



September 2015 Policy and Structure Committee Meetings

Agenda

1. **Bylaw 2 Changes**
 - a. Chapter 0
 - b. Chapter 1
 - c. Chapter 2
2. **Grammar and Spelling**
3. **Numbering in Policy 2015-06-21**
4. **Other Business**

Attendance

		September 24
VP Communications	Reena Cabanilla	✓
Speaker	Billy Graydon	✓
Board Member	Aidan Solala	✓
Board Member	Milan Maljkovic	✓
Engineering Society Member	Andrew Kidd	✓
Engineering Society Member/Minute-taker	Eric Bryce	✓
Guest	Ernesto	✓

✓- Present



Minutes

Item	Discussion	Final Recommendation
1a	<p>Chapter 0</p> <ul style="list-style-type: none"> Discussed how to more clearly define the expiration of a member's term of office. Discussed the definition and nature of ineligibility to hold office. Decided that a project director must be a member for the entire duration of his term. Discussed how to remove Ex Officio Directors. Raises the question of <i>oversight</i>. We still do not have a clear definition. Must prevent personal disputes from leading to release of an ex officio. Discussed whether project directorships should have privy to official club status.. Unanimous vote of the Officers should not be allowed to remove an Ex Officio from their responsibilities. This would give far too much authority to the Officers. Probably far too much. A reasonable compromise would be to make this a 2/3 vote by the Board of Directors. However, leaving this up to the Board entirely may make things move too slowly -- particularly if there is some major crisis requiring a statement to the Press. Changing this to Executive Committee would ensure that quorum rules apply. This would allow both agility and structure. 	<p>add and renumber 0.0.2. All types of Directors shall be considered official positions of the Society</p> <ul style="list-style-type: none"> All Directors should be Official Positions of the Engineering Society. <p>0.0.3. A Director must be a Member for the entire duration of his term.</p> <ul style="list-style-type: none"> Project Director must be a Member of the Society for the entirety of their term. <p>add and renumber 0.1.7.b. The Annual General Meeting; or</p> <p>0.2.2.a. Unanimous vote of the Executive Committee which shall be upheld by a Special Resolution of the Board of Directors.</p> <p>add and renumber b. Two-thirds vote at the Annual General Meeting;</p> <ul style="list-style-type: none"> Added 0.2.2.c for clarity. Reordered 0.2.2 for clear route of escalation. <p>add 0.3. Temporary Internal Directors</p> <p>0.3.1 Temporary Internal Director positions may be created by the Board, as needed.</p> <p>0.3.2. Temporary Internal Directors shall be overseen by the President or another Officer to whom the President delegates the duty of oversight.</p> <p>0.3.3. All Temporary Internal Director positions cease to exist at the adjournment of the Joint Council Meeting (First Part) immediately following the creation of the position.</p>
b	<p>Chapter 1</p> <ul style="list-style-type: none"> Discussed how to balance oversight and freedom of the Toike Oike. Ultimately, responsibility falls on the Toike editor. Should the VP Comm have a larger role? Discussed wording as to role of the Archivist. Cleaned up the Webmaster roles -- included the Pit Projector in his portfolio. Discussed the level of authority of the Computer Systems Administrator. Discussed minutia of the Sponsorship Director's portfolio. Including the exact names 	<p>1.0.1 All Project Directorships are privy to the benefits of Official Engineering Clubs.</p> <ul style="list-style-type: none"> The VP Comm should be permitted to deny publication of an edition of the Toike if it contains content <i>unbecoming to the Society</i>. However, this will be left to the Board as a discussion item. <p>reorder 1.3.2 The F!rosh Handbook Editor shall be responsible for the design and layout of a Skule Planner, an agenda and day planner for all students, for the year following their term.</p>



