



Policy Manual

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Preamble

This document is the Policy Manual of the Engineering Student Societies' Council of Ontario (ESSCO). It contains best practices for common tasks performed by the ESSCO Council as well as guidelines for the various positions within the ESSCO Council.

In the case of conflict between this document and the Engineering Student Societies' Council of Ontario constitution, the constitution shall take precedence.

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1. Structure

1.1 Executives

1.1.1 General Responsibilities

1. Each ESSCO Executive officer shall:
 - a. Approach the Deans of their school to generate positive relations and to ask for sponsorship for yearly travel expenses;
 - b. Present an accountability session at the ESSCO President's Meeting (PM), the First Year Integration Conference Presented by OSPE (FYIC- Presented by OSPE), and the Conference on Advocacy and Leadership in Engineering (CALE) as an acting ESSCO Executive member;
 - c. Submit a short biography and photo to the VP Communications prior to June 1st for inclusion on the website;
 - d. Work plans are to be presented, discussed and amended prior to plenary at ESSCO PM (President's Meeting) to facilitate a practical adoption timeline; and
 - e. Submit an interim report to be distributed and presented to the ESSCO Council at FYIC Presented by OSPE. This report shall use a template such as KPI but is not limited to this template. The report may include but is not limited to:
 - i. Accomplishments,
 - ii. Fee updates,
 - iii. Past conferences,
 - iv. Future goals,
 - v. Status and mandate updates, and
 - vi. Financial updates;
2. Submit a final report. This report shall use a template such as KPI but is not limited to this template. The report may include but is not limited to:
 - i. Review of mandated projects,
 - ii. Personal Initiatives,
 - iii. Details from trips and conferences, and
 - iv. Future suggestions;
 - v. Maintain active communication with the ESSCO Council; and
3. Attend the CALE, PM and FYIC Presented by OSPE conferences and Internal Meetings as per section 3.3 unless extreme circumstances arise.
4. The ESSCO Executive as a whole shall:
 - b. Develop an overall strategic plan for ESSCO. This plan shall be distributed to the ESSCO Council for review within the first two months of their term and presented to the ESSCO Council at that month's meeting for approval. This strategic plan shall include, but is not limited to:
 - i. Position summary,

- ii. Key projects (includes title, proposal and measures), and
- iii. Timeline of tasks (with final dates to complete main tasks);
- c. Ensure that an adequate recruitment campaign is instigated for commissioners, ESSCO Executives, and conferences; and
- d. Maintain contact with and provide support to the ESSCO conference planning committees and schools hosting engineering competitions.
- e. Arrange a discussion with the incoming Executive to ensure a smooth transition.

1.1.2 President

1. The ESSCO President shall perform the following duties:
 - a. Oversee the ESSCO Executive and the ESSCO Council and ensure that project commissioners have adequate direction and guidance;
 - b. Act as the official representative of ESSCO, ensuring communication where possible between the ESSCO Council and other provincial engineering organizations, including but not limited to:
 - i. Professional Engineers of Ontario (PEO)
 - ii. Council of Ontario Deans of Engineering (CODE)
 - iii. Ontario Society of Professional Engineers (OSPE), and
 - iv. Quebec Confederation for Engineering Student Outreach (CREIQ-QCESO), Western Engineering Students' Societies Team (WESST), Atlantic Congress of Engineering Students (ACES-CAEG);
 - b. Appoint a chair for all plenaries, upon consultation of the ESSCO Council, pending ratification from the ESSCO council.
 - c. Act as the ESSCO liaison to the Provincial Government regarding educational legislation;
 - d. Ensure there is representation of ESSCO at the Ontario Engineering Competition (OEC-CIO) and Canadian Federation of Engineering Students (CFES) Congress conferences, provided an invitation is given;
 - e. Maintain constant communication with the Ontario Ambassador of the CFES regarding Ontario-specific matters;
 - f. Collect all conference reports and include this in their final report;
 - g. Take responsibility for coordinating all the ESSCO awards;
 - h. Create a unique document for the incoming President with a summary of all relevant past activity and recommendations for future actions; and
 - i. Ensure that the incoming ESSCO Council is provided with documentation outlining all relevant past activities.
 - j. Will act as a scrutineer for the VPFA in accordance with all Government of Ontario policy regarding Not for Profit Corporations

1.1.3 Vice President, Finance and Administration

1. The ESSCO Vice President, Finance and Administration shall perform the following duties:
 - a. File all Not for Profit Corporation related documents with the government of Ontario, including but not limited to registers, notice of change forms, bylaws, and financial statements
 - b. File and complete all tax forms at the end of their term in a timely manner to the government of Ontario
 - i. Consult with a third party when filing these for the year to ensure accuracy and completeness
 - c. Perform regular research into the changes occurring to Not for Profit policy and Corporation policy to ensure ESSCO performs all required duties to maintain its status
 - i. This shall be presented in summation once a year at ESSCO's Annual General Meeting during CALE
 - d. Perform all duties outlined in section 4. Finances
 - e. Present the books of the society for audit by a recognized auditor at the end of their term if required;
 - f. Keep accurate and complete records of all conference bids placed by member societies, and inform the president and vice president external at least (3) months prior to the time when their next conference bid is due via email, as outlined in Article 2 Section B: Types of Members
 - g. Take minutes at all official ESSCO meetings, and give them to the VP Communications for publishing to the ESSCO website within two weeks of the minutes being approved by the ESSCO council;
 - i. When the VP Finance and Administration is not present at a meeting, reasonable action should be taken to obtain and publish minutes for that meeting.
 - h. Maintain a current version of all Policy Manuals and the Constitution, and publish these documents when revised;
 - i. Compile the Travel Bursary Application as described in 7. ESSCO Travel Bursary Program ;
 - j. Provide a comprehensive transition document to be amended by their successors.
2. The ESSCO Vice President, Finance and Administration shall oversee the following positions:
 - a. The ESSCO Fund Commissioner
 - b. The Partnerships Commissioner

