity including Summit on Development of Engineering Societies, Conference on Diversity, Canadian Engineering Competition and Conference on Sustainability in Engineering and \$10,000 for Canadian Engineering Leadership Conference with an additional \$35,000 total to be used as the seed funds for all activities.
4. The seed fund amounts will be allocated as follows:
  - (a) Summit on Development of Engineering Societies: \$5,000
  - (b) Conference on Diversity in Engineering: \$7,000
  - (c) Canadian Engineering Leadership Conference: \$9,000
  - (d) Conference on Sustainability in Engineering: \$7,000
  - (e) Canadian Engineering Competition: \$7,000
5. The total minimum value of the Activity Fund should be \$53,000.

6. If, after its mandate is fulfilled, a CFES service or activity account has a surplus or deficit, the VPFA shall be responsible for ensuring the procedure for either reallocating the surplus or paying the deficit is followed as prescribed in the following section, and the corresponding Activity Agreement, within one month of that activity ending.

#### **8.4.2 Use of Funds to Cover Activity Surpluses**

1. In the event of an Activity Surplus, the following steps will be followed:
  - (a) Create the transition committee consisting of: VP Finance and Administration, Outgoing Activity Manager, and Incoming Activity Manager.
  - (b) Verify the presence of surplus or deficit

#### **8.4.3 Use of Funds to Cover Activity Deficits**

1. In the event of a surplus transfer, the surplus is transferred into the Activity Fund until the surplus is depleted.
2. In the event of an activity running a deficit, the CFES will pay the outstanding deficit through the Activity Fund, and the member society who signed the Activity Agreement will no longer be in good standing with the CFES.
3. The following steps will be followed such that the Engineering Society can regain Good Standing with the CFES:
  - (a) Create the transition committee as designated by the Board
  - (b) Verify the presence of deficit
  - (c) The committee will review the request, which must include the following:
    - i. A letter from the requesting committee
    - ii. Amount requested and the urgency of the request
    - iii. Proposed and actual budget
    - iv. Up-to-date cash and cash equivalents
    - v. Reasons for discrepancies and shortfall
    - vi. Contingency plans
    - vii. Consequences of being denied funding
    - viii. Proof that dean/director of the organizing committee is aware of the financial situation
    - ix. Proof they have exhausted funding from their Faculty
    - x. Proof they have exhausted funding from their Student Union
    - xi. Proof they have exhausted funding from their Engineering Society
    - xii. Other supporting information as necessary
4. Any additional funding obtained by the Organizing Committee in an effort to pay off the deficit will be paid to the Activity Fund.
5. The Organizing Committee must obtain approval from the Board to solicit funding from sources not specified above in an effort to pay off the deficit.



6. After the submitted documents have been reviewed by the committee, the Activity Manager must present the case for funding in real-time (i.e. conference call, in person).
7. After the presentation, the Activity Manager must answer all questions from the committee.
8. The committee must be created maximum two weeks after acknowledgement by the CFES President.
9. The decision of the committee must be presented to the Board at the next meeting following the decision.
10. All documentation must be archived for purposes of precedence for future cases.

## **8.5 Use of Funds from the Activity Fund**

### **8.5.1 Excess Funds**

1. Each year in the first week of January a proposal for the distribution of 5% of excess funds from the activity fund may be presented to the Board by any member or Board Member.
2. If a proposal is submitted the Board will create a committee to evaluate the available proposals and available funds which may only make a recommendation to the Board.
3. The committee composition shall be determined by the Board.
4. The avenues by which the accrued funds could be allocated are as follows:
  - (a) The Activity Fund Donation for CFES Activities and Services
  - (b) Special Activity Fund for School Initiatives
  - (c) Member School funding Travel Fund
5. All documentation must be archived for purposes of precedence for future cases.

### **8.5.2 Activity Fund Loans**

1. In the event of an activity needing cash greater than their current cash account balance, the Activity can request a loan from the Activity Fund to cover the immediate expenses.
2. The request must include the following:
  - (a) A letter from the requesting committee
  - (b) Amount requested and the urgency of the request
  - (c) Proposed and actual budget
  - (d) Up-to-date cash and cash equivalents

3. If the amount of the cash advance is less than \$10 000, it may be approved at the discretion of the VP Finance and Administration with a written notification to the Board.
4. In the case that the request exceeds this amount, the cash advance shall go to the Board for approval.
5. The cash advance shall be granted with a 0% interest rate.
6. The principal of the cash advance will be due upon the closing of the Activity's financial statements by the dates specified in the respective Activity Agreements.

## **8.6 Banking Requirements**

### **8.6.1 Signing Authorities**

1. The President may hold up to “two to sign” privileges on any CFES bank account.
2. The VPFA may hold up to “one to sign” privileges on any CFES bank account; however any transaction with a value over \$3000 must be signed by the President in addition to the VPFA.
3. All other Board Members be limited to holding “All to sign” Privileges.

### **8.6.2 Current Signing Authority Breakdown**

1. The requirements in 8.6.1 are met in procedure laid out in the document “CFES Signing Authority Procedures”, which will be added as an appendix to the CFES Policy Manual

## **8.7 Delegate Fee Collection**

1. The delegate fees for all Activities shall be collected through the CFES accounts.
2. The Activity shall invoice all delegate fees through software provided by the CFES.
3. Invoices shall be issued to the membership no later than one (1) week after the registration deadline.
4. The payment deadline for invoices shall be no earlier than thirty (30) days after the invoice is distributed.
5. The Activity shall track the payment status of all delegate fees through software provided by the CFES.
6. The CFES may transfer the amounts of any paid invoices to the Activity Account.
7. After the Activity, the complete amount of invoiced delegate fees shall be remitted to the Activity, regardless of the payment status of the invoice.

