

POLICY MANUAL
RYERSON ENGINEERING STUDENT SOCIETY

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Table of Contents

1. CHAPTER ONE: GENERAL INFORMATION	4
2. CHAPTER TWO: MEETINGS	4
3. CHAPTER THREE: THE BOARD OF DIRECTORS	7
4. CHAPTER FOUR: EXECUTIVE COMMITTEES	14
5. CHAPTER FIVE: ADJUVANT POSITIONS.....	17
6. CHAPTER SIX: GOVERNANCE PROCEDURES	24
7. CHAPTER SEVEN: AMENDMENTS TO THE POLICY MANUAL	25
8. CHAPTER EIGHT: OPERATING PROCEDURES	26
9. APPENDIX I - RESS ELECTION PROCEDURE	29

Preamble

This Policy Manual, with the accompanying Constitution, outline the operating procedures and the goals of the Ryerson Engineering Student Society. These three documents comprise the governing documents of RESS. The Constitution of RESS is the original founding document of RESS (1988) and shall supersede any other governing document of RESS.

CHAPTER ONE: GENERAL INFORMATION

- 1.1. The official motto of RESS shall be “Ventura Nobis Consilio”, which translates to “The future is ours by design”.
- 1.2. English is the official language of RESS.
- 1.3. Any responsibility not specifically laid out in this Policy Manual shall be considered to be the responsibility of the Executive of RESS.

CHAPTER TWO: MEETINGS

- 2.1. RESS shall hold bi-monthly meetings of the Board of Directors. These meetings shall be held in May, July, September, November, January, and March of the academic year.
- 2.2. Any member of the Board of Directors may call a special Board of Directors meeting under the following guidelines:
 - 2.2.1. The requester must give no less than five (5) days notice of the time and place of the meeting.
 - 2.2.2. The requester must have written support from at least four (4) other members of the Board of Directors to call a meeting.
 - 2.2.3. The request must be submitted to the Vice President Operations.
- 2.3. Quorum for meetings of the Board of Directors is one half (1/2) of the Board members with voting rights.
- 2.4. RESS shall hold a Semi-annual General Meeting in the Fall semester and an Annual General Meeting (AGM) in the Winter semester of each academic year.
 - 2.4.1. Quorum for RESS Annual General Meetings shall be twenty-five (25) of the Membership, not including the Board of Directors.
- 2.5. All RESS meetings follow Robert’s Rules of Parliamentary Procedure.
- 2.6. **Meeting Minutes**
 - 2.6.1. The Secretary of the Board must take meeting minutes for all meetings of the Board of Directors.
 - 2.6.2. The Secretary of the Board must take meeting minutes for the Semi-annual General Meeting (SAGM) and the Annual General Meeting (AGM).

2.6.3. The Vice President Operations must take meeting minutes for all meetings of the Executive.

2.6.4. The presiding Executive must appoint a secretary to take minutes for all of their committee meetings.

2.7. Voting Regulations

2.7.1. A majority vote is defined to be 50% + 1 of the eligible members voting.

2.7.2. The chair holds the tie breaking vote in the event of a tie and does not vote otherwise. The Secretary does not vote. All other members of the Board of Directors hold one (1) vote. At General Meetings, all other individuals of the Membership hold one vote.

2.7.3. A member of the Board who has an interest, directory or indirectly, in any contract, transaction, proposed contract or proposed transaction under consideration by the Board or a Committee shall:

(a) Declare to the Board the nature and extent of the interest as soon as possible and no later than the meeting at which the matter is to be considered;

(b) Refrain from taking part in any vote related to the matter; and

(c) Withdraw from the meeting when the matter is being discussed if required to do so by a majority of the members of the Board present at the meeting, or if the member in his or her discretion wishes to do so.

Provided that such an interest is not a financial interest, the Board member may vote on the matter, unless two-thirds of the Board members who have not declared such an interest then decide otherwise.

2.7.4. Where the Board is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors may declare, by a resolution carried by two-thirds of the Board members present at the meeting, that a conflict of interest exists and in each such case the provisions of Section 2.7.2 (b) and (c) shall apply as if the member had declared the interest.

2.7.5. A member that is absent from a meeting may submit a proxy vote under the following guidelines:

2.7.5.1. The absent member may submit a general proxy for matters that may come up and are unknown to the board at the time of preparing the proxy. A general proxy gives the proxy holder the right to vote however he or she sees fit.

2.7.5.2. The absent member may submit a limited proxy that is pertinent to specific business that is being voted on. The proxy holder must vote the way he or she has been designated by the absent member.

2.7.5.3. The proxy holder must be a Member.

2.7.5.4. A proxy must be submitted to the Secretary of the Board no later than forty-eight (48) hours prior to the meeting.

2.8. Motions for RESS meetings

2.8.1. Meetings of the Board of Directors

2.8.1.1. Motions are decided by a simple majority vote. Votes are cast by a show of hands unless any member of the Board of Directors demands a secret ballot.

2.8.1.2. Members of the Board of Directors have the option to withdraw from voting, or have their vote noted in the meetings minutes.

2.8.2. General Meetings

2.8.2.1. Motions which require an amendment to the Constitution or Policy Manual are determined by a two-thirds (2/3) majority vote, all other motions require simple majority. Votes are cast by a show of hands unless any member in attendance demands a secret ballot.

2.8.2.2. Members have the option to withdraw from voting, or have their vote noted in the meetings minutes.

2.8.3. Meetings of the Executive

2.8.3.1. Motions are decided by a simple majority vote. Votes are cast by a show of hands unless any executive member demands a secret ballot.

2.8.3.2. Members of the executive have the option to withdraw from voting, or have their vote noted in the meetings minutes.

2.8.4. Committee Meetings

2.8.4.1. Motions are decided by a simple majority vote. Votes are cast by a show of hands unless any committee member demands a secret ballot.

2.8.4.2. Committee Members have the option to withdraw from voting, or have their vote noted in the meetings minutes.

CHAPTER THREE: THE BOARD OF DIRECTORS

3.1. President

3.1.1. The President's duties include but are not limited to those listed below. The President shall:

- (a) Be the Chief Executive Officer of RESS.
- (b) Be the official spokesperson of RESS.
- (c) Act in the best interests of RESS according to the direction of the Board of Directors and the Mandate of RESS.
- (d) Be an ex-officio member of all committees of RESS.
- (e) Ensure good relations between RESS and member organizations, professional organizations, and administrative bodies.
- (f) Have the power to call a meeting of the Executive.
- (g) Have signing authority in conjunction with the Vice President Finance over RESS' bank accounts.
- (h) Prepare an operating budget in conjunction with the Vice President Finance.
- (i) Ensure that all events sponsored by RESS follow the Event Management Procedures as set forth by the University.
- (j) Be responsible for ensuring a good transition between the incoming and outgoing Board of Directors and the Executive Committee, in conjunction with the President-Elect
- (k) Hold all student group contact information, in conjunction with the Vice President Finance and Vice President Communications

3.1.2. The President shall oversee the following positions and committees. In the event that these positions and/or committees are vacant, the President shall assume their responsibilities:

- (a) First Year Engineering Board (FYEB)
- (b) The Orientation Committee
- (c) Ryerson Engineering Competition (REC)
- (d) Fourth Year Chair
- (e) Awards and Excellence Committee

3.2. Vice President Operations

3.2.1. The Vice President Operations' duties include but are not limited to those listed below. The Vice President Operations shall:

- (a) Be the acting-President in the absence of the President.
- (b) Have the authority to call meetings of the Executive.
- (c) Be responsible for all General and Board of Directors meetings, as well as the upkeep and distribution of the official RESS constitution and policy manual.