1.1.4 Vice President, Advocacy

1. The ESSCO Vice President, Advocacy shall perform the following duties:
 - a. Developing an understanding of academics, work-integrated learning, accreditation standards and requirements as well as any changes which could affect engineering education
 - b. Determining the needs of students and developing strategies to influence the development of undergraduate engineering programs in Ontario.
 - c. Maintaining an informed position and communicating relevant information and issues related to engineering education in Ontario to member schools
 - d. Facilitating the exchange of relevant academic information between members societies and educational organizations
 - e. Overseeing all ESSCO Working Groups including:
 - i. Working as or assigning designates as the Project Manager for all ESSCO Working Groups
 - ii. Meeting with Working Group Chairs on a monthly basis and providing monthly updates to the ESSCO Council
 - iii. Coordinating and advising on the creation and termination of Working Groups
 - iv. Informing the Board of Directors of any opportunities or concerns related to advocacy, including those raised by the Working Group Chair(s).
 - f. Maintaining all Advocacy Reports including:
 - i. Reviewing reports annually for relevance and making recommendations for deprecation as appropriate
 - ii. Developing and revising ESSCO advocacy strategy to realize Advocacy Report recommendations
 - iii. Working to implement existing ESSCO advocacy strategies
 - iv. Informing the ESSCO Council when Advocacy Reports expire
 - g. Facilitate the transition and training of their successor and the incoming Working Group Chairs by:
 - i. Providing a comprehensive transition document to be amended by their successors.
 - ii. Including their successor in all discussions pertaining to the incoming Working Groups
 - iii. Reviewing and, if necessary, updating all advocacy documents referenced in Section 1.1.6 and Section 1.5 before the end of their term.
2. The ESSCO Vice President, Advocacy shall oversee the following positions:
 - a. The Inclusivity Commissioner
 - b. All Working Group Chairs

1.1.5 Vice President, Services

1. The ESSCO Vice President, Services shall perform the following duties:

- a. Ensure there is an operational timeline and a predicted team fee for each sporting event planned for that year. This will be presented within the first two months of the Vice President, Services' term.
 - b. Produce potential project outlines or ideas for future implementation;
 - c. Explore and coordinate outreach, mentorship and other events dealing with the PEO, industry, engineering societies, secondary and primary schools, National Engineering Month (NEM), etc;
 - d. Make every effort to ensure ESSCO can attend new educational events put together by relevant bodies (e.g. Wonderland, Science Days/Fairs);
 - e. Coordinate NEM activities for the ESSCO Council;
 - f. Facilitate bi-monthly meetings with the conference chairs of CALE, PM, PEO-SC, and FYIC Presented by OSPE. Compile a small report of all updates to be presented to the ESSCO council at teleconferences; and
 - g. Provide a comprehensive transition document to be amended by their successors.
 - h. Provide an operational timeline on all events; or sporting tournaments that are being run under the portfolio of VP Services at least 2 months prior to the date of the event or sporting tournament.
 - i. This operational timeline may include but is not limited to updates on: venue, location, date, registration and accomodations over the weekend.
 - ii. The operational timeline will be made in consultation of member schools regarding school's events that may fall on the planned date(s) of the ESSCO event.
 - i. Develop an appropriate accountability method for member schools that register for events; to ensure the event is financially feasible and has adequate attendance
 - i. This method can include but is not limited to: a deposit, full payment, or a contract agreeing to pay a specified amount.
 - j. Maintain liability documents for all in person events hosted or aided by ESSCO
 - i. This includes but is not limited to, FYIC Presented by OSPE, CALE, PM, PEO-SC, Sports tournaments, internal meetings, Outreach events, and OEC
 - ii. The documents will be updated and reviewed on a yearly basis
 - iii. The VPS will coordinate with the event host to have any liability documents signed by all attendees
 - k. Be responsible for procuring and maintaining Director and Officer insurance for the Executive team and commissioners
2. The ESSCO Vice President, Services shall oversee the following positions:
- a. The Outreach Commissioner
 - b. The Inclusivity Commissioner
 - c. The Sports Commissioner
 - d. The Sustainability Commissioner

3. If the Vice President, Services has any position on a conference planning committee (e.g. chair, member, director, etc.) during their term, the President shall hold the Vice President, Services accountable and take on the responsibilities of the Vice President, Services where necessary.

1.1.6 Vice President, Communications

1. The ESSCO Vice President, Communications shall perform the following duties:
 - a. Ensure an open line of communication to the ESSCO Council by distributing a list of all Ontario Engineering Societies, including key ESSCO Executive officers and Commissioners and their email addresses;
 - b. This should be completed within one week of the PM
 - c. Ensure that the ESSCO website is updated and maintained;
 - d. Stimulate professional discussion on the ESSCO link and/or forums by posting interesting topics proposed by members, the ESSCO Council, or affiliates of ESSCO;
 - e. Ensure that relevant information is presented periodically to the ESSCO Council, the PEO, and OSPE for publication in their newspaper, magazines, etc. in an appropriate format;
 - f. Provide monthly updates on ESSCO Executive activities to the ESSCO Council via the ESSCO website;
 - g. Assume responsibility for collecting information for projects of common interest to be posted, compiled, and distributed to the ESSCO Council;
 - h. Create an annual write-up for distribution in first-year handbooks of member schools providing information on ESSCO, PEO, and OSPE;
 - i. Ensure that the ESSCO Public Calendar is updated and maintained; and
 - j. Provide a comprehensive transition document to be amended by their successors.
 - k. Be responsible for procuring and maintaining the trademark of the ESSCO logo and the ESSCO Working Group logo.
2. The ESSCO Vice President, Communications shall oversee the following positions and/or committees:
 - a. The IT Commissioner
 - b. The Marketing Commissioner
 - c. The Video Commissioner