- (a) For Activity Accounts, funds shall be remitted within 30 days of the confirmation of the final delegate fee amount.
  - (b) For Activities with financial accounts managed by an external organization, funds shall be remitted within 30 days of receiving an invoice.
8. The CFES will be responsible for ensuring that payment for unpaid invoices is received.

## **8.8 CFES Activity Bank Accounts**

### **8.8.1 Structure**

1. The CFES shall provide a designated bank account, hereafter referred to as an “Activity Account”, for activities opting to manage their conference finances through the CFES.
2. The Activity Account will be a CIBC Not-for-Profit Business Operating Account.
3. The Activity Account will be managed through CIBC SmartBanking™ for Business, hereafter referred to as “SmartBanking”.

### **8.8.2 Signing Authorities**

1. As Activity Accounts are sub-accounts of the CFES, the only signing authorities on Activity Accounts will be the CFES VPFA and President.

### **8.8.3 Access**

1. The Activity Chair(s) and Activity VP Finance(s) will be added as users to the Activity Account on SmartBanking.
2. Two-step approval will be required for all transactions from the Activity Account.
3. The Activity Chair(s) on the Activity Account shall have “create or approve” permissions.
4. The Activity VP Finance(s) on the Activity Account shall have “create or approve” or “view or create” permissions, at the discretion of the Activity Chair(s).

### **8.8.4 Functionality**

1. E-Transfers, also known as Electronic Funds Transfers (EFTs), shall be done through the Interac e-Transfer® for Business feature on SmartBanking.
2. Direct Deposits, also known as Electronic Funds Transfers (EFTs), shall be done through the Interac e-Transfer® for Business feature on SmartBanking, using account number routing.

- (a) Where account number routing is not possible, Direct Deposits shall be done through the CMO feature.
- 3. Any cheques shall be written by the CFES VPFA from the main CFES Chequings Account.

### 8.8.5 Fees and Limits

- 1. The Activity is responsible for all bank fees incurred on the Activity Account.
- 2. The Activity is responsible for any fees incurred by Wire Transfers, Credit Card payments, or other transaction service charges, either incoming or outgoing.
- 3. The CFES will fund the Activity Account the minimum balance, as outlined by CIBC, to avoid monthly account fees.
  - (a) If the Activity Account balance falls below the minimum balance, the Activity must replenish this amount and cover the costs of any incurred monthly bank fees.
- 4. The Activity Account has 30 free transactions per month, including Interac e-Transfer transactions, as per CIBC offerings.
  - (a) The Activity will be responsible for any bank fees incurred if the 30 free transaction threshold is exceeded.
- 5. The Activity Account shall have a \$25,000 per transaction and \$300,000 per day limit on the Interac e-Transfer® for Business feature.

## 8.9 Audit Costs

- 1. Effective 2020-2021 fiscal year, in the years that the CFES is deemed required to have an audit, review engagement, or other financial review completed as per relevant Not-for-profit law, the cost of the audit shall be distributed among the following parties in the following manner, beginning in 2019-2020, increasing each year thereafter with the Consumer Price Index (CPI):
  - (a) Summit on Development of Engineering Societies shall be responsible for 10% of the audit fee, up to \$1000
  - (b) Conference on Diversity in Engineering shall be responsible for 15% of the audit fee, up to \$1500
  - (c) CELC shall be responsible for 30% of the audit fee, up to \$3000
  - (d) Conference on Sustainability in Engineering shall be responsible for 15% of the audit fee, up to \$1500
  - (e) Canadian Engineering Competition shall be responsible for 30% of the audit fee, up to \$3000

2. The CFES shall be responsible for the remainder of the audit fee, including audit fees for Activities that use an incorporated Board's financial accounts as approved by Board and for audit fees exceeding \$10000.
3. In the case that the actual cost of the audit is below the amount contributed above, the difference will be contributed to the Activity Fund.

## **8.10 Financial Deliverables**

### **8.10.1 Board Meetings**

1. Presenting detailed financial statements at Board Meetings include:
  - (a) an accounting of all outgoing transactions of less than \$1000
  - (b) changes to all account balances since the previous meeting.

### **8.10.2 General Meetings**

1. Presenting detailed financial statements at meetings of the General Assembly which include:
  - (a) an accounting of all outgoing transactions of less than \$1000
  - (b) changes to all account balances since the previous meeting.

### **8.10.3 Financial Reports**

1. A Financial Report must be provided by the VPFA before the final day of each month detailing:
  - (a) The previous month's actuals
  - (b) Progress on the initiatives described in the VPFA's Action Plan
  - (c) The status of all investments, whether existing or new, along with an approximate value of each investment
  - (d) In the April, July, October, and January Financial Reports, the quarterly financials
  - (e) In the June Financial Report, the unaudited financial statements for the previous fiscal year
  - (f) The results of any tax returns in the month after their assessment by the CRA
  - (g) Any audited statements in the month after their finalization

## **9 Awards**

### **9.1 Purpose/Overview**

1. At each CELC, the CFES presents awards to select individuals, groups, and Members in acknowledgement of their contributions to either the Federation or to the Canadian engineering community.

2. All awards are to be presented at CELC, with the exception of the award noted in Section 9.3, which is to be presented at CESS.
  - (a) The CFES encourages the Regional Ambassador and/or VPX of the award winners to plan an in-person ceremony after the presentation at CESS, as is feasible.
3. An awards committee is to be struck at the discretion of the President for both the CELC and CESS awards, and has the authority to grant all awards unless otherwise noted.

