

ENGINEERING UNDERGRADUATE SOCIETY OF MCGILL UNIVERSITY

Open Air Pub Committee (OAP) Policy

Adopted 03/2005

Amended 03/2008, 11/2011, 03/2017, 01/2020, 03/2024

Article 1: Definitions

- 1.1 Open Air Pub Committee (herein referred to as “OAP Committee”) is a committee composed of Members of the Engineering Undergraduate Society.
- 1.2 Open Air Pub events (herein referred as “OAP branded events”) are events organized by the OAP Committee.
- 1.3 Engineering Undergraduate Society (herein referred as “EUS”).
- 1.4 EUS Vice President Services (herein referred to as “VP Services”) is the executive in charge of the OAP Committee.
- 1.5 A Manager shall be defined as a permanent member of the OAP Committee.
- 1.6 A Junior Manager shall be defined as a member of the OAP Committee under a preliminary probationary period.

Article 2: Purpose/Mission

- 2.1 The OAP Committee shall be responsible for organizing and executing OAP-branded events.
- 2.2 The OAP Committee shall strive to improve the accessibility and inclusiveness of all OAP-branded events.
- 2.3 OAP-branded events shall strive to be financially accessible.
- 2.4 OAP-branded events may provide daily entertainment.
- 2.5 Profits generated from OAP-branded events shall serve as donations for charity or constitute part of the EUS operational budget.

Article 3: Membership

- 3.1 The OAP Committee shall be composed of the following members:
 - 3.1.1 Managers;
 - 3.1.2 Junior Managers;
 - 3.1.3 VP Services.
- 3.2 Members of the OAP Committee must be Members of the EUS
 - 3.3 OAP Committee members shall not be involved in the Orientation Week Committee (herein referred as “O-Week Committee”) as coordinator, leader, orientation staff, or any position within the Orientation Week.
- 3.4 Volunteers at OAP-branded events shall not be considered members of

the OAP Committee.

3.5 Members of the OAP Committee shall work on a volunteer basis and will not be paid for their time nor will they receive stipends.

Article 4: Selection Process

4.1 The OAP Committee shall execute the selection process.

4.2 Selection will include a written application and an interview.

4.2.1 The OAP Head Managers and the VP Services shall publish an application form during OAP Full and at least two weeks before the interview period.

4.2.2 Applicants will be made public to the OAP Committee by the Head Managers and VP Services

4.2.3 The selection process shall happen before the end of the Fall semester.

4.2.4 Not all applicants shall receive an interview

4.2.5 The Selection Committee consists of OAP Managers that attend all of the applicant's interviews

4.2.5.1 All decisions made by the Selection Committee must be unanimous

4.2.5.2 If a unanimous decision cannot be reached, a $\frac{3}{4}$ majority vote may be called at the Head Managers' discretion

4.3 The new members of the OAP Committee shall be Junior Managers for a probationary period.

4.3.1 This probationary period is a time in which the Junior Managers' performance will be evaluated.

4.3.2 The probationary period shall end following approval from Head Managers who ask for the OAP Committee's feedback after OAP Lite.

4.3.3 A Junior Manager shall be endowed with the full powers of an OAP Manager, with the exception of expulsion proceedings.

4.4 Members of the OAP Committee shall choose one to two chairs from its members as needed, hereafter referred to as "Head Manager(s)".

4.4.1 Only non-Probationary Managers may apply to be Head Manager

4.4.2 The current Head Managers shall ask for feedback on the applicants from the OAP Committee

4.4.3 The final decision will be made through interviews with current Head Managers and the VP Services.

Article 5: Length of term

- 5.1 OAP Managers shall remain Managers until they graduate, resign, or are expelled as per Article 6.
- 5.2 The VP Services shall be considered a Manager for as long as they hold office;
 - 5.2.1 Should the VP Services wish to continue as a member of the OAP Committee after the end of their term, a 2/3 majority vote from the OAP Committee shall be required to accept their role as a Manager.