1.2 Commissioners

1.2.1 Selection

1. The ESSCO Executive shall select ESSCO Commissioners through application following CALE.

2. The application process shall include an application form made available on the ESSCO website social media, and to all member representatives
3. In the event that an ESSCO Commissioner is not fulfilling their duties as required, they may be relieved of their position and the ESSCO Executive may select a replacement at their discretion.
 - a. Examples of not fulfilling duties may include lack of attendance at meetings without proper justification and warning

1.2.2 General Responsibilities

1. Each Commissioner shall produce a small budget subject to the approval of the Vice President, Finance and Administration
2. Each Commissioner shall produce a final report outlining activities, issues, resolutions, results and recommendations and deliver this report to the ESSCO Executive at the end of the commissioner's term
3. If the commissioner requires a committee, the commissioner may select a committee to assist in their commissioner role within a month of assuming their role. The selection process shall be as follows:
 - a. The selection shall be based on an application process, including at least one application form made available on the ESSCO website;
 - b. Applications shall remain open for a minimum of two (2) weeks;
 - c. Applicants shall be reviewed and selected by the project commissioner, subject to approval by the respective responsible ESSCO Executive member; and
 - d. The size of the ESSCO Council is to be agreed upon by the project commissioner and respective responsible ESSCO Executive member.

1.2.3 The Partnerships Commissioner

1. The commissioner will report to the Vice President, Finance and Administration. They will be responsible for the following:
 - a. Reviewing current partnership agreements and notifying the President of upcoming renewals
 - i. Facilitate the renewal process of partnership agreements
 - b. Reviewing and updating any ESSCO Partnership Packages
 - c. Reaching out to potential partners and serving as a liaison between potential partners and ESSCO
 - d. Negotiating the terms of new agreements with consultation from the ESSCO Board of Directors
 - e. Presenting new agreements to ESSCO Board of Directors for approval
 - f. Informing the ESSCO Council of new partnerships and renewals
 - g. Sending all approved partnership agreements to VPFA for posting on the ESSCO Public Drive
 - h. Maintaining relationships with current partners and seeking opportunities for further collaboration

- i. Select partners whose values align with ESSCO's mission and values
- j. Creating a presentation highlighting the status of all current and potential sponsorships at the end of their term.

1.2.4 The Sponsorship Commissioner

1. The commissioner will work with the Vice President, Finance and Administration and be responsible for the following:
 - a. Helping supervise the ESSCO Fund by performing the following duties:
 - i. Hold the position of Treasurer/Secretary on the Funding Council and perform the position's duties found in article 4, section 3.2.2 in the ESSCO Fund Foundation Constitution;
 - ii. Stay up to date on the current standings of the Fund and work to find additional sources to invest into the ESSCO Fund; and
 - iii. Update the ESSCO Council on major funding changes at teleconferences.
 - iv. Giving a quarterly report of the ESSCO Fund Investment Portfolio
 - b. Helping to grow the ESSCO fund by seeking sponsorship until the fund reaches maturity, and continuing to seek partners to expand ESSCO's interests and fund thereafter.
 - c. Creating a sponsorship package to present to stakeholders and potential sponsors.

1.2.5 The Inclusivity Commissioner

1. The Commissioner will report to the Vice President, Advocacy. The Commissioner shall be actively dedicated to the reaching out of women, aboriginal and other minorities, to develop a support system for schools by facilitating communication between member societies' diversity groups.
2. The Inclusivity Commissioner shall be responsible for the maintenance of the Diversity Clubs Document.
3. Act as a resource for the ESSCO Executive on all elements pertaining to EDI in its activities and operations. This includes but is not limited to advising on all Working Groups focused on EDI, and consulting on relevant partnerships.
4. Run a yearly initiative to raise awareness for EDI at member schools.
5. The Inclusivity Commissioner must have received some form of formal Inclusivity training that must be approved by the VP Advocacy within 2 months of being transitioned.
6. Maintain the ESSCO EDI Training document in collaboration with relevant partners, and present the training as necessary at conferences and internal meetings.

1.2.6 The Sustainability Commissioner

1. The commissioner will report to the Vice President, Services and work on the following duties;
2. Create initiatives that advocate towards environmental sustainability.

3. Evaluate the carbon emissions produced by the ESSCO BOD and Commissioners, and make recommendations based on those findings.
4. Evaluate the environmental practices put in place at ESSCO events, and make recommendations based on those findings.

1.2.7 The Outreach Commissioner

1. The commissioner will report to the Vice President, Services in order to facilitate new initiatives and to oversee the following auxiliary events:
 - a. National Engineering Month
 - b. Math, Science & Physics Day at Canada's Wonderland

1.2.8 The Sports Commissioner

1. The commissioner will report to the Vice President, Services to facilitate communication between member societies' physical sports teams.
2. The Sports Commissioner will aid the Esports Commissioner in event planning.

1.2.9 The Esports Commissioner

1. The commissioner will report to the Vice President, Services to facilitate communication between member societies' Esports teams.
2. The Esports Commissioner will aid the Sports Commissioner in event planning.