## **9.2 Awards Presented at CELC**

### **9.2.1 Overview**

1. The following awards are to be presented each year; additional awards may be presented on the basis of outstanding contributions or significant merit.

### **9.2.2 Appreciation Award**

1. The CFES Appreciation Award recognizes significant contributions to the CFES from a non-student.
2. The award is presented annually to a higher education institution staff or faculty member, someone from industry or from another organization.

### **9.2.3 Leadership Award**

1. The CFES Leadership Award recognizes significant contributions by an engineering student to enhance the image of the undergraduate engineering community in Canada.
2. The award is presented annually to an engineering student who has, through various higher education institution and community endeavors, promoted the good of engineering students and the profession to society.

### **9.2.4 Charity Award**

1. The CFES Charity Award recognizes significant charitable contributions.
2. The award is presented annually to the member that has made outstanding contributions towards a charitable cause over the past year.

### **9.2.5 CFES Team Appreciation Award**

1. The CFES Team Appreciation Award is chosen by the National Executive to recognize the contribution of a member of the CFES Team to the Federation.

### **9.2.6 Chair's Award**

1. This award is chosen by the Board Chair and is given to the representative of a member society who participated in the Annual General Meeting in an exceptional and enthusiastic fashion.

### **9.2.7 CFES Advocacy Award**

1. Recognizes significant contributions by an engineering student to issues facing the community, either through identifying, researching, or advocating for awareness or change.
2. The Advocacy Award could be awarded for support given to any of our stances.

### **9.2.8 Environmental Stewardship Award**

1. Recognizes an engineering student who has either founded or made significant improvements to an environmental stewardship or protection initiative.
2. The recipient of this award should be creating innovative solutions that minimize environmental impact and promote responsible resource management within the engineering field, aligning with the CFES' stance on sustainability.

## **9.3 Awards Presented at CESS**

### **9.3.1 Activity Appreciation Award**

1. The CFES Activity Appreciation Award recognizes significant contributions from an Organizing Committee member or members of an activity from that academic year.

## **10 Elections**

### **10.1 Annual Elections at CELC**

1. The President, Vice President Academic, Vice President Services, Vice President Finance & Administration, and two National Councilors are elected at CELC in January of each year to take office on April 1st.
2. Bidding for host Schools is also elected at this time.
  - (a) The bidding for the CELC host school is opened 24 months in advance;
  - (b) The bidding for the CEC host school is opened 26 months in advance;
  - (c) The bidding for the CDE host school is opened 22 months in advance;
  - (d) The bidding for the CSE host school is opened 25 months in advance;
  - (e) The bidding for the Summit on Development of Engineering Societies host school is open 21 months in advance.

### 10.1.1 Activity Bid Invitations

1. Any Member Society can choose to bid for a CFES Activity upon notice given to the VPS and Board Chair one week prior to CESS, SDES, or CELC.
2. No invitation from the VPS is needed to express interest in bidding for a CFES activity.
3. There will be 3 member schools invited by the VPS via email to bid or anti-bid for a select number of conferences 2 months prior to a GA hosted by the CFES (SDES, CELC, and CESS).
  - (a) A bid is a 10 min presentation of why the member school should host this activity.
  - (b) An anti-bid is a shorter 5 min presentation on why the member school cannot host an activity.
    - i. This can include proof of lack of support from faculty, from engineering society, lack of student engagement, or lack of financial resources.
  - (c) A bidding resources database is provided to all candidates by the VPS.
4. The 3 invitations are sent based on an internal bidding schedule.
5. This includes member schools that have not hosted since 2020 at the start of the queue, and member schools that have hosted recently in the back of the queue.
  - (a) Only member schools with 4-year engineering programs can be invited to bid/anti-bid based on the bidding schedule.

## 10.2 Chief Returning Officer

1. The Chief Returning Officer (CRO) is responsible for the conducting of the annual elections at CELC.
2. The CRO will normally be the Board Chair, but the Board may resolve to appoint another individual by two-thirds (2/3) resolution, including in the event the current Chair of the Board stands for election.
3. The CRO is responsible for the resolution of any conflicts or ambiguities, and interpretations of the electoral procedures.
4. All decisions of the CRO are final.

## 10.3 Nominations

1. The nomination period will consist of two nomination sessions on consecutive days as decided between the CRO and CELC Chair.
2. Nomination rounds consist of the CRO going through each of the positions and asking for nominations from the membership.



3. Any student who is enrolled at a member school may nominate someone for a position.
4. During the first nomination round, a candidate may either accept, decline, or defer the nomination.
5. During the second nomination round, after the call has been completed, anyone who deferred their nomination must either accept or decline.

## **10.4 Campaign Material**

1. All candidates for individual positions will be allowed to produce a document outlining their platforms which will be distributed to the members.
2. The format, length, and timeline for the optional document shall be determined by the CRO and announced prior to the first nomination period, at a minimum.
3. The document will be translated in both English and French as soon as possible, but may be distributed prior to translation.
4. No other campaign material will be collected or distributed from the CFES and shall be the sole responsibility of the candidate.

## **10.5 Speeches**

1. All candidates for individual positions will be allowed to present a speech to the members of a length determined by the CRO, no less than 2 minutes, and no more than 5 minutes.
2. All candidates for host schools will be allowed to present a slideshow to the members for up to 10 minutes.
3. The CRO shall determine the order in which candidates speak.
4. Speeches will take place between after the second nomination period and the General Assembly voting session; the exact time will be determined by the CRO and CELC Chair.
5. Speeches will end at least twelve four hours before voting.
6. During speeches, simultaneous translation services must be available, at minimum to all members, whether they be professionally outsourced or member-led.
7. If outsourced, these will be provided at a cost to the organizing committee at which the election takes place.