- (d) Be responsible for maintaining the integrity of the professional operations within the RESS Office.
- (e) Have signing authority on RESS-issued cheques in conjunction with the Vice President Finance.
- (f) Be responsible for the maintenance and acquisition of RESS equipment and facilities.
- (g) In the absence of the Secretary of the Board or Chair, appoint a replacement for the duration of the meeting in question.
- (h) Co-ordinate room bookings and room allocations for RESS with the University.
- (i) Maintain access control to the RESS email server.
- (j) Be responsible for maintaining an inventory of all merchandise retained by RESS.
- (k) Take minutes at all meetings of the Executive.
- (l) Conduct regular surveys throughout the year to obtain feedback from students.

3.2.2. The Vice President Operations shall oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the Vice President Operations shall assume their responsibilities:

- (a) Secretary of the Board
- (b) Director's Council

3.3. Vice President External

3.3.1. The Vice President External's duties include but are not limited to those listed below. The Vice President External shall:

- (a) Maintain communication and information interchange between RESS and professional organizations, industries, and external student organizations.
- (b) Be responsible for interviewing all applicants and recommending delegates for all conferences to which the Board of Directors chooses to send representation.
- (c) Be responsible for the registration and travel of all delegates.
- (d) Act as the Head-Delegate for all conferences and competitions.
- (e) Appoint a replacement Head-Delegate for any conference that he/she is unable to attend.
- (f) Organize the attendance of any Ryerson students that are eligible for participation in the Ontario Engineering Competition and the Canadian Engineering Competition.

3.3.2. The Vice President External shall oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the Vice President External shall assume their responsibilities:

- (a) External Relations Committee
- (b) Rube Goldberg Machine Coordinator

3.4. Vice President Student Life

3.4.1. The Vice President Student Life's duties include but are not limited to those listed below. The Vice President Student Life shall:

- (a) Act as the liaison between RESS and internal student organizations and design teams.
- (b) Be responsible for the planning, budgeting, coordination, and implementation of co-curricular events throughout the year.
- (c) Be responsible, in cooperation with the Vice President Communications and Vice President Operations, for informing the Membership of all events and activities.

3.4.2. The Vice President Student Life shall oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the Vice President Internal shall assume their responsibilities:

- (a) National Engineering Month Chair
- (b) Bug Commissioner
- (c) Charity Team
- (d) Equity Commissioner
- (e) Women in Engineering Commissioner
- (f) Street Team

3.5. Vice President Communications

3.5.1. The Vice President Communications' duties include but are not limited to those listed below. The Vice President Communications shall:

- (a) Be responsible for the management of all RESS publications, print and electronic, and must follow the procedures outlined in "Appendix A: Editorial Mandate and Guidelines of the Ryerson Engineering Student Society".
- (b) Be responsible, in cooperation with the Vice President Student Life, for informing the Membership of all events and activities.

3.5.2. The Vice President Communications shall oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the Vice President Communications shall assume their responsibilities:

- (a) Digital Media Committee
- (b) Publications Committee

3.6. Vice President Finance

3.6.1. The Vice President Finance's duties include but are not limited to those listed below. The Vice President Finance shall:

- (a) Be responsible for the financial operation of RESS.

- (b) Prepare an operating budget in conjunction with the President.
- (c) Will maintain the operating budget for RESS and will be accountable in this regard.
- (d) Have an annual financial audit conducted.
- (e) Have signing authority over RESS' bank accounts in conjunction with the President or the Vice President Operations.
- (f) Approve or reject all RESS non-contractual financial agreements, financial documents and cheques.
- (g) Be responsible in conjunction with the Vice President Academic for maintaining the operations of the RESS Thesis Grants.
- (h) Be responsible for the RESS Endowment Fund.
- (i) Ensure that RESS branding is visible at all activities that RESS provides funding for, including those organized by RESS-funded engineering groups.
- (f) Distribute funding that RESS provides to student groups with the assistance of the President.
- (g) Not be a part of or an active member of any Engineering student group.
- (j) Be one of the two signatures on all cheques unless the cheque is issued out to the themselves.

3.6.2. The Vice President Finance shall oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the Vice President Finance shall assume their responsibilities:

- (a) Finance Committee

3.7. Vice President Academic

3.7.1. The Vice President Academic's duties include but are not limited to those listed below. The Vice President Academic shall:

- (a) Be the liaison between the Faculty and RESS on all academic matters.
- (b) Work to ensure that engineering students at the Faculty learn to effectively utilize all existing school services available to them, to introduce useful concepts and skills to ensure both academic and professional success.
- (c) Advocate on behalf of students and direct students' academic resources when appropriate.
- (d) Attend Senate meetings when possible.
- (e) Be responsible for receiving and acting upon any academic concerns that any individual from the membership brings to the attention of the Board of Directors.
- (f) Schedule and plan, in full cooperation with Academic Council, no less than two (2) events promoting engineering in both the fall and winter semesters.
- (g) Be responsible for the maintenance and expansion of the exam bank.
- (h) Liaise with the Faculty and the Membership to identify and remedy any academic issues.
- (j) Organize first year academic assistance sessions – these include help with coursework

and facilitating communication with upper year students.

(j) Communicating with the Faculty about Teaching Assistant (TA) accountability.

(k) Prepare one (1) report per semester about academic issues and concerns that students are facing and present it to the Dean of the Faculty.

3.7.2. The Vice President Academic shall oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the Vice President Communications shall assume their responsibilities:

(a) Academic Council

(d) Exam Bank Coordinator

3.8. Vice President Corporate Relations

3.8.1. The Vice President Corporate Relations duties include but are not limited to those listed below. The Vice President Corporate Relations shall:

(a) Maintain communication and information interchange between RESS, alumni of the University and corporations.

(b) Be responsible for the pursuit for both monetary and non-monetary sponsorship for RESS.

(c) Create and maintain partnerships and relationships with all internal and external sponsors.

(d) Be the official RESS Zone Respondent and attend Zone meetings to represent RESS. Zones include but are not limited to the DMZ, the Digital Fabrication Zone, and the Fashion Zone.

(e) Work with engineering students to network with industry professionals, including career fairs, co-op and internship programs.