1.2.10 The Marketing Commissioner

1. The commissioner will report to the Vice President, Communications.
2. The Marketing Commissioner shall create all appropriate graphics and documents for ESSCO to be published accordingly.

1.2.11 The IT Commissioner

1. The commissioner will report to the Vice President, Communications.
2. The director of I.T. shall have the following responsibilities:
 - a. Maintain the functionality of the ESSCO website.
 - b. Consistently update the ESSCO website with new content and functions.
 - c. Address and resolve any issues for all ESSCO related software in a timely manner including but not limited to email accounts, teleconference software, and website content management.
 - d. Train ESSCO members on ESSCO related software as required.

1.2.12 The Video Commissioner

1. The commissioner will report to the Vice President Communications.
3. The Video director shall record footage and compile short videos of, but not limited to, ESSCO's 4 main conferences.

- a. In the event the video commissioner is unable to attend a conference the VP Communications is responsible to ensure the footage is acquired.

1.3 Auxiliary Positions

1.3.1 Ontario Ambassador

1. The Ontario Ambassador shall perform the following duties:
 - a. Maintain open lines of communication between CFES and ESSCO member schools, and bring Ontario's perspective forward in meetings of the CFES Board of Directors.
 - b. Conduct CFES introduction and update sessions for ESSCO member schools.
 - c. Ensure the CFES is represented at ESSCO Conferences
 - d. Manage regional meetings at CFES Activities.
 - e. Update the rest of the ESSCO Board of Directors before and after CFES general meetings to keep them updated on the progress of the CFES's mandates.

1.3.2 Ontario Engineering Competition Advisory Board (OEC-AB) Representatives

1. The Ontario Engineering Competition Advisory Board Representative A will be elected by the ESSCO Council at CALE on even numbered years and will hold the position for a term of 2 years.
2. The Ontario Engineering Competition Advisory Board Representative B will be elected by the ESSCO Council at CALE on odd numbered years and will hold the position for a term of 2 years.
3. The OEC-AB Representatives will have the following responsibilities:
 - a. Provide continuity on OEC-AB to ESSCO through the sharing of information
 - b. Promote the results of OEC to engineering students in Ontario
 - c. Help secure bids from member schools

1.3.3 Provincial Councillor

1. The ESSCO Provincial Councillor shall perform the following duties:
 - a. Provide institutional knowledge to the ESSCO Executive and the ESSCO Council;
 - b. Assist the ESSCO Executive with developing a strategic plan for ESSCO; and
 - c. Support the ESSCO Executive with projects and initiatives
 - d. Perform all duties as outlined in section 4. Finances, and act as the internal auditor for ESSCO

1.3.4 Board Chair

1. The Board Chair shall be selected through application following the Annual General Meeting, and be recommended for ratification as Chair for both the Board of Directors and the ESSCO Council
 - a. In the event the candidate is not ratified, or is removed, the Vice-Chair shall serve as the de facto Chair until a new Chair is selected
 - b. The Board Chair must be a member of a member society at the time of Selection
2. The Board Chair will adhere to the General Responsibilities of the ESSCO Commissioners
3. In the event that the Board of Directors Chair is removed from their role as Chair of the ESSCO Council or Chair of The Board of Directors, a motion will be moved by the Executive for the removal of the Board of Directors Chair for the other.

1.4 Board of Directors

1.4.1 Purpose

The Board of Directors shall manage the property and business of ESSCO.

1.4.2 Composition

1. The Board of Directors is composed of seven (7) voting members who serve as Directors:
 - ESSCO President
 - Four Vice Presidents
 - The Ontario Ambassador
 - The Provincial Councillor
 - One (1) Additional Member, who shall serve as Chair
2. The Board of Directors must elect an additional Director, who shall serve as its Chair for the fiscal year. The Board of Directors must also designate one of its voting members as Vice-Chair, who is to fulfill the duties of the Chair in their absence. The President may not fill the position of Vice-Chair.
3. The Chair or the Vice-Chair if fulfilling the duties of the Chair, shall only vote when there is a tie.

1.4.3 Chair of the Board of Directors

1. The Chair of the Board of Directors is an additional Director who is selected by the Board of Directors in accordance with the Constitution.
2. The Chair of the Board of Directors is responsible for calling meetings in accordance with the Constitution, distributing Board meeting minutes to the Board for approval, and submitting approved minutes to be posted on the website.

3. In addition to responsibilities to the Board, the Chair also chairs the General Assembly. As a part of chairing the General Assembly, the Chair is responsible for the following:
 - a. Ensuring with the VP Services that sufficient time and resources are scheduled to complete all proceedings
 - b. Ensuring with the VP Communications that members are made aware of the meetings as required and providing them with previous meeting minutes, and other relevant documents
 - c. Ensuring with the VP Communications that a process exists for members to submit proposals and counter-proposals

1.4.4 Removal of the Chair of the Board of Directors

1. The Chair of the Board of Directors may be removed by a ($\frac{2}{3}$) majority vote of the Board of Directors. The Vice-Chair will act as Chair for the duration of any matters pertaining to removal.

1.4.5 Meetings

1. Regular Meetings of the Board of Directors shall be held at any time and place to be determined by the directors, provided that five (5) days verbal or written notice of such meeting shall be given to each member. There shall be at least four (4) board meetings per year. Each director present at the meeting is authorized to exercise one (1) vote. Voting by proxy is prohibited for directors.
2. Emergency meetings of the Board of Directors may be called for urgent or special purposes requiring immediate action, provided two thirds of the members of the Board of Directors agree to call the meeting.
3. For there to be a quorum at a meeting of the Board of Directors, two-thirds ($\frac{2}{3}$) of directors must be present.