## **10.6 Question Period**

1. A question period will be held after all candidates for a given position or event have spoken and will be mediated by the CRO.

2. Each question must be asked in both official languages, alternating which language is asked first.
3. Each candidate will be given the opportunity to answer any and all questions in an order determined by the CRO.
4. All candidates must be asked:
  - (a) their level of comprehension of both official languages; and,
  - (b) their plan to communicate with delegates whose first language does not match their own.
5. During question period, simultaneous translation services must be available, at minimum to all members, whether they be professionally outsourced or member-led.
6. If outsourced, these will be provided at a cost to the organizing committee at which the election takes place.

## **10.7 Voting**

### **10.7.1 Procedure**

1. The election must be held by means of a secret ballot.
2. To be elected, a candidate must receive the absolute majority of the members voting (50% +1), abstentions excluded.
3. Each Member shall submit a ballot comprised of a ranked list of candidates.
4. The member is able to rank as many or as few of the candidates as desired.
  - (a) For the President, Vice President Academic, Vice President Services, and Vice President Finance & Administration positions: one candidate may be ranked as a first choice.
  - (b) Should less than one candidate receive the majority of first-choice votes outright, the single candidate runoff procedure shall be enacted.
5. For the National Councillor positions:
  - (a) up to two distinct candidates may be ranked equally as first choices.
  - (b) One candidate may be ranked for each rank other than first.
  - (c) Should fewer than two candidates receive majorities of first-choice votes outright, the dual candidate runoff procedure shall be enacted.
6. The current National Executive, excluding any National Executive member who is standing for election, shall submit a ballot comprised of a ranked list of candidates.
  - (a) The National Executive must rank all candidates, each receiving a unique rank
  - (b) This ballot will only be viewed in the event of a tie, as outlined below.
7. Votes will be counted by the CRO, under the supervision of a scrutineer, who is appointed by the General Assembly.

### 10.7.2 Single Candidate Runoff Procedure

1. The number of first-choice votes for each candidate is counted.
2. If one candidate has received more than 50% of the vote, this candidate is declared the winner, and the procedure is complete.
3. In the event that no candidate has received more than 50% of the vote, the candidate who received the lowest number of first choice votes is dropped from the running.
4. In the event that two or more candidates are tied in receiving the lowest number of first-place votes, all tied candidates are dropped from the running, except in the case when this would reduce the remaining eligible candidates to zero.
  - (a) In such a case, the candidate to be dropped will be the candidate with the lower rank on the National Executive ballot.
  - (b) Only one candidate will be dropped in this case.
5. On all ballots with the dropped candidate ranked as a first choice, the candidate ranked second on the ballot is treated as having been ranked first, unless the second choice candidate has already been dropped.
  - (a) In this case, the next choice will be counted as first, etc.
6. The number of first choice votes for each candidate is counted again.
7. If there is only one candidate remaining and this candidate does not have more than 50% of the vote, the vote is declared void due to no confidence, and the elections are held again.
8. Repeat steps 2–6 until one winner is declared.

### 10.7.3 Dual Candidate Runoff Procedure

1. The number of first-choice votes for each candidate is counted.
2. If two or more candidates have each received more than 50% of the vote, the top two candidates are declared the winners, and the procedure is complete.
3. In the event that there is only one candidate with more than 50% of the vote, or zero candidates with more than 50% of the vote, the candidate who received the lowest number of first choice votes is dropped from the running.
4. In the event that two or more candidates are tied in receiving the lowest number of first-place votes, all tied candidates are dropped from the running, except in the case when this would reduce the remaining eligible candidates to one.
  - (a) In such a case, the candidate to be dropped will be the candidate with the lower rank on the National Executive ballot.
  - (b) Only one candidate will be dropped.

5. On all ballots with the dropped candidate ranked as a first choice, the candidate ranked second on the ballot is treated as having been ranked first, unless the second choice candidate has already been dropped.
  - (a) In this case, the next choice will be counted as first, etc.
6. The number of first choice votes for each candidate is counted again.
7. If only one candidate receives more than 50% of the vote when there are two candidates remaining, that person is elected, and the remaining National Councillor position is reopened. If no candidates receive more than 50% of the vote when there are two candidates remaining, no one is elected, and the elections are held again.
8. Repeat steps 2–6 until two winners are declared.

## **10.8 Ratification**

1. The elected candidates will be put forth to the General Assembly for ratification by the members.

## **10.9 By-Elections**

### **10.9.1 By-Elections for National Executive and National Councillor Positions**

1. Should a position be vacant after the Annual Elections, or vacated during the year, the Board Chair acts as the CRO.
2. Elections are held during a meeting of the Board or subsequent meetings of the members and additional election procedures are established at the discretion of the Board Chair in their capacity as the CRO.

### **10.9.2 By-Elections for Host Schools**

#### **10.9.2.1 Overview**

1. Should a position be vacant after the Annual Elections the Board Chair acts as the CRO.
2. Elections are held during a meeting of the Board or subsequent meetings of the members and additional election procedures are established at the discretion of the Board Chair in their capacity as the CRO.

#### **10.9.2.2 Vacant Host School Positions**

1. In the event that a host school for Summit on Development of Engineering Societies or CELC is not elected by the Spring Meeting of the prior fiscal year, the incoming National Executive will be required to take on the role of conference chair and host the conference.