(f) Plan, promote, and implement co-curricular activities for RESS. These events shall include one (1) guest speaker in the field each of the eight (8) disciplines.

(g) Maintain and update a detailed database of acquired sponsorship and respective contacts.

(h) Be responsible for regulating and recording student group sponsorship and addressing appropriate needs and concerns of the student groups regarding corporate contacts and sponsorship concerns.

(i) Ensure proper transitioning and goal setting with the incoming Vice President Corporate Relations.

3.8.2. The Vice President Corporate Relations shall oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the Vice President Corporate Relations shall assume their responsibilities:

(a) Alumni Chair

(b) Corporate Relations Committee

3.9. Director's Council

3.9.1. Director's Council is comprised of eight (8) directors, one for each engineering discipline at the Faculty.

3.9.2. The Discipline Directors' duties include but are not limited to those listed below. The Discipline Directors shall:

- (a) Participate in at least two (2) Executive committees throughout the academic year.
- (b) Attend meetings held by their respective course union, provided the meetings are open to the discipline director.
- (c) Throughout the year, provide updates on all activities of the course union and the students in their discipline to the Board of Directors.
- (d) Have the option to appoint representation for each year in their respective discipline to liaise between the director and the student body.
- (e) Represent the interests and the concerns of the membership of their discipline.
- (f) Be required to attend a minimum of one meeting with their department and one meeting with their course union per semester. The purpose of said meeting is to learn what the department and course union have planned for the semester.

3.10. Secretary of the Board

3.10.1. The Secretary of the Board shall be a paid position.

3.10.1.1. The Secretary shall be compensated at Level 1 of the non-union casual rate set by the University.

3.10.1.2. The Secretary must submit timesheets through the University's human resources portal.

3.10.1.3. The Secretary shall be compensated for:

- (a) Time spent recording minutes at meetings of the Board of Directors.
- (b) Time spent properly formatting and publishing any recorded minutes.
- (c) Time spent creating and Agenda for every meeting of the Board of Directors.

3.10.2. The Secretary's duties include but are not limited to those listed below. The Secretary shall:

- (a) Be responsible for taking and publishing minutes for all meetings of the Board of Directors.
- (b) Directly report to and work in full cooperation with the Vice President Operations.

3.11. Chair

3.11.1. The Chair of the Board shall be a paid position.

3.11.1.1. The Chair shall be compensated at Level 1 of the non-union casual rate set by the University.

3.11.1.2. The Chair must submit timesheets through the University's human resources portal.

3.11.1.3. The Chair shall be compensated for:

- (a) Time spent moderating meetings of the Board of Directors.
- (b) Time spent moderating the Semi-annual General Meeting (SAGM) and the Annual General Meeting (AGM).

3.11.2. The Chair's duties include but are not limited to those listed below. The Chair shall:

- (a) Be the Chair of all Meetings of the Board of Directors, the Semi-annual General Meeting (SAGM) and the Annual General Meeting (AGM).
- (b) be knowledgeable of Robert's Rules of Order.
- (c) In the event of their absence, be responsible for finding a suitable replacement.

3.12. First Year Engineering Board (FYEB)

3.12.1. The FYEB's duties shall include but are not limited to those listed below. The FYEB shall:

- (a) Liaise between the FYEB and the President.
- (b) Act in the best interests of the First Year Membership.

3.13. Any Board of Director responsible for overseeing another position or committee is also responsible for ensuring that the position or committee in question is filled by a suitable candidate(s) by means he/she deems appropriate.

CHAPTER FOUR: EXECUTIVE COMMITTEES

4.1. Executive committees serve to assist in fulfilling the mandate of the respective Executive portfolio.

4.2. Any member of RESS shall join an Executive Committee.

4.3. The Executive under which the committee operates shall be responsible for, or finding a suitable replacement to:

(a) chair all committee meetings and publish all minutes of ERC meetings.

(b) record and publish minutes from all committee meetings.

4.4. The Executive Committee's must meet no less than once a month during the Academic Year.

4.5. Awards and Excellence Committee (AEC)

4.5.1. Shall operate under the purview of the President.

4.5.2. Must be comprised of a minimum of three (2) members.

4.5.3. The AEC's duties include but are not limited to those listed below. The AEC shall:

(a) Be responsible for creating and modifying award categories and guidelines.

(b) Be responsible for selecting award recipient(s).

(c) Not be involved with any engineering student group.

(d) Directly report to and work in full cooperation with the President.

4.6. External Relations Committee (ERC)

4.6.1. Shall operate under the purview of the Vice President External.

4.6.2. Must be comprised of a minimum of four (4) members; two (2) of which must be discipline directors.

4.6.3. Assist the Vice President External in interviewing and recommending delegates for all conferences to which the Board of Directors chooses to send representation.

4.6.4. Assist organizing the attendance of all eligible student for participation in the Ontario Engineering Competition and the Canadian Engineering Competition.

4.6.5. The Vice President External shall be responsible for, or finding a suitable replacement to, chair all ERC meetings.

4.6.6. The Vice President External shall be responsible for, or finding a suitable replacement to, record and publish all minutes of ERC meetings.

4.6.7. Quorum for all committee meetings shall be one half (1/2) of the committee members.

4.7. Events Planning Committee (EPC)

4.7.1. Shall operate under the purview of the Vice President Student Life.

4.7.2. The Events Planning Committee (EPC) must consist of a minimum eight (8) members; two (2) of which must be discipline directors.

4.7.3. The committee shall be structured as follows:

(a) At least two (2) members will work toward logistics.

(b) At least two (2) members will work toward marketing of the events.

(c) At least two (2) members will liaise with the Vice President Finance for event budgeting.

(d) The Equity Commissioner shall be a permanent member of the EPC

(e) One (1) member from the Charity Team shall be a permanent member of the EPC.

4.8. The EPC shall assist the Vice President Student Life in planning and organizing all co-curricular events hosted, either primarily or as a collaborator, by RESS.

4.9. Digital Media Committee (DMC)

4.9.1. Shall operate under the purview of the Vice President Communications.

4.9.2. The Digital Media Committee (DMC) must consist of a minimum two (2) members; one (1) of which must be discipline director.

4.9.3. The DMC shall be responsible to assist the Vice President Communications to manage all digital publications issued by RESS.

4.9.4. The DMC shall assist the Vice President Communications to manage the social media portfolio of RESS.

4.10. Publications Committee (PC)

4.10.1. Shall operate under the purview of the Vice President Communications.

4.10.2. The Publications Committee (PC) must consist of a minimum six (6) members; one (1) of which must be discipline director.

4.10.3. The Golden Ram Engitor and the Yearbook Engitor shall be permanent members of the Publications Committee

4.10.4. The PC shall be responsible to assist the Vice President Communications in all print publications issued by RESS.