1.4.6 Responsibilities

1. The Board of Directors sets out the overall strategic direction of the organization. By drafting a Strategic Plan every 5 years
2. The Board of Director maintains institutional knowledge and direction by following and reviewing the Strategic Plan every year
 - a. The Strategic Plan may include the following
 - i. Position summary,
 - ii. Key projects (includes title, proposal, and measures), and
 - iii. Timeline of tasks;
3. The Board of Directors has oversight over ESSCO's Finances and Administration.
4. The Board of Directors is responsible for maintaining ESSCO's governing documents.
5. The Board of Directors may lawfully enter into any kind of contract which aligns with ESSCO's strategic direction.

1.5 Working Groups

1.5.1 Definition and Purpose

1. A Working Group is a group of students who research a topic pertaining to undergraduate engineering education in Ontario and provide recommendations to stakeholders on how to improve.
2. ESSCO must not have more than four (4) Working Groups active at any given time.

1.5.2 Composition

1. All Working Groups shall be comprised of:
 - a. A Working Group Chair
 - b. A minimum of two (2) Working Group members, at the discretion of the Working Group Chair
2. All Working Group members must be students at a ESSCO member school

1.5.3 Formation

1. A VPX must bring forward a motion to create a Working Group on behalf of a Working Group Chair
2. The prospective Working Group Chair must present the topic they wish to investigate including:
 - a. The objective(s) of the Working Group
 - b. The expected timeline
 - c. The reason for which the topic is relevant to ESSCO's mission and vision
3. The Working Group must be approved by a majority vote from Council
 - a. The Working Group Chair must be ratified alongside their Working Group
4. The Vice President Advocacy will assist the Working Group Chair in recruiting Working Group members:
 - a. Applications for the Working Group must be advertised publicly.

1.5.4 Term

1. The Working Group will continue to operate until one of the following conditions is met:
 - a. With approval from the VPA, the Working Group Chair determines the Working Group has completed its mission, and presents its report(s) to council for approval
 - i. Council must approve the report(s) before it can be published under ESSCO's name with a majority vote
 - b. ESSCO Council votes by $\frac{2}{3}$ supermajority to dissolve the working group
 - c. The Working Group fails to report to Council for two consecutive months

1.5.5 Responsibilities

1. The Working Group Chair is responsible for:
 - a. Managing the project and executing the plan presented to Council
 - b. Presenting an update monthly to Council
 - c. Determining the closing of the working group
2. Working Group Members are responsible for attending meetings, and meeting the expectations set forth by the Working Group Chair

1.6 The ESSCO Council

1.6.1 Roles

1. Each member society's representative (VP-External, External Communication Director, etc.) should perform the following duties:
 - a. Ensure official representation from their member society at all ESSCO Council meetings;
 - b. Provide information in response to requests for data relating to their respective engineering society;
 - c. Ensure that all materials of relevance created by ESSCO or its sub-committees are communicated properly to the appropriate engineering society members;
 - d. Advertise and inform their engineering society members of the opening of elections for ESSCO Executive positions and commissioner positions;
 - e. Become well-versed with all ESSCO documents, including but not limited to:
 - i. ESSCO Constitution,
 - ii. ESSCO Policy Manual,
 - iii. CALE Report and Final Report, and
 - iv. ESSCO Web Page;
 - f. Ensure proper preparation of delegates for ESSCO conferences, including but not limited to:
 - i. Communicating primers and other relevant documents and issues,
 - ii. Briefing on conference etiquette,
 - iii. Ensuring all delegates sign the ESSCO Conference Waiver as referenced in ESSCO Conference Waiver Agreement Form,
 - iv. Addressing delegate concerns, and
 - v. Encouraging delegates to complete the post-conference survey;
 - g. Ensure the reporting of workshop activities and outcomes to their respective engineering society members;
 - h. Recommend potential projects for ESSCO Executive and their subcommittees throughout the year and mandate these initiatives at the ESSCO Council meetings;
 - i. Oversee the ESSCO Executive officers by participating in all ESSCO Council activities, ensuring that each role is being filled adequately and challenging the position if not;
 - j. Bring issues of importance to the ESSCO Executive officers as soon as they arise;
 - k. These issues may be of relevance to engineering societies, provincial importance, or general interest.
 - l. Alert ESSCO Executive officers should they require a visit from an ESSCO Executive officer;

- m. Familiarize themselves with different means of communication available within ESSCO, including but not limited to:
 - i. The ESSCO Public Drive (available essco.ca/resources),
 - ii. Twitter (@ESSCOntario),
 - iii. Facebook (facebook.com/essco.ontario),
 - iv. Website (essco.ca), and
 - v. Teleconferences; and
- n. Respond to ESSCO Executive and the ESSCO Council requests within the following time frames:
 - i. 1 week for a simple request, and
 - ii. 3 weeks for a request requiring research.

1.7 Taskforces

1.7.1 Purpose

The purpose of an ESSCO Taskforce is to assemble a team of individuals who can execute actions towards an overarching goal. Taskforces will typically be focused on issues that are ongoing and developing within the Engineering community, and warrant immediate action.