2. The location of the conference is to be determined by a majority vote of the Board and should be selected to reduce costs to member schools
3. The National Executive may enlist the help of interested students to act as conference organizers
4. Both events will be run as to minimize costs associated with the event and may be limited to only allow one representative from each member school and pertinent Board Members to attend
5. In the event that a host school for the Conference on Diversity in Engineering, Conference on Sustainability in Engineering, or Canadian Engineering Competition is not elected by the Spring Meeting of the prior fiscal year, the Activities shall not run and members shall be notified by May 1.

## **11 Travel Fund**

### **11.1 Structure**

1. The VPFA, on behalf of the National Executive, is responsible for the coordination of applications, allocations, and reimbursements of the Travel Fund.
2. The Board is empowered to approve the recommendations as presented, or to make amendments as necessary.
3. All travel funding allocations must be approved by the Board.
4. Any requested reimbursements exceeding Board's approval must be amended at a later Board Meeting.
5. For travel funding where an external funding source has committed to a certain amount or fraction, the reimbursement shall not exceed the total cost subtracted by that external commitment.

### **11.2 Funds Allocation**

1. The budget presented by the VPFA at CELC will include a budget line entitled "Travel Funding" that will account for all funds to be spent on travel for the fiscal year of that budget.
2. These funds should be broken down further into "Board Member Travel", "Member School funding Travel", and "Partner Travel".
3. At CESS the Incoming VPFA shall present an amendment to the aforementioned budget line into a series of lines that allocate funds for each CFES activity and all external events the incoming National Executive intends to attend.
4. There shall also be a 10 percent contingency for Board Member Travel.

5. At least the larger of \$5,000 or 40% of the total travel funding must be allocated for membership funding to SDES and CELC.

### **11.3 Fund Reallocation**

1. After an event with travel funding has passed, the Board must reallocate surplus funds to an upcoming member funding opportunity.
2. Surplus travel funding remaining after Spring Meeting shall be carried over into the SDES Small School Travel Fund.
3. Surplus travel funding remaining after SDES shall be carried over into the CELC Small School Travel Fund.

### **11.4 Board Travel Fund Applications**

1. Board Members may be eligible to apply for travel funding for:
  - (a) Internal Meetings
  - (b) CELC
  - (c) SDES
2. All Board Members must submit an application regardless of whether they are applying for travel funding.
3. Applications for travel funding must include the following documentation at a minimum:
  - (a) Documentation supporting the amount requested. This could include receipts, current flight/bus/train ticket prices, rental vehicle estimate, or personal vehicle mileage rate, following the procedure outlined in Section 11.3.3.
  - (b) Proof they have exhausted funding from their Faculty;
  - (c) Proof they have exhausted funding from their Student Union;
  - (d) Proof they have exhausted funding from their Engineering Society;
  - (e) Proof they have chosen the least expensive feasible travel mode, and if traveling by air, that allows for changes to be made, even if for a fee.
4. Funding may be approved based on estimated costs rather than a specific dollar amount.
5. If funding is approved based on estimated costs, funding will be issued partially or fully as approved by the Board once proof of payment is provided.
6. All applications shall be assessed by the following four criteria, weighted equally:
  - (a) The relevance of the position of the person applying for funding at the meeting
  - (b) The performance of the person applying for funding over the last fiscal year
  - (c) Evidence of need (has the person looked for alternative funding, etc.)

- (d) The appropriateness of the funding being requested (e.g. is the mode of transportation appropriate, is the cost appropriate, previous use of the travel fund, etc.)

## **11.5 Small School Travel Fund Allocations**

### **11.5.1 Overview**

1. Only members who hold Member School funding Funding Status at the application deadline are eligible to receive member travel funds.
2. Each member is to receive an equal proportion of their requested funding amount for 1 delegate.
3. The funding shall be for the delegate that will represent their Engineering Society in the General Assembly

### **11.5.2 Small School Funding Status**

1. Schools may apply for Small School Funding Status if they have:
  - (a) less than 1000 students, or
  - (b) an annual budget of less than \$50,000.
2. Small School Funding Status shall last one year after the application is accepted.
3. Applications shall be responded to within two weeks.
4. The application shall include:
  - (a) Detailed budget of the applicant society
  - (b) List of times the school has been a recipient of the Small School Travel Fund in previous years
  - (c) Detailed explanation of how the applicant has attempted to raise the amount being requested from their Dean, alumni and other available sources.

### **11.5.3 Special Funding Status**

1. Members may speak to the Board for special funding status if the member is undergoing some unforeseen financial situation.
2. The Board may approve them for special status with a (□) vote.

### **11.5.4 Membership Funding Applications**

1. Members holding status requesting funding shall provide an application including the following:
  - (a) An explanation of fundraising attempts

- (b) Amount requested and expected cost
  - (c) Proof that the member is choosing a fiscally prudent travel option
- 2. Application for funding for a particular event shall be open for at least two weeks.
- 3. Applicants are to be informed of their funding amount no later than the opening of pre-registration.
- 4. If there is no pre-registration for an event the applicants will be informed no later than the start of registration.
- 5. If the applicants are informed late then they shall be automatically granted an extension.