4.11. Finance Committee (FC)

4.11.1. Shall operate under the purview of the Vice President Finance.

4.11.2. The Finance Committee (FC) must consist of a minimum three (3) members; one (1) of which must be discipline director.

4.11.3. The FC must be trained in all financial management software used by RESS.

4.11.4. The FC shall assist the Vice President Finance in managing the day to day financial operations of RESS.

4.12. Academic Council (AC)

4.12.1. Shall operate under the purview of the Vice President Academic.

4.12.2. The Academic Council (AC) must consist of a minimum three (3) members; one (1) of which must be discipline director.

4.12.3. The Exam Bank Coordinator shall be a permanent member of the AC.

4.12.4. The FC shall assist the Vice President Academic in managing and supporting all academic focused events initiated by RESS.

4.13. Corporate Relations Committee (CRC)

4.13.1. Shall operate under the purview of the Vice President Corporate Relations.

4.13.2. The Corporate Relations Committee (CRC) must consist of a minimum four (4) members; one (1) of which must be discipline director.

4.13.2.1. The Alumni Chair shall be a permanent member of the CRC

4.13.3. The CRC shall assist the Vice President Corporate Relations in all corporate fundraising initiatives undertaken by RESS.

4.13.4. The CRC shall assist the Vice President Corporate Relations in engaging industry and Alumni in RESS activities and events.

CHAPTER FIVE: ADJUVANT POSITIONS

5.1. Ryerson Engineering Competition Chair

5.1.1. The REC Chair's duties include but are not limited to those listed below. The REC Chair shall:

- (a) Be responsible for organizing and promoting the Ryerson Engineering Competition.
- (b) Directly report to and work in full cooperation with the President.
- (c) Form a committee which must receive the approval of the President.
- (d) If a vacancy occurs, a suitable replacement may be appointed by the President.

5.1.2. Eligibility

Candidates for the position of REC chair must meet the following requirements:

- (a) Must have attended at least one of the REC, OEC, CEC as a spectator or participant.
- (b) Must have one (1) year experience in the organization of REC.
- (c) No member shall chair the REC for more than one year.

5.2. Charity Team

5.2.1. The Charity Team's duties include but are not limited to those listed below. The Charity Team shall:

- (a) Be responsible for organizing and promoting the various charity events.
- (b) Work with the Bug Commissioner for the Annual 24-hour Bug Push.
- (c) Have the option to appoint people to help organize charity events.
- (d) Directly report to and work in full cooperation with the Vice President Student Life.

5.2.2. Must appoint a member to be part of the Events Planning Committee (EPC).

5.3. National Engineering Month (NEM) Chair

5.3.1. The NEM Chair's duties include but are not limited to those listed below. The NEM Chair shall:

- (a) Be responsible for organizing and promoting events throughout National Engineering Month.
- (b) Work in full cooperation with the Bug Commissioner to organize the Annual 24-hour Bug Push.
- (c) Directly report to and work in full cooperation with the Vice President Student Life.
- (d) Liaise with the Vice President External, as necessary.

5.4. Women in Engineering (WIE) Commissioner

5.4.1. The WIE Commissioner's duties include but are not limited to those listed below. The WIE Commissioner shall:

- (a) Communicate with the female population in high schools.
- (b) Work with the Faculty to coordinate days where female students are invited on campus to learn more about engineering at Ryerson.
- (b) Directly report to and work in full cooperation with the Vice President Student Life.
- (c) Liaison between RESS and WIE office.

5.5. Equity Commissioner

5.5.1. The Equity Commissioner's duties include but are not limited to those listed below. The Equity Commissioner shall:

- (a) To help deliver peer training programs in human rights to student leaders from the membership at least once a year.
- (b) To create and revise a Positive Space training manual specific to engineering, involving researching, editing and synthesizing materials in partnership with Ryerson Positive Space.
- (c) To liaise between groups on campus such as RyePRIDE, Women's Centre, RyeACCESS, Access Centre, Working Students' Centre, Ryerson Aboriginal Services for Students
- (d) To compile a survey each year and provide a report summarizing their findings.
- (e) Directly report to and work in full cooperation with the Vice President Student Life.

5.6. Alumni Chair

5.6.1. The Alumni Chair's duties include but are not limited to those listed below. The Alumni Chair shall:

- (a) Liaise with Office of Alumni Relations, RESS and the Faculty to co-ordinate joint initiatives and events.
- (b) Attend meeting initiated by the Alumni Relations Office and participate in alumni events as a RESS representative.
- (c) Encourage the involvement and support of alumni in RESS activities and initiatives.
- (d) Directly report to and work in full cooperation with the Vice President Corporate Relations.

5.7. Bug Commissioner

5.7.1. The Bug Commissioner is open to all members of RESS and would be responsible for modifying the VW Beetle every year primarily for the Annual 24-hour Bug Push.

5.7.2. The Bug Commissioner will liaison with the RESS Board of Directors through the Vice President Student Life.

5.8. Rube Goldberg Machine (RGC) Coordinator

5.8.1. The RGM Coordinator's duties include but are not limited to those listed below. The RGM Coordinator shall:

- (a) Be responsible for organizing and promoting the Rube Goldberg Machine
- (b) Work in full cooperation with ESSCO (Vice President Communications and NEM Director) and OSPE while they plan dates and deadlines for this event.
- (c) Directly report to and work in full cooperation with the Vice President External

5.9. Academic Planning Committee

5.9.1. The Academic Planning Committee shall consists of minimum 3 members.

5.9.2. Any member of RESS may join the Events Planning Committee, subject to approval by the Vice President Academic.

5.9.3. The Academic Planning Committee's duties include but are not limited to those listed below. The Academic Planning Committee shall:

- (a) Plan two academic events with the Vice President Academic
- (b) Assist in any academic event hosted by RESS

5.10. Exam Bank Coordinator

5.10.1. The Exam Bank Coordinator's duties include but are not limited to those listed below. The Exam Bank Coordinator shall:

- (a) Input all midterm exams onto the RESS midterm exam bank database
- (b) Ensures that all the midterm exams in the midterm exam bank database are up-to-date.
- (c) Ensures that no personal information is on any midterm
- (d) Coordinates the midterm exam bank contest per semester with the Vice President Academic.

5.11. Alumni Chair

5.11.1. The Alumni Chair's duties include but are not limited to those listed below. The Alumni Chair shall:

- (a) Liaise with Office of Alumni Relations, RESS and the Faculty to coordinate joint initiatives and events.
- (b) Attend meetings initiated by the Alumni Relations office and participate in Alumni events as a RESS representative.
- (c) Encourage the involvement and support of alumni in RESS activities and initiatives.
- (d) Directly report to and work in full cooperation with the Vice President Corporate Relations.

5.12. Student Groups Council

5.12.1. The Student Groups Council shall represent the voices of the affiliate student groups managed by RESS.

5.12.2. The Student Groups council shall consist of four (4) members. One (1) member from each of the following student group categories as defined by RESS:

- (a) Design Teams
- (b) Chapter Organizations
- (c) Course Unions
- (d) Interest Groups

5.12.3. The Student Groups council shall be responsible to liaise between affiliate student groups and the RESS Board of Directors.