1.7.2 Chair of the Taskforce

1. The chair of a Taskforce may be appointed by the ESSCO BOD, or elected democratically at the first Taskforce meeting

1.7.3 Creation of the Taskforce

1. A taskforce can be created in two ways:
 - a. Any member of the ESSCO Council shall introduce a motion to establish the entity by supermajority
 - b. The ESSCO BOD shall by majority vote establish the entity
 - i. Council must be notified within 24 hours of a successful vote
 - ii. A call for taskforce members must be included with the notification of formation

1.7.4 Taskforce Structure

1. All members of ESSCO Council have the right to sit on any Taskforce, at request
2. Any member of an ESSCO member school can sit on a Taskforce, with the approval of their school's VPX or equivalent
3. All Taskforces must have at least one member of the ESSCO BOD
4. Any member of the ESSCO Team can sit on a Taskforce, with the approval of the ESSCO BOD.

1.7.5 Taskforce Regulation

1. Taskforces will be overseen by the VP Advocacy, unless specified otherwise upon establishment
2. Within the first month of establishment, the taskforce must produce a project charter as well as present actionable items & present findings at the next ESSCO Council meeting
3. The validity of the taskforce will be reviewed every month at TC or Plenary following an initial two month grace period.

- a. The taskforce chair or member must present monthly updates following the two month grace period on their current findings and if requesting another month, any reasoning as to why it should continue
4. Taskforces may be dissolved by a majority vote of ESSCO Council

2. Partners and Affiliates

2.1 Classification

1. Partners and Affiliates are associated organizations who share in the vision of ESSCO. ESSCO works with these groups for mutual benefit.
2. A short term Partnership Agreement: an Agreement lasting 6 months or less
 - a. All short term partnerships need only the Board of Directors approval to be approved
 - b. Short term partnerships do not have the option to be renewed at the end of its contract.
3. A long term Partnership Agreement: an Agreement lasting more than 6 months, with the possibility to renew at the end of its contract.
 - a. New long term partnerships must be approved by the ESSCO Council by a 2/3 majority and recognized by the Board of Directors to be official.
 - b. Renewal of any long term partnership must be passed by 2/3 majority resolution of the ESSCO Council.

2.2 Official Partners

1. The benefits that Official Partners shall receive are as follows:
 - a. Visibility to ESSCO members
 - b. Benefits as specified by Board of Directors within a signed Partnership Agreement
 - c. All long term and short term partners will be showcased on the ESSCO website
 - a. If a partnership is ended, the partner's name will be removed from the website within one month of the Partnership Agreement termination
2. The requirements that Partners must meet are as follows:
 - a. Compatible with the mission and vision of ESSCO
 - b. Must be assigned to one of the executives or the Partnerships Commissioner

2.3 Partnership Agreement Documentation

1. Any Agreements (including partnerships, MOUs, or other contracts) that ESSCO has established with external organisations must be made public and accessible on the ESSCO Public Drive (essco.ca/resources), within 1 month of being signed.
2. Agreements that are terminated or expired, must be made available to the ESSCO Council upon request and kept for record privately.
3. An internal database shall be kept of all approached companies, organizations and groups
 - a. This database shall be regularly updated and maintained to ensure relevance of information and an exact history of the relationship between ESSCO and the groups listed
 - b. The Partnerships Commissioner and VP, Finance and Administration shall maintain this database
4. If a Partnership Agreement's activities would affect the chair(s) of a conference or event not solely hosted by ESSCO; the conference/events committee must be consulted and involved in the creation of the Partnership Agreement
 - a. The Agreement must then outline what the conference/event committee and ESSCO will receive from the partnership separately
 - b. All relevant Parties will sign the Partnership Agreement, with the VP, Services signing on behalf of the event chair(s).

3. Communications

3.1 The ESSCO Council Meetings

1. The ESSCO Council meetings shall take place at least once monthly through:
 - a. Conference on Advocacy and Leadership in Engineering (CALE),
 - b. Presidents' Meeting (PM),
 - c. First Year Integration Conference Presented by OSPE (FYIC Presented by OSPE),
 - d. Teleconference, or
 - e. Other mediums.
2. Order of Business
 - a. Opening of meeting
 - b. Land Acknowledgment
 - c. Ratification of speaker and secretary
 - d. Passing of minutes from the last meeting
 - e. Non-debatable motions
 - f. General motions

- g. Conference bidding (if necessary), and
- h. Ratification of new ESSCO Executive (if necessary).

3.2 Teleconferences

The ESSCO Council Teleconferences

1. Schedule
 - a. The VP Communications shall send necessary information required to access the meeting at least one week before the meeting date; and
 - b. The VP Communications will keep an up-to-date teleconference schedule in the ESSCO calendar.
2. Attendance
 - a. All member schools and ESSCO Executive must attend;
 - b. If the external representative for a member school cannot attend this meeting, an alternate individual from their engineering society or a fellow External Representative may attend in their place as their proxy;
 - c. No individual shall hold more than one proxy vote at a time during the Council Teleconferences.

3.3 ESSCO Team Meetings

1. The ESSCO executive may choose to host up to four (4) internal meetings per year, occurring once per quarter.
2. These meetings must be attended by ESSCO Board of Director members, Commissioners, and Working Group Chairs, unless extreme circumstances arise, and may be attended and other members of the ESSCO team. It is highly encouraged that all members of the team be in attendance.
3. These meetings shall be held during the following periods:
 - a. During OEC
 - b. During late April or early May for transition
 - c. During August
 - d. During October
4. The executive will ensure that these meetings are held in an easily accessible location for all attendees, and ensure accommodations for all attendees at a minimal cost.

4. Finances

1. The fiscal year for ESSCO shall start May 1st
2. Dual signing authority is required for all financial transactions. The regular signers shall be the VP Finance and Administration and the President.

4.1 Accounts Receivable

Accounts receivable is defined as the assets of the organization. Timely collection of accounts receivable minimizes the exposure to bad debts.