## **11.6 Eligible Travel Expenses**

### **11.6.1 Flights, Trains, and Buses**

1. Travel funding for CELC, and other travel greater than four days, may consider funding for a checked bag, or a fare type that includes a checked bag.
2. For all other travel, travel funding for a carry-on may be considered, or a fare type that includes a carry-on.
3. Seat selection, extra leg room, or any other carrier surcharges will not be considered for priority funding.
4. Fare types should be purchased as follows:
  - (a) Greater than 90 days before, a fully refundable ticket shall be purchased at minimum.
  - (b) Between 30 and 90 days before, a ticket that allows for changes, even with a fee, at minimum.
  - (c) Less than 30 days before, no changes or refund is required.

### **11.6.2 Rental vehicle usage**

1. Travel funding applications involving rental vehicle use may be approved at the discretion of the Board.
2. The liability of the rental vehicle is completely assumed by the individual.
3. Reimbursement may include the cost of the rental vehicle, parking, and fuel receipts.

### **11.6.3 Personal vehicle usage**

1. Travel funding applications involving personal vehicle use may be approved at the discretion of the Board.
2. The liability of the personal vehicle is completely assumed by the individual.



3. Reimbursement shall be calculated at a rate of \$0.35 per kilometre, allocated as follows:
  - (a) \$0.15/km for fuel costs
  - (b) \$0.10/km for depreciation
  - (c) \$0.10/km for maintenance
4. Reimbursement may also include parking costs.

#### **11.6.4 Taxis and Rideshares**

1. Travel funding applications involving taxis and rideshares may be approved at the discretion of the Board.
2. Taxes and rideshares are discouraged when there are feasible public transportation methods available.
3. Where feasible public transportation methods are available, funding for taxis or rideshares may be limited to the cost that the public transportation would have been.
4. The feasibility of public transportation methods is at the discretion of the VPFA, with factors of duration, proximity, and time of day being considered.
5. Taking rideshares with other individuals is encouraged to reduce costs.

#### **11.6.5 Travel to and from the Point of Departure**

1. Costs associated with travel to and from the primary departure location may be approved by the Board, pursuant to the reimbursement criteria applicable for the relevant mode of transportation.

#### **11.6.6 Travel to and from the Point of Arrival**

1. Costs associated with travel between the point of arrival and local accommodations or venues are not prioritized for funding

#### **11.6.7 Meals**

1. Travel that exceeds 9 hours, not including time spent waiting, may be eligible for meal subsidies.

#### **11.6.8 Delegate Fees**

1. Delegate fees to a conference will not be considered for priority funding.

## **12 Document Writing Guidelines**

### **12.1 Translation Guidelines**

1. The following items require translation before distribution:
  - (a) Constitution and Policy Manual
  - (b) Binding documents
  - (c) Strategic Plan
  - (d) CEC Rules
  - (e) Information directed at students of members (such as delegate packages, surveys, information manuals, guides, etc.)
  - (f) Text of any member-wide communications from the National Executive
  - (g) All documentation related to legal complaints and proceedings
  - (h) Previous Assembly minutes
  - (i) Board reports
  - (j) Official reports on major issues
  - (k) CELC documents
  - (l) Document of Stances
  - (m) Agendas and supporting documents for the General Assembly
2. The Constitution and Policy Manual should each be translated at least once every year.
3. The agenda and other documents for the General Assembly may be distributed before translation.
4. Minutes of General Assemblies and reports may also be distributed before translation.
5. They must be fully translated and distributed in both English and French as quickly as possible.
6. Members may request the translation of any other documents.

### **12.2 Feminization of French Text**

1. Any text written in or translated into the French language must be feminized or gender-neutralized, namely by applying the guidelines laid out in the guide on epicene writing published by the Quebec Board of the French Language.

## **12.3 Governance Committee**

### **12.3.1 Overview**

1. The Governance Committee is responsible for reviewing and ensuring the integrity and effectiveness of the organization's governing documents, including the Constitution, bylaws, and policies.
2. The committee will present proposed changes to the Board and the General Assembly when applicable, ensuring that all relevant stakeholders are informed and engaged in the governance process.

### **12.3.2 Tasks and Responsibilities**

1. The Committee shall meet monthly to systematically review sections of the governing documents, ensuring that all governing documents are comprehensively reviewed annually.
2. The Committee shall prepare and present proposed changes to the Board and to the General Assembly as necessary.
3. The Committee shall stay informed about best practices in governance to ensure that the governing documents align with current standards and regulatory requirements.

### **12.3.3 Composition**

1. The Governance Committee shall be chaired by the Board Chair, and shall be composed of the following members of the CFES Team.
  - (a) The Board Chair
  - (b) The President
  - (c) The Vice President Finance and Administration
  - (d) A minimum of one (1) National Councillor
2. An unlimited number of additional members of the CFES Team may be selected by the Board to join the Committee at any point throughout the term based on interest and relevant expertise.
3. Such individuals may demonstrate interest by contacting the Board Chair.
4. The Board shall strive to ensure that the Committee is composed of a diverse and knowledgeable group that can effectively contribute to the review and enhancement of the organization's governing documents.