<p>of publications makes it more clear what publications the Director can sell ads in.</p> <ul style="list-style-type: none"> • Discussed the definition and nature of the Orientation Chair’s Incident Reports. Discussed what the standard should be for submitting an Incident Report. Briefly discussed responsibility of Chair over events without Engineering Society sanctions. • The VP Professional Outreach should report to the VP Academic, rather than the President, since it is similar to YNCN in nature. We should consult with Ernesto about this. To some end, it fills the role of VP External. That said, VP External was initially about relations with other Engineering schools. • Discussed whether Club Chairs should report to the President, or to the VP Academic. • Discussed the role of the Ombudsman. If there is a dispute between two people, involving confidential information, what should the standard be for protecting the confidentiality of the claim? • We should switch to an annual census, as there is no real change in census data during the course of the year. • The Ombudsperson should maintain open communication with council, since it enables better execution of responsibilities. Furthermore, the Ombudsperson should present a report at the end of their term, in an aggregate <i>lessons learned</i> presentation to the Board of Directors. • Discussed whether to use the term <i>Ombudsman</i> or <i>Ombudsperson</i>. Decided on <i>Ombudsman</i> because it is the proper term, and it is implicitly gender neutral, as per Bylaw 1. • Discussed how to make the President’s year of study more rigorously defined. In no small part, this is because of seniority. Makes it easier to deal with external organizations. • Deciding who the Ombudsman reports to may affect the independence of the Ombudsperson. 	<p>1.3.3. The F!rosh Handbook Editor shall be overseen by the Vice-President Communications.</p> <p>1.8.1.c. Document that year’s major events including but not limited to Godiva Week and F!rosh Week. <i>removed 1.8.1.d. Addition of video recordings for distribution to the Members.</i></p> <p>1.9.1. There shall be a Webmaster, who shall be responsible for maintaining and regularly updating both the Society Web Page, the Plasma Screen, and the SF Atrium Projector.</p> <ul style="list-style-type: none"> • Add the Pit Projector to the Webmaster’s portfolio. <p><i>reorder 1.10.2. The Computer Systems Administrator shall be overseen by the Vice-President Communications.</i></p> <ul style="list-style-type: none"> • Re-order 1.10.2 to clearly define responsibility. <p>1.10.4. The Computer Systems Administrator shall have the authority to regulate access to the Society’s computer systems and services.</p> <p>1.10.5. Decisions made by the Computer Systems Administrator may be appealed by a motion to the Board of Directors.</p> <ul style="list-style-type: none"> • The Systems Administrator should not have <i>sole</i> authority to regulate access to the system. <p>1.14.1. There shall be a Community Outreach Director, who shall be responsible for the Society’s activities surrounding volunteerism, community service and charity.</p> <ul style="list-style-type: none"> • Community Outreach Director should clearly be responsible for charity. <p>1.15.1.c. Selling ads in the Society’s publications including the Toike Oike, Cannon, F!rosh Handbook and Skulebook; <i>removed 1.15.1.e. Liaising with the advertising agency currently contracted to garner sponsorship for the Society’s publications.</i></p> <ul style="list-style-type: none"> • The Sponsorship Director’s portfolio should clearly define which publications they can sell ads in. However, the Director should not be <i>required</i> to liaise with an advertising agency. <p>1.16.1.b. A report on incidents that occurred during the week, of which the structure shall be determined by the Orientation Director and the Vice-President Student Life;</p> <ul style="list-style-type: none"> • The Orientation Chair should also submit Incident Reports.
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1.18.2. The Ombudsman shall mediate conflicts, track problem areas, provide whistleblowing options to Members with concerns, and make recommendations for changes to structure and practices of the Society.

1.18.3. The Ombudsman shall maintain confidentiality of all personal information unless the respective party authorizes otherwise.

- Remove quotation marks from whistleblowing, as it is a standard term. Furthermore, confidentiality shall be respected except where the respective party so approves.

1.18.4. The decisions of the Ombudsman shall not be binding on the Society or its Members.

1.18.5. The Ombudsman shall be responsible for actively seeking out the opinions and views of the Members through surveys, discussion and any other means he deems appropriate.

1.18.6. The Ombudsman should liaise regularly with the Officers and maintain open communication with the Council in order to keep them aware of any issues brought up by the Members.

1.18.7. The Ombudsman shall create and distribute an annual Skule Census.

- The census should be run on an annual basis.

1.18.8. The Ombudsman shall compile and distribute information from the Census once the student population completes it in order to provide the results to the Society and its members

***add and renumber* 1.18.9. At the April Board Meeting, the Ombudsman shall make a report on issues within the Society identified through complaints or the Ombudsman's other duties.**

1.18.10. The Ombudsman shall report to the Speaker of the Board of Directors.

1.19.1. There shall be a Skule Kup Director who shall be responsible for organizing the Skule Kup, a year-round interdisciplinary competition to encourage discipline pride and camaraderie.

1.20.1.a. Educating and informing the Skule community about engineering policy and its related current affairs;

1.21.1.b. Working with Faculty to enhance engagement and relations with Alumni Members;

Moved 1.22. to Chapter 0.



c	<p>Chapter 2</p> <ul style="list-style-type: none"> Discussed the viability of votes by proxy. Should they count for quorum? No, probably not. If CRO can also have authority over Ex Officio positions, and the CRO can also be an Ex Officio, then the CRO could possibly have authority over their own election. This should not be possible. Possibly the easiest choice is to simply make it so that the CRO cannot hold any voting position. Easiest solution is to simply make all EngSoc positions become <i>Official</i> EngSoc positions. Who should Club Chairs report to? Should be left to the President for the time being 	<p>2.0.1. All ex-officio directorship positions shall be privy to the benefits of Official Engineering Clubs. <i>removed 2.0.4. Should there be any doubt or conflict regarding the legitimacy of an appointee, sole authority for determining Directorship for the purposes of the JCM shall lie with the Chief Returning Officer.</i></p> <p>2.1.1.c. The Chemical Chair, elected by the Chemical Engineering constituency; d. The Civil Chair, elected by the Civil Engineering constituency; e. The Electrical Chair, elected by the Electrical Engineering constituency; f. The Computer Chair, elected by the Computer Engineering constituency; g. The Engineering Science Chair, elected by the Engineering Science constituency; h. The Industrial Chair, elected by the Industrial Engineering constituency; i. The Materials Chair, elected by the Metallurgy and Materials Science constituency; j. The Mining Chair, elected by the Mining constituency; k. The Mechanical Chair, elected by the Mechanical Engineering constituency;</p> <p><i>removed 2.2.2.f. Affiliated Club Representatives</i> <i>add 2.2.2.f. Skule Nite Liaison.</i></p>
2	<ul style="list-style-type: none"> PSC Members have completed spelling and grammar edits for the Bylaws and Policies 	
3	<ul style="list-style-type: none"> Numbering was inconsistent with other Policies 	<ul style="list-style-type: none"> Will be moved at the Board Meeting for approval