5.12.4. The same individual may not be appointed to more than one position on the Student Group Council.

5.13. The Engineering Spirit and Orientation Committee (EngSOC)

5.13.1. The EngSOC shall operate under the purview of the President.

5.13.2. The Engineering Spirit and Orientation Committee's (EngSOC) mission is to facilitate an Orientation Week that provides a personalized experience in order to integrate the incoming first year students into the Ryerson Engineering community, hold spirit related events throughout the year to encourage growth, leadership, and camaraderie within the whole Engineering community, and ensure that the Ryerson Engineering spirit and traditions are transitioned and kept alive and true through the years. The EngSOC's duties include but are not limited to those listed down below. The EngSOC shall

- (a) Plan and organize Orientation Week
- (b) Plan and organize inclusive spirit related events that aim to build strong relationships within the Engineering Community
- (c) Have a minimum of a year of experience as an Orientation Week Leader for all EngSOC positions.
- (d) Be active for a full year (12 months) starting on the date of the Chair's appointment

5.13.3. The EngSOC shall be comprised of a Chair, six (6) directors, and the Head Leader Sub-Committee.

5.13.4. The directors of EngSOC shall be:

- (a) Logistics Director
- (b) Communications Director

- (c) Finance Director
- (d) Shinerama Director
- (c) Two (2) Leader Directors

5.13.5. The EngSOC shall be overseen by the Chair whose duties include but are not limited to

- (a) Ensuring the Mission of the EngSOC is carried out throughout the year
- (b) Acting as the directing authority for the EngSOC Executives and the Head Leader Sub Committee
- (c) Oversee all spirit related events and Nooners
- (d) Oversee all of the EngSOC Directors and the Head Leader Sub-Committees.

5.13.6. The Logistics Director shall oversee all logistics related duties for all EngSOC events. The Logistics Director responsibilities for Orientation Week include but are not limited to:

- (a) Proper booking of all spaces and venues through Ryerson Facilities and corresponding external organizations to be used during Orientation Week. This includes the completion of Ryerson's Risk Management Reports, clear communication with RESS, the Ryerson Orientation Crew (ROC), Ryerson Facilities, and the Faculty.
- (b) Organize all meals and snacks such that there is a fair and proper distribution between first year engineering students and Leaders during Orientation Week
- (c) Plan and coordinate the schedule for Orientation Week
- (d) Ensure all activities are inclusive and safe for all attendees
- (e) Ensure that the purple dye stations are traffic free and safe for everyone

5.13.7. The Communication Director shall oversee all communication related duties for all EngSOC events. The Communication Director's responsibilities for Orientation Week include but are not limited to:

- (a) Maintain all social media and communication channels between incoming first year students and Leaders. This includes answering all Orientation Week related questions, advertising for Orientation Week, and updates for Orientation Week.
- (b) Coordinate with the rest of the EngSOC to come up with a theme and corresponding logo for Orientation Week to be used on all Orientation Week merchandise that includes but not strictly limited to shirts, patches, and stickers.
- (c) Work on theme related promotional material for Orientation Week, which includes but not strictly limited to videos, posters, announcements, and letters.
- (d) Take responsibility for documenting Orientation Week through photos, videos, and any other mediums that they see fit.
- (e) Coordinate with the Vice President Communications to ensure that the Orientation Week website is up to date and displays all related information and updates related to Orientation Week.

5.13.8. The Finance Director shall oversee all financial related duties for all EngSOC events. The Finance Executive responsibilities for Orientation Week include but are not limited to:

- (a) Ensuring that Orientation Week remains within budget as allocated by the Vice President Finance.
- (b) Coordinate with the rest of the EngSOC about what to include in the Orientation Kits
- (c) Contacting suppliers and other related bodies regarding Orientation Kit orders.
- (d) Coordinate the sales and distribution of Orientation Kit throughout Orientation Week
- (e) Work alongside the Vice President Corporate Relations to secure non-monetary sponsorship material (such as food or coupons) that can be distributed at Orientation Week.

5.13.9. The Shinerama Director's responsibilities for Orientation Week include but are not limited to:

- (a) Act as the Head Delegate to the Shinerama national and Shinerama regional conferences.
- (b) Coordinate with the rest of the EngSOC in order to create a day filled with activities that raise money and awareness for the Shinerama Charity.

5.13.10. The Leader Directors shall oversee all Orientation Leaders during Orientation Week and throughout the year. The Leader Directors' responsibilities for the entire year include but are not limited to:

- (a) Ensure all Orientation Leaders represent the EngSOC Mission, mandate of RESS, inclusivity, camaraderie, and leadership
- (b) Ensure that all Orientation Leaders receive a mandatory Equity Workshop before their first experience as Leaders for Orientation Week
- (c) Coordinate all Leaders during Orientation Week such that each leader sets the proper example of inclusivity, fun, and leadership to their group of first year engineering students
- (d) Designate a reasonable number of Houses for Orientation Week. All Orientation Leaders and incoming first year students must be spread equally among all Houses during Orientation Week
- (e) Be responsible for overseeing and organization the Head Leader Sub Committee

5.13.11. The Head Leader Sub Committee shall be a group of six (6) Orientation Leaders who shall be voted in by the Membership. In order to be elected to the Head Leader Sub Committee, the following requirements must be met:

- (a) All candidates must have had one (1) full year of Orientation Leader experience. Any experience is not counted if a candidate has not been a present Orientation Leader for at least 3 days of Orientation Week
- (b) All candidates must not be on the Board of Directors

(c) All candidates must have at least twenty (20) signatures from the Membership in order to be eligible for the Sub Committee election

(d) The six candidates who receive the most votes compared to all other candidates are then voted into the Head Leader Sub Committee

5.13.12. The Head Leader Sub Committee responsibilities for the entire year include but are not limited to:

(a) Engaging the Membership to take part in all EngSOC related events

(b) Be primarily responsible for creating EngSOC events and, with the coordination and help of the rest of the EngSOC, the execution of said events

(c) Ensure that all EngSOC related events promote community, spirit, leadership, inclusivity, and follow the Mission of the EngSOC and the Mandate of RESS

(d) Coordinate with the rest of the EngSOC to hold a period during the Fall and Winter semester to recruit new Orientation Leaders

(e) Be responsible for submitting a list of candidate Orientation Leaders to the Chair and the Executives for approval

(f) During Orientation Week, ensure proper communication and handling of all constituents of their respective House

(g) During Orientation Week, ensure that all constituents of their House have a fun and safe experience through proper management of their Leaders and communication with the rest of the EngSOC