Article 6: Expulsion of a Manager

- 6.1 Should a Manager or Junior Manager not fulfill their duties; they may be expelled from the committee.
- 6.2 A performance evaluation called by a Head Manager or the VP Services expressing dissatisfaction must be conducted prior to expulsion.
 - 6.2.1 Metrics for performance evaluation include but are not limited to: timeliness, meeting attendance, task completion, on-field presence, and a positive attitude.
 - 6.2.2 During the performance evaluation, a future date will be determined to reevaluate the manager's performance.
 - 6.2.3 Should insufficient effort be made after the performance evaluation a unanimous vote of Head Managers and VP Services is necessary for expulsion.
- 6.3 The Head Manager(s) shall inform the member of their expulsion and strip the member of their responsibilities and privileges as a Manager.
- 6.4 Should the member in question be a Head Manager, a $\frac{2}{3}$ majority vote of the OAP Committee is necessary for removal.
 - 6.4.1 In the event of their expulsion, a new Head Manager shall be selected from the remaining Managers of the OAP Committee.
- 6.5 Should the member in question be the VP Services, the OAP Committee shall direct their grievances to the President of the EUS.

Article 7: Responsibilities

- 7.1 The VP Services shall:
 - 7.1.1 Be the first point of contact with the EUS Executive Team
 - 7.1.2 Hold the head managers and OAP Committee accountable
 - 7.1.3 Exercise final financial authority
 - 7.1.4 Maintain and uphold the long-term vision of OAP
 - 7.1.5 Carry ultimate executive responsibility for the OAP Committee and shall maintain oversight over the budget;
 - 7.1.6 Ensure that the appropriate security measures are taken to handle revenues;

- 7.1.7 Be responsible for overseeing the cash deposits during operations.
- 7.1.8 Communicate all non-confidential information related to OAP with the Head Manager(s)
- 7.1.9 Communicate all non-confidential information which is relevant to the OAP Committee with all OAP managers
- 7.2 The Head Manager(s) shall:
 - 7.2.1 Coordinate the organization and execution of OAP-branded events;
 - 7.2.2 Ensure good communication and bonding amongst the OAP Committee members;
 - 7.2.3 Delegate duties to the Managers and Junior Managers;
 - 7.2.4 Hold committee members accountable for their responsibilities;
 - 7.2.5 Be responsible for keeping internal records of all transactions, receipts, and expenses;
 - 7.2.6 Oversee exit reports;
 - 7.2.7 Act as primary liaison/spokesperson between the OAP Committee and McGill administrative parties;
 - 7.2.8 Hold the additional responsibilities as Managers and Junior Managers.
- 7.3 The Managers and Junior Managers shall:
 - 7.3.1 Represent the OAP Committee when interacting with external contacts including but not limited to suppliers, contractors and sponsors;
 - 7.3.2 Be encouraged to gain advanced expertise in a specific operational area of the OAP Committee;
 - 7.3.3 Read the OAP Committee's previous exit report;
 - 7.3.4 Contribute to exit reports;
 - 7.3.5 Be server trained as per McGill regulations.
 - 7.3.6 Be financially trained by the EUS.
- 7.4 The Financial Officers of the OAP committee shall be the VP Services and the Head Manager(s).
- 7.5 The OAP Committee shall strive to implement sustainable practices.
- 7.6 The OAP Committee shall seek volunteers to execute all OAP-branded events.

Article 8: Volunteers

- 8.1 Volunteers are not required to be in the Faculty of Engineering or enrolled at McGill.
- 8.2 Volunteers may be compensated with food and beverages for their time and efforts at the discretion of the OAP Committee.
 - 8.2.1 Volunteers shall not receive any monetary compensation;
 - 8.2.2 The OAP Committee may organize and host a Thank-You Event

for the volunteers.

8.3 Volunteers at OAP-branded events may be requested to refrain from volunteering, temporarily or permanently, at the discretion of a member of the OAP Committee.

Article 9: Finances

9.1 OAP-branded events should strive to make a profit.

9.1.1 The OAP-branded event “OAP” shall have its profits be distributed to the EUS.

9.1.2 The OAP-branded event “OAP-Lite” shall have its profits distributed to charity, at the discretion of the OAP Committee.

9.2 The OAP Committee shall strive to maintain and track its property and inventory.

9.3 The OAP Committee shall actively seek sponsorship opportunities, or delegate this responsibility accordingly.

Article 10: Amendments

10.1 Amendments to this policy must be approved by a majority vote of the EUS Board of Governors.

Article 11: Interpretation

11.1 In the case of a conflict between this policy and the following documents, the following documents prevail in the order they are listed:

11.1.1 The Quebec Companies Act

11.1.2 The EUS Letters Patent

11.1.3 The EUS Constitution

11.1.4 The EUS Bylaws