1. The VP Finance and Administration will make all reasonable efforts to collect payment for cheques that are returned NSF or credit card payments that are denied. The Board of Directors will determine when a collection is deemed a bad debt. An administrative charge of \$10 will be levied to the issuer of an NSF cheque to cover the related bank fees
2. Collection of all income aged greater than 60 days, will be followed up by the VP Finance and Administration in conjunction with the President. If an amount is deemed to be uncollectible, the VP Finance and Administration will consult with the Board of Directors to determine whether a third-party collection agency should be engaged or not, or whether the amount should be dropped.
3. Mail will be sent to OSPE headquarters and filed by an OSPE employee. A soft copy of all mail will be sent to the VP Finance and Administration for filing
4. All cheques received to OSPE will be cashed into the ESSCO accounts and a soft copy of receipts sent to the VP Finance and Administration for recording purposes
5. All cheques received by the VP Finance and Administration in person will be deposited at the nearest branch on the date received, or at the next earliest date possible
 - a. Any cheques given to other executive members will be given to the VP Finance and Administration for depositing as above
 - b. While cheques are waiting to be deposited, they will be kept in a secure, restricted location, with access limited to the VP Finance and Administration and President
 - c. A copy of the deposit details will be added to internal financial records for tracking purposes
6. The VP Finance and Administration will review and sign as the “depositor”, all physical bank deposit records that that deposit prior to depositing at the banking facility
7. All electronic transfers made into the ESSCO accounts will be noted by the VP Finance and Administration in the general ledger and dealt with in a timely manner to avoid expirations of transfers
 - a. The email records of these deposits will be cataloged internally by the VP Finance and Administration

4.1.1 Membership Fee Acquisition

1. Thirty days before the due date, the VP Finance and Administration will send any members who have not submitted payment to ESSCO a reminder notice.
2. Any members with fees unpaid 14 days after the due date will have their memberships suspended
 - a. This will last until fees are paid

- b. If a member would like to maintain their membership status, then a late fee of \$25 dollars will be applied in lieu of suspending. The member's President must submit a formal letter to the VP Finance and Administration acknowledging that the membership fees will be paid and by when. It is expected that they be paid in a timely manner

4.2 Disbursements of Funds

1. All disbursements of funds on behalf of ESSCO shall be done via cheque unless a large volume of cheques requires mailing, in which case a wire or electronic transfer may be used.
2. Any cheque issued will be recorded by the following information:
 - a. Corresponding budget line it is coded to
 - b. Cheque number
 - c. Amount (\$CAD)
 - d. Cheque date
 - e. Payable to
 - f. Description/Purpose (see memo line of cheque)
 - g. Date written
 - h. Date signed
 - i. Date distributed
 - j. Date withdrawn
3. Any wire or electronic transfer issued will be recorded by the following information:
 - a. Corresponding budget line it is coded to
 - b. Transaction number (in the case of a wire transfer)
 - c. Amount (\$CAD)
 - d. Date Received
 - e. Payable to
 - f. Description/Purpose (see reimbursement form)
 - g. Date approved
4. A photo of all cheques issued shall be kept internally for auditing purposes with the appropriate supporting documentation
5. A screenshot of all wire and electronic transfers made by ESSCO will be kept internally, along with all wire transfer and reimbursement forms.
6. All cheques and electronic and wire transfers issued shall be done in one of two ways:
 - a. As a reimbursement for purchases made on behalf of ESSCO
 - b. As a payment of an invoice issued to ESSCO

4.2.1 Reimbursement Process

In order to be reimbursed by ESSCO, the following steps will be taken

1. A reimbursement form and wire or electronic transfer form will be completed as per Appendix E. this form will be:
 - a. Completed in full
 - b. Returned as PDF submission where the title is the name of the group or person to be reimbursed, or as a hard copy
 - c. Submitted with all supporting documentation, including but not limited to:
 - i. Applicable receipts of purchase
 - ii. Bank statements showing proof of purchase
 - iii. Invoices
 - iv. Emails of proof of purchase
 - d. Should any documentation require an exchange rate be applied, the group or person applying for the reimbursement shall submit documentation proving both the amount paid in the foreign currency, and the amount that was charged to them in Canadian dollars
 - i. This must also be documented on the reimbursement form thusly:
Foreign currency amount (amount charged in \$CAD)
2. The reimbursement form and wire or electronic transfer form will be submitted to the VP Finance and Administration either via email or in person via hard copy
3. The VP Finance and Administration will catalog all documentation concerning the reimbursement into an online folder and label it with the name of the group or person being reimbursed and the purpose
4. The VP Finance and Administration will review the reimbursement form and determine its legitimacy
 - a. If approved, the reimbursement shall be written and recorded as above
 - b. If not approved, the VP Finance and Administration will inform the group or person as to why the reimbursement form was rejected in a timely manner
 - i. The VP Finance and Administration will change the internally created folder of the reimbursement to read “REJECTED” followed by the name and purpose
 - ii. The group or person that has been rejected may appeal this decision to the Board of Directors, via email to the President, for further consideration. A formal vote will be held to determine its legitimacy
5. ESSCO Executives, Commissioners and Directors must present proof that they have contacted their faculty to request funding. This may be a screenshot of an email to the faculty, or a letter from the faculty indicating the amount of funding allocated for travel.
 - a. This proof of contact with faculty should be presented to the VPFA no later than August 1st.
 - b. If the executive or commissioner’s funding status changes during the term, an additional proof of funding or rescindment of funding must be presented to the VPFA.

6. In order to claim travel expenses for reimbursement, an ESSCO Director, Commissioner or Executive must present valid proof from their faculty (in the form of a letter or email from the appropriate authority) that they were not allocated funding for travel from their school.