CHAPTER SIX: GOVERNANCE PROCEDURES

- 6.1. The elected positions of the Board of Directors shall be elected from the general membership by May 1 in accordance with the Election Procedures of the University.
- 6.2. All candidates for a Board of Directors position shall have a clear academic standing or a conditional academic standing, as defined by the Faculty.
- 6.3. Any co-op student with a work term falling on the fall or winter semesters nominated for a position on the Board of Directors must have a second member as a running mate who will fill the position while the nominated student is on work term. The two students must run as a team for one position. Co-op students with a work term falling on the fall or winter semesters may not run for an Executive Position, to ensure continuity throughout the year.
- 6.4. If the President's position becomes vacant before the end of term, the Vice President Operations shall become President.
- 6.5. Should a Board of Directors position, other than those mentioned in Article 6.4, become vacant before the end of term, or if a position is not filled during the election, the Board of Directors shall appoint a replacement, or hold a by-election, at their discretion.
- 6.6. Any member of the Board of Directors, with an accompanying petition signed by fifty (50) general members, may forward a motion for impeachment of an elected member of the Board of Directors, at a Meeting of the Board of Directors. A special general meeting must be called within two (2) weeks of the date the motion was made, and a two-thirds (2/3) majority vote of the general membership attending this meeting is required for impeachment. If the motion is successful, the position is declared vacant and the procedures listed in Sections 6.1-6.5 are to be followed.
- 6.7. Nominees for the positions of Vice President Operations, Vice President Student Life, Vice President External, Vice President Corporate Relations, Vice President Academic and Vice President Communications require one (1) full year of experience on the Board of Directors, or other experience as deemed appropriate by the Board of Directors.
 - 6.7.1. One (1) full year of experience on an Executive Committee shall also be deemed sufficient to become a nominee for the respective Executive position.
- 6.8. Unless other experience is deemed appropriate by the executive, The President is required to have either:
 - (a) No less than one (1) full year of experience on the RESS Board of Directors.
 - (b) Must have been enrolled in the Faculty of Engineering and Architectural Science for at least two (2) years.

- 6.9. The nomination forms for executive positions need 50 signatures, none of which can be from concurrent Board of Directors. Discipline Director positions require 25 signatures from their respective discipline, none of which would be from concurrent Board of Directors.

CHAPTER SEVEN: AMENDMENTS TO THE POLICY MANUAL

- 7.1. Amendments to this Policy Manual require a two-thirds (2/3) majority vote at a General Meeting.
- 7.2. Any motion for amendment to the Policy Manual may be made by the Board of Directors, or by an online form submission, ten (10) days prior to the General Meeting from the general membership accompanied by fifteen (15) members' signatures, names and student numbers. Motions submitted ten (10) days prior to the General Meeting from the general membership do not require fifteen (15) members' signatures, names and student numbers if endorsed by a member of the Executive.

CHAPTER EIGHT: OPERATING PROCEDURES

8.1. Purpose

8.1.1. The following procedures have been included in this Policy Manual to maintain continuity and direction in the year-to-year operation of RESS. Its function is not to restrict the operations of each new member of the Board of Directors but to provide direction in important matters involving RESS each year.

8.2. Conference Delegates

8.2.1. The Vice President External will advertise and make available conference delegate applications to the membership within the first two (2) weeks of the fall semester

8.2.1.1. These applications must be submitted to the Vice President External no less than four (4) weeks prior to any given conference. At the discretion of the Vice President External, this deadline can be changed as required for travel/accommodation and funding purposes.

8.2.2. RESS agrees to pay one hundred (100) percent of the conference registration fees, one hundred (100) percent of the lodging fees, and one hundred (100) percent of the travel expenses for the above conferences incurred by the delegation. The Vice President External must, prior to departure, have the number of delegates as well as the means of travel and lodging approved by the Vice President Finance.

8.2.3. Attendance at additional conferences or competitions may be subsidized by RESS at the discretion of the Vice President External and Vice President Finance.

8.2.4. Delegates attending any of the following conferences agree to pay to RESS fifty (50) dollars as a refundable damage and ancillary deposit before leaving for conference/competition:

- (a) Engineering Students Societies' Council of Ontario (ESSCO) Annual General Meeting.
- (b) Engineering Students Societies' Council of Ontario (ESSCO) Presidents' Meeting.
- (c) Canadian Federation of Engineering Students (CFES) Presidents' Meeting.
- (d) Ontario Engineering Societies' Presidents' (OESP) Meeting e)
- (e) CFES Congress
- (f) First year Integration Conference (FYIC)
- (g) Professional Engineers of Ontario (PEO) Conference.
- (h) Ontario Engineering Competition (OEC)
- (i) Canadian Engineering Competition (CEC)
- (j) National Conference on Women in Engineering (NCWIE)
- (k) Conference on Diversity in Engineering

The deposit will be refunded if RESS does not incur damage costs as a direct result of the attendee, and the delegate attends all required sessions, and the delegates submits a Delegate Report within two (2) weeks of returning from the conference/competition.

8.3. Funding Proposals

8.3.1. RESS accepts funding proposals from the following groups in the Faculty: Ryerson Chapters of Professional Societies, Course Unions, Engineering Design Teams, Interest Groups, and Engineering Competition Teams. Each proposal must have an accompanying budget.

8.3.2. RESS will internally allocate funds supported groups. Funds from these allocations can only be disbursed by submitting a cheque requisition.

8.3.3. RESS accepts thesis grant applications from members who are enrolled in a thesis course, or an equivalent design course. The Vice President Finance and Vice President Academic decide on grant amounts after interviewing the candidates.

8.3.4. Thesis Grant Guidelines

(a) Unless otherwise stated by the Vice President Finance, the deadline for submission of a thesis grant application will be on or immediately after the submission deadline for the particular department for that academic year.

(b) All listed expenditures in the application must be accompanied by original receipts.

(c) Grants will not be given for items not yet purchased.

(d) Cheques will only be given to the approved applicant after submission of a letter of receipt by the professor overseeing the thesis in question.

(e) A cover page must be submitted, on time and together, or the application will be immediately rejected.

8.4. The Executive must approve budgets and expenses from all RESS Committees before any funds will be provided by RESS. The Vice President Finance has final veto of all expenditures, and financial agreements. Any veto should include a reason and be documented for reference should the proposal be brought up at a later time. This documentation is for use as reference to provide a mindset behind the veto not to limit the actions of future Boards of Directors.

8.5. The President and the Vice President Finance, on behalf of the RESS Executive, must submit a copy of the budget for the fiscal period to the Dean of the Faculty by June 30 of each year. Also, a financial statement outlining all budgetary spending of the previous fiscal period must be submitted to the Dean of the Faculty by the end of November of each year.

8.6. RESS' policy on the December 6 Memorial follows the guidelines of the "Association des Étudiants de Polytechnique" and the statement from the Canadian Federation of Engineering Students.