## 13 Inclusive Conference Guidelines

### 13.1 Purpose

1. To best serve our members, it is essential that the Federation's conferences and activities be safe spaces that encourage discussion and learning amongst its members.
2. To this end, it shall be the policy of the Federation to facilitate the following:
  - (a) A Conference Code of Conduct;
  - (b) An Incident Reporting System, with a Response Committee at each Activity;
  - (c) Inclusivity Orientation at CELC every year
  - (d) Provide Inclusive Conference Planning information to Activity Managers upon ratification
  - (e) Inclusion in pre-delegate packages of information on accessibility features available at the main venue(s) of any Activity.
  - (f) A Conference Expectations Debrief for all delegates before the conference

### 13.2 Conference Code of Conduct

1. The CFES Conference Code of Conduct shall be distributed at least one month before each Activity, and shall be as follows:

*The Canadian Federation of Engineering Students aims to promote inclusive and respectful environments where all students feel safe, welcome, and valued. To accomplish this, the CFES expects students to behave in an inclusive and respectful manner befitting a future engineer.*

*By attending a CFES conference, you commit to:*

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

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

*I, (Name)\_\_\_\_\_ of (School)\_\_\_\_\_ have read the CFES 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 (conference) \_\_\_\_\_, and to encourage and support others in doing the same.*

*Non-Head Delegates: Signed this day date\_\_\_\_\_ with my head delegate \_\_\_\_\_ as witness.*

*Head Delegates & CFES Team: Signed this day date \_\_\_\_\_ with Board Member \_\_\_\_\_ as witness.*

*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 CFES events. The attendee's academic institution may also be contacted.*

## **13.3 Accessibility Information**

### **13.3.1 Pre-Delegate Package Content**

1. To ensure that potential delegates are aware in advance of any obstacles to their participation which may be present at a conference, pre-delegate packages for all activities will include information on the following:
  - (a) The presence of accessible accommodations and obstacles for those with limited mobility
  - (b) Any restrictions on service animals which may exist at the Activity's main venue(s)
  - (c) The availability or lack of availability of food meeting the requirements of common dietary restrictions, including vegetarian, vegan, gluten-free, lactose-free, halal, and kosher options.
  - (d) The availability or lack of availability of translation resources such as define in Section 13.4.
  - (e) A list of the common words and official abbreviations with their meaning at conferences.
  - (f) Other information as determined by the relevant Activity Manager or the VP Services.

### **13.3.2 Conference Accountability**

1. The VPS and OC of the conference must meet at least three times before the conference to ensure that Section 13.3 is fulfilled.
  - (a) The first meeting is to happen at least 6 months before the conference.

- (b) The second meeting is to happen at least 1 month before the pre-delegate package is sent.
- (c) The third meeting is to happen at least 3 weeks before the conference start.
- 2. The VPS and OC of the respective conference must meet after the conference to discuss whether the accessibility expectations were fulfilled.
- 3. The Board assigns a warning status to the host of the investigated conference if there is a lack of professionalism from the host and it is host's first time.
- 4. The warning status is to be removed if the same host runs a successful conference.
- 5. When the warned host plans another conference with the warning status is still being held and the conference still has a problem, the Board is to place the member school in bad standing.
- 6. In case the report displayed a lack of planning from the OC of the respective conference, the membership can mandate the Board to perform an investigation.
- 7. The Board is to share the findings and results of the investigation with the member schools within a month after the investigated member school is being notified of the results.

## **13.4 Translation Service Guidelines**

- 1. The following items are the possible resources that can be available at conferences:
  - (a) Bilingual PowerPoint, signs and documents made for the conference
  - (b) Bilingual presenter
  - (c) Simultaneous translation : subtitles, bilingual volunteers/delegate with unilingual presenter
  - (d) Translated script
  - (e) Translated session minutes
  - (f) Cards with common words distributed to delegates
  - (g) Providing resources or immersive training to key members/CFES Team : teaching basic vocabulary, relevant words and key terms
  - (h) Easily identifiable bilingualism delegate

## **14 Commissioner Travel Fund for Conferences with General Assemblies**

### **14.1 Overview**

- 1. This travel fund only applies to Conferences with General Assemblies, for other CFES meetings such as Spring, Summer, and Fall meetings, Commissioners will apply to the normal Board Member Travel Fund.

2. The amount in this Fund is only the amount that has been reallocated after the finalization of the Member School funding Travel Fund allocation.

## 14.2 Deadlines

1. The Commissioner Travel Fund will open as soon as the Member School funding Travel Fund allocation is finalized and the resulting allocation is announced.
2. The application will be open for 5 days.
3. A Board Meeting will be held within 48 hours of the closing of the application.
4. A decision will be rendered by the Board at the aforementioned Board Meeting, and the results of the allocation of funds will be made available to all applicants at least 48 hours before the end of pre-registration.

## 14.3 Special Circumstances

1. In the event that there is no pre-registration for a conference with a GA, this will be considered a special circumstance.
2. In these special circumstances, the deadline relating to the announcement of the results of the allocation detailed in Section 14.2.4 will be superseded and the application process will instead follow the following timeline.
3. The Board Meeting must be scheduled within 48 hours of the closing of the application.
4. A decision will be rendered by the Board at the aforementioned Board Meeting, and the results of the allocation of funds will be made available to all active members as soon as possible.
5. The results of the allocation must be sent to all applicants at least 48 hours before the end of the conference registration.

## 14.4 Selection Process

1. The Vice President Finance and Administration will review all applications submitted and submit recommendations of funding to the Board for allocation.
2. The application will require the following information from an applicant Commissioner:
  - (a) Statement of intent explaining why the applicant is unable to finance their attendance at Summit on Development of Engineering Societies or CELC, and further explaining how there will be mutual benefit from attending Summit on Development of Engineering Societies or CELC to both the applicant and CFES
  - (b) Amount requested and expected cost

- (c) Planned method of travel
- (d) List of conferences the applicant has attended and/or intends to attend in the period between the Summit on Development of Engineering Societies or CELC the application is for, and of the previous fiscal year.
- (e) Detailed explanation of how the applicant has attempted to raise the amount being requested from their Dean, alumni and other available sources.