- 8.7. All members of the Board of Directors are subject to a “3 strike” rule in which strikes will be assigned at the discretion of the President and the Vice President Administration. Once a member of the board has been assigned three (3) strikes in their term in office, the individual in question is immediately called in front of a Meeting of the Board of Directors to defend their position on the board. A vote of the Board of Directors is then called, in which a two-thirds (2/3) majority vote results in the immediate termination of the individual in question from their position. If there is not a two-thirds (2/3) majority vote by the Board of Directors, the member will remain at three (3) strikes and will be once again brought before the Board of Directors upon receiving only one (1) other strike for another vote; in which a two-thirds (2/3) majority vote results in the immediate termination of the individual in question from their position.
- 8.8. All new members of the Board of Directors, and appointed positions are required to take the positive space seminars offered by Ryerson’s Discrimination, Harassment Prevention Services office at the beginning of each fall year.
- 8.9. Every signed agreement, partnership, or contract signed by members of the RESS Executive is valid only until April 30 of every year. The incoming RESS Executive must look over and agree with the previously signed terms and re-sign the documents if deemed necessary.
- 8.10. A discipline director must be enrolled in the discipline they are elected to represent. Should a director switch disciplines, they must immediately resign their directorship and a new director chosen.

Appendix I - RESS Election Procedure

9.1. Article 1: General

9.1.1. This document shall be the official Election Procedures of the “Ryerson Engineering Student Society”, hereafter referred to as “RESS”.

9.1.2. The RESS Office shall refer to Kerr Hall East Room 123.

9.1.3. The Chief Returning Officer, as approved by the Dean’s office, hereafter referred to as the “CRO”, shall conduct and oversee the election of the Members of the RESS Board of Directors.

9.1.4. All positions open for election shall be defined as they are in RESS’s governing documents: the Constitution and Policy Manual.

9.2. Article 2: Chief Returning Officer

9.2.1. The Chief Returning Officer (CRO) shall be a paid position.

9.2.1.1. The CRO shall be compensated with an honorarium.

9.2.1.1.1. The amount of the honorarium must be decided upon by the Board of Directors.

9.2.1.1.2. The honorarium must be capped at \$500

9.2.1.2. The CRO shall not be a current member of the Board of Directors.

9.2.2. The CRO shall:

(a) act as a liaison between the Elections Committee and the Board of Directors and between the Elections Committee and all candidates;

(b) act as Chair of the Elections Committee;

(c) seek the advice of the Manager, Student Relations and Development with respect to the interpretation of regulations contained herein;

(d) finalize the date(s) for the opening of nominations and the date(s) for the closing of nominations;

(e) validate all nomination forms;

(f) finalize the date on which candidates may begin to campaign for the election; maintain, update and enforce a set of Candidate Guidelines.

9.3. Article 3: Deputy Returning Officer (DRO)

9.3.1. The Deputy Returning Officer (DRO) shall be a paid position.

9.3.1.1. The DRO shall be compensated with an honorarium.

9.3.1.1.1. The amount of the honorarium must be decided upon by the Board of Directors.

9.3.1.1.2. The honorarium must be capped at \$300

9.3.1.2. The DRO shall not be a current member of the Board of Directors.

9.3.2. The DRO shall assist the CRO in all matters pertaining to the RESS elections.

9.4. Article 4: Official Communication

9.4.1. All official communication shall be sent from cro@ress.ca, or mass emailed to all engineering students by the Dean's office through cro@ress.ca.

9.4.2. All electronic communication with the CRO must be done via email from a Ryerson University email address.

9.4.3. All official complaints and appeals must be submitted on the "Election Complaints/Appeals" form and submitted to the RESS Office.

9.4.4. An official list of candidates shall be posted outside the RESS Office on the bulletin board on the first date of campaigning.

9.5. Article 5: Elections Committee

9.5.1. The Elections Committee shall act as an appeals board for any candidate wanting to appeal a decision made by the CRO.

9.5.2. The Elections Committee shall be comprised of the CRO, the DRO, the Manager, Student Relations and Development, and two (2) student members appointed by the CRO.

9.5.3. The two (2) student members for the Elections Committee are subject to ratification by the Board of Directors upon a majority vote of the members of the Board of Directors present.

9.5.4. To be eligible for appointment to the Elections Committee, student members of the Elections Committee must be qualified to vote in the respective elections and must not be a current member of the Board of Directors, must not be a candidate for election to the Board of the Directors, not actively support or make known support for any candidate or related matter and to ensure impartiality in the conduct of the election.

9.5.5. Members of the Election Committee shall serve from the date of their appointment until and including the final meeting of the Election Committee to be held following, but not more than two (2) weeks after, the expiration of the time allowed for requesting a recount of ballots.

9.6. Failure on the part of a candidate to comply with any paragraph of any article outlined in the Election Procedures document and/or the Candidate Guidelines may result in disqualification at the discretion of the CRO.

9.7. Article 5: Nominations

9.7.1. Criteria for eligibility shall be outlined in by Chapter 5 of the RESS Policy Manual. Any person not meeting the criteria but who wishes to be considered must include all supporting arguments with their application. The incumbent Board of Directors shall decide upon the eligibility of these candidates as outlined by Chapter 5 of the RESS Policy Manual.

9.7.2. The President, Vice President Operations, Vice President External, Vice President Student Life, Vice President Communications, Vice President Academic, and Vice President Corporate Relations shall have at least twenty-five (25) nominators from any discipline.

9.7.3. The eight (8) Directors representing each of the engineering disciplines – Aerospace, Biomedical, Chemical, Civil, Computer, Electrical, Industrial, and Mechanical – shall have at least twenty (20) nominators from their respective disciplines.

9.7.4. In the event that only one candidate has filled a valid nomination for the Presidential, Vice Presidential, or Director roles at the close of the prescribed nomination period, that candidate shall be subject to a Yes/No ratification vote by the members. A “Yes” vote of fifty percent plus one vote (50% + 1) of those cast shall constitute the members’ ratification of this candidate to hold the office of the corresponding position.

9.8. Article 6: Campaign Financing

9.8.1. Student groups and course unions may endorse but not financially support a candidate.

9.8.2. Campaign expenses shall not exceed \$100.00 for each Presidential and Vice Presidential candidate.

9.8.3. Campaign expenses shall not exceed \$50.00 for each Discipline Director candidate.

9.8.4. Any candidate who exceeds the expense limit by more than five per cent (5%) shall be disqualified by the CRO. Disqualification may be appealed only to the Elections Committee whose decision shall be considered final and binding.

9.8.5. Alcoholic beverages will not be considered a legitimate campaign expense. Candidates who attempt to use alcoholic beverages to influence the campaign and/or elections, as determined by the Elections Committee, may be disqualified.

9.8.6. Each candidate shall submit a form outlining all campaign expenses with original receipts for verification to the CRO by the deadline specified by the CRO. The CRO may at any time

request from any of the candidates original receipts for expenditure prior to the close of voting. Failure by a candidate to submit a campaign expense form and original receipts by the deadline may result in disqualification upon the decision of the CRO.

9.8.7. All campaign donations must be brought to the attention of the CRO and included in the campaign expense report to be submitted by each candidate. Donated materials shall be assigned a dollar value based on current market value by the CRO and shall be calculated as a campaign expense.

9.9. Article 7: Election Material

9.9.1. Election materials shall not be racist, sexist, homophobic or offensive in any way. Material deemed by the CRO to contravene this regulation shall be removed and destroyed at the discretion of the CRO and/or the Manager, Student Relations and Development. Any candidate who contravenes this regulation shall face disqualification upon decision of the CRO and/or demerit points awarded at the discretion of the CRO.

9.9.2. The display of election materials shall be done in accordance with the policies of Ryerson University and the regulations outlined in the Candidate Guidelines.

9.9.3. No candidate shall remove, deface, or destroy another candidate's election materials. Failure to comply with this regulation may result in disqualification at the discretion of the CRO.

9.9.4. There is to be no campaign material posted in Kerr Hall East in the area bordered by the outside doors to the left and right of the RESS office door. Failure to comply with this regulation may result in disqualification upon the decision of the CRO and/or demerit points awarded at the discretion of the CRO.

9.9.5. No candidate shall print, make, or display posters in the RESS Office. Failure to comply with this regulation may result in disqualification upon the decision of the CRO and/or demerit points awarded at the discretion of the CRO.

9.9.6. There is to be no possession of campaign material, including but not limited to electronic campaign material, in the RESS office from the date at which the election is called, to the date until polling is finished.

9.10. Article 8: Campaigning Period

9.10.1. Campaigning shall not occur prior to the official beginning of the election campaign as established by the CRO and Manager, Student Relations and Development.

9.10.2. Campaigning may occur at Ryerson University, or on any property considered to be part of campus, on polling days.

9.10.3. Campaigning may occur on polling days.

9.11. Article 9: Campaign Regulations for Electronic Media

9.11.1. Candidates are explicitly forbidden from campaigning via any form of electronic mail.

9.11.2. Candidates shall be permitted to set up a campaign website. A photograph of each candidate and text of not more than 100 words outlining their platform and biographical information will be hosted on the Ryerson Engineering Student Society's website. RESS accepts no liability for any problems associated with this medium.

9.11.3. Candidates must invite the CRO into any groups, discussion board, or forums in which the candidates are actively campaigning.

9.12. Article 10: Voter Eligibility

9.12.1. To be eligible to vote for the President or Vice Presidents, a voter shall:

- (a) Be a fulltime undergraduate engineering student at Ryerson University;
- (b) Be on the list of eligible students provided by each discipline's department.

9.12.2. To be eligible to vote for the Discipline Directors, a voter shall:

- (a) Be registered in the discipline for which they cast their vote.

9.12.3. Should a student not appear on the voters list they shall submit their vote in a sealed envelope while their claim is investigated. The ballot will be placed in a blank envelope, which will then be placed in an envelope containing the student's name, student number, and signature. If their claim is substantiated, their ballot shall be cast and if it is not, it shall be destroyed.

9.12.4. If an eligible voter is on a co-op term or internship and wishes to participate in voting, they shall inform the CRO of their desire by the final date for application candidacy.

9.12.4.1. The CRO will confirm the student's status with the student's department and make arrangements for an alternate method of voting.

9.12.4.2. The best efforts of the CRO shall be made in order to allow the absent voter to participate in a secret ballot, but if this is not possible, may opt for voting by email.

9.13. Each candidate may withdraw candidacy at any time. A withdrawn candidate shall be removed from the ballot. Any ballots cast while the candidate was still participating shall remain valid. Any vote for the withdrawn candidate shall be final and null. A withdrawn candidate will not receive any data on the election's results.

9.14. Article 11: Voting Procedures

- 9.14.1. Polling shall be conducted over a period of three (3) days.
- 9.14.2. Polling shall occur within Ryerson University on the dates specifies at the time of the announcement of the election.
- 9.14.3. Voting shall occur for at least the regular business hours of the RESS office. Voting hours shall be announced at the beginning of the campaign period.
- 9.14.4. No candidate shall be permitted into the RESS office on polling days during voting hours, except for when they are casting their vote
- 9.14.5. Results of an election that return an equality of votes for two or more candidates who are running for the same office will ultimately be determined by a second round of voting. Voting for the position(s) in question will be reopened for one day. If at the end of the additional day of voting there remains a tie a coin toss shall decide the winner. This procedure will be final and binding, and should take place only after a recount of the ballots confirms the result as a tie vote.

9.15. **Article 12: Ballot Counting Procedures**

- 9.15.1. RESS Elections must be conducted online using a platform approved by the CRO.
 - 9.15.1.1. This platform shall ensure the anonymity of all voters.
 - 9.15.1.2. This platform shall automatically calculate total votes submitted for each candidate.
 - 9.15.1.3. All voting data shall be kept for a minimum of two (2) weeks to the day following the final day of polling.
- 9.15.2. In an event that necessitates paper ballots, the following procedures shall apply:
 - 9.15.2.1. Ballot counting shall commence immediately following the closing of the polls on the final day of polling.
 - 9.15.2.2. Only those duly appointed by the CRO shall count ballots. The CRO shall determine which, if any ballots are to be declared spoiled. Spoiled ballots shall be stored separately from valid ballots and are to be kept and made available by the CRO for examination by each candidate following the tabulation of all ballots.
 - 9.15.2.3. Each candidate is entitled to one (1) scrutineer. Failure to appoint such a representative by the deadline established by the CRO will result in forfeiting the right to appoint a scrutineer.
 - 9.15.2.4. Scrutineers are entitled to observe polling stations and ballot counting so long as they abide by the guidelines for conduct set by the CRO.
 - 9.15.2.5. All ballot boxes shall be secured by the CRO and stored in a secure location.

- 9.15.2.6. Any candidate may request a recount of the ballots within forty-eight (48) hours after the announcement of results. Recount requests shall be submitted by candidates in writing to the CRO.
- 9.15.2.7. Only those scrutineers whose candidate may be affected by the outcome of a recount shall be present to witness the recounting of ballots. Members of the Election Appeals Committee as well as the CRO must be present before the recount can begin.
- 9.15.2.8. The CRO will email the Dean's office and the candidates with the results upon the tabulation of all ballots. No candidate shall reveal the results of the election until the CRO has deemed the results official.
- 9.15.2.9. If no dispute about the tabulated results is made within forty-eight (48) hours after the announcement of results, the CRO will deem the results official and shall make them public.
- 9.15.2.10. The CRO shall post the numerical results of the election on the Ryerson Engineering Student Society office bulletin board following the date at which the election results have been made official. The results will remain posted so as to be accessible to the members of the Student Society for fourteen (14) days following this date.
- 9.15.2.11. All ballots shall be destroyed no earlier than two (2) weeks to the day following the final day of polling.