## **15 Advocacy**

### **15.1 Membership Input**

1. For any external meetings attended by the National Executive, a meeting package consisting of any presentations the National Executive is planning on giving is to be sent out to the Board a minimum of 7 days before the start of the meeting for input, or as soon as it is made available.
2. Once this is done, Regional Ambassadors may consult the membership on the subject of these presentations at their discretion.
3. Feedback for the respective presentation will be gathered via a form made by the National Executive and completed by the Regional Ambassador.

### **15.2 Official statements, Memorandums, Letters of support, and Communiqué**

1. Any official statement made by the federation must be approved by the Board according to the following process.
2. Examples of reasons for public statements include
  - (a) Membership request for local advocacy
  - (b) Request of partners
  - (c) World events

### **15.3 Statement in line with stances**

1. The statement shall be prepared with an accompanying document that demonstrates how it relates to the CFES document of stances
  - (a) Regional Ambassadors are to distribute both documents for feedback with a minimum feedback period of 48 hours
  - (b) The Board may then hold a vote to approve the statement, at which point it can be disseminated



## 15.4 Statements not explicitly in line with stances

1. The statement shall be prepared with an accompanying document that explains the motivation for the statement.
2. Regional Ambassadors are to distribute both documents for feedback with a minimum feedback period of 14 days
3. At their discretion Regional Ambassadors may request modifications to the statement based on feedback
4. The modified statement is to be distributed along with a response to the feedback.
5. There is a period for feedback on modified statements of 7 days
6. The Board may then hold a vote to approve the statement, at which point it can be publicly disseminated

## 16 Information Technology Security

1. All officials of the CFES shall abide by the following policies while using electronic services provided by the CFES or electronic services being used for official CFES purposes.
2. Official CFES emails or a suitable alternative determined by the IT Commissioner shall be used for all communications.
3. Any domain name that is affiliated with the CFES or any CFES groups will be properly registered to the CFES
4. When a CFES official leaves their CFES position, all account passwords shall be reset within 48 hours.
5. The IT Commissioner must be able to reset any password associated with an account used for official purposes.
6. Any data which is created, stored, transferred, broadcasted, or hosted on a server or computer which is owned by the CFES or is under the purview of the IT Commissioner must adhere to the policies specified in the Information Handling and Security Policy regarding the transfer and storage of classified documents if applicable.
7. Strong passwords shall be used for all accounts.
  - (a) A strong password is one that is at least 8 characters and contains at least one of each of the following: uppercase letters, lowercase letters, number, special character.
  - (b) Exceptions can be made upon approval from the IT Commissioner; these requests shall never divulge the exact password but simply describe the format of the password and why it cannot meet the specified requirements.

8. Classified documents or otherwise private documents shall be stored in either a cloud storage system approved by the IT Commissioner or in an encrypted storage medium.
  - (a) These documents may only be accessible by officials that require the information in these documents.
  - (b) These documents shall not be stored on personal media including but not limited to laptop hard disks, non-approved cloud storage, or un-encrypted personal removable storage.
9. The Information Technology Commissioner shall perform penetration testing on the CFES electronic infrastructure at a minimum of once per quarter.

## **17 Information Handling and Security**

1. Personal information is collected by the CFES from time to time, this information shall be kept private and secure.
2. Personal information is defined by the Freedom of Information and Protection of Privacy Act as:
  - (a) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
  - (b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
  - (c) Any identifying number, symbol or other particular assigned to the individual,
  - (d) The address, telephone number, fingerprints or blood type of the individual,
  - (e) The personal opinions or views of the individual except where they relate to another individual,
  - (f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
  - (g) The views or opinions of another individual about the individual, and
  - (h) The individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.
3. The CFES defines personal information in the same way.
4. No official of the CFES shall ask for personal information with the following exceptions:
  - (a) First and last Name
  - (b) Email address
  - (c) Phone number

- (d) Education status. This includes the program, year, place of education, international, region of secondary graduation, student status, and courses taken.
  - (e) Date of birth
  - (f) Personal pronouns
  - (g) Preferred language
  - (h) Special needs
  - (i) Gender identification
  - (j) Age
  - (k) Views on the state of engineering education at their school
  - (l) Disclosure of personal experiences relating to their educational studies
  - (m) Ethnicity
  - (n) Nationality
5. If more information is needed for a specific case, the President may grant special permission for the information to be collected.
  6. In all cases, the purpose for the collection of personal information and the individuals who are able to access the information (with the exception of cloud storage administrators) must be explicitly stated on the collection form or at the time of collection.
  7. Documents containing personal information are considered classified documents and the storage and transfer of personal information is subject to the Information Technology Security policy.

## **18 Digital Platforms & Services**

### **18.1 Overview**

1. The National Executive may employ the use of digital platforms that support the operations of the Federation.
2. All digital platforms and services that require a monthly or annual subscription must be approved by the Board.
  - (a) Activity Managers are exempt of this requirement for platforms acquired for their respective Activity

### **18.2 Google Workspace**

1. The Federation utilizes Google Workspace as the central production and collaboration tool, including meetings, e-mail, and file sharing.
2. The following positions should be granted Super Administrator privileges:
  - (a) President

- (b) Vice President Communications
- (c) Vice President Finance & Administration
- (d) Information Technology Commissioner

## **18.3 Flickr**

1. The Federation utilizes Flickr as the central image hosting platform for CFES events and activities.
2. The Vice President Communications is responsible for the upkeep and management of this platform.

## **18.4 Squarespace**

1. The Federation utilizes Squarespace as its website hosting and content management platform.
2. The Vice President Communications shall be responsible for the upkeep and management of this platform.

## **18.5 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

# **19 Amendments**

## **19.1 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.

## **19.2 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.