4.2.2 Expense Claim Reimbursements

These claims represent a subtype of reimbursements that can be requested. They are all reimbursement claims made by ESSCO team members, where the team member spent money for an event or activity on behalf of ESSCO that ESSCO was responsible for paying.

1. Expense reimbursement policies must be clear, defined and communicated in advance to those who may submit claims, thereby reducing the possibility of misunderstanding and dispute over the amounts claimed.
2. Expenses must be reasonable, proper and necessary and must be approved in the budget and/or approved in advance by the Board of Directors by vote
3. Use of a standard reimbursement form or wire or electronic transfer form is required, see Appendix E. Individuals completing reimbursement forms must provide adequate information.
4. Reimbursements must follow the standard process as outlined in section 4.2.1 and will follow all subsequent procedures as outlined in sections 4.2.4 to 4.2.7
5. Reimbursement and wire or electronic transfer forms should be submitted promptly upon incurring the expense.
6. All reimbursement and wire transfer forms relating to a fiscal year must be received within three weeks of the fiscal year end, or the reimbursement may be rejected.
 - a. The VP Finance and Administration will be responsible for making the reimbursement rejection or acceptance
7. Submission of a reimbursement and wire or electronic transfer form does not guarantee reimbursement by ESSCO. If an expense is deemed unreasonable in relation to ESSCO's business, or is inappropriate, it will be rejected.
8. Any fund disbursement advances will only be considered under special circumstances approved by the Board of Directors, and will follow the process outlined in 4.2.3, for the approval of the advance and 4.2.1 for the issuing of the cheque.

4.2.3 Payment Process

In order for a payment to be issued by ESSCO, the following steps must be taken

1. An invoice directed to ESSCO must be issued to the VP Finance and Administration or President and will contain at a minimum the following information,
 - a. The total amount to be paid and any applicable taxes
 - b. The name of the group or person issuing the invoice
 - c. The account to which the payment can be made payable to

2. The VP Finance and Administration will catalog the invoice in a folder with the issuer and reason for the invoice as the title
3. Once the invoice is received, it will be given to the VP Finance and Administration, if not initially issued to them, and the VP Finance and Administration will review the invoice and determine its legitimacy
 - a. If approved, the VP Finance and Administration will write a cheque or issue a wire or electronic transfer and record it as above
 - b. If not approved, the VP Finance and Administration will inform the group or person as to why the invoice was deemed illegitimate and what needs to be rectified in order for a payment to be made
 - i. The VP Finance and Administration will change the internally created folder of the invoice to read “REJECTED” followed by the name and purpose

4.2.4 Exceptions

1. Should the VP Finance and Administration be the one requesting a reimbursement or issuing an invoice, the Provincial Councillor or President shall act as the role of VP Finance and Administration in sections 4.2.1 and 4.2.2
2. Should any member of the Board of Directors be requesting a reimbursement or issuing an invoice, the VP Finance and Administration and one additional member of the Board of directors who is not the issuer or requester will review the request to avoid conflict of interest
3. Should any other member of the team request a reimbursement or issue an invoice, it will be reviewed by the VP Finance and Administration and either the Provincial Councillor or President to avoid conflict of interest

4.2.5 Signing of Cheques

1. Any cheque that is to be issued to the VP Finance and Administration must be reviewed by both the President and Provincial Councillor prior to it being signed and issued
2. Any cheque that is to be issued to the President shall be reviewed by both the VP Finance and Administration and Provincial Councillor prior to it being signed and issued
3. Any cheque that is to be issued to the Provincial Councillor shall be reviewed by both the VP Finance and Administration and President prior to it being signed and issued
4. Any other cheque shall be reviewed by the VP Finance and Administration and either the President or Provincial Councillor prior to it being signed and issued
5. The review of the cheque must include a review of the documentation supporting the purpose of the cheque, and the records showing the cheque has been tracked and accounted for
6. Blank or partially completed cheques may not be signed

4.2.6 Issuing Cheques

1. All cheques once fully reviewed and signed must be issued in a timely manner to the appropriate recipients.
2. Cheques shall be distributed by the VP Finance and Administration unless mutually agreed upon by the President VP Finance and Administration and Provincial Councillor to do otherwise.
3. Cheques will be delivered promptly after they have been prepared so the date on the cheque represents the date paid, and the organization's cash balance is a truer reflection of cash activity.
4. If a cheque valued at \$50.00 or more is mailed to the recipient, the parcel must be tracked, and these expenses should be accounted for in the budget.
5. Cheques will not be held or stored. This can result in errors, irregularities, and confusion.

4.2.7 Regulation of Payments

1. Unused cheques will be kept in a secure location, with access limited to the VP Finance and Administration or President
2. To maintain continuity of all cheques, voided cheques will be retained, with a notation as to the reason for the voided transaction.
 - a. These cheques will be recorded in the same location as all issued cheques
3. All reimbursement and payments will be done on an as received basis, and done in a timely matter, see section 4.3
4. The VP Finance and Administration will sign all reimbursement and wire or electronic transfer forms and invoices received as a show of approval and proof of having checked them
5. Multiple cheques will not be written and multiple wire transfers will not be made for one invoice or reimbursement unless explicitly stated as a necessity (different accounts, and partial deposits are examples)
6. Should there ever occur an instance of a required payment where an invoice or reimbursement or wire or electronic transfer form cannot be completed (deposits, regular rent payments), approval must be obtained from the Board of Directors by vote and documented with an issued cheque and completed wire transfer form.
 - a. All subsequent processes related to the issuing of that cheque will follow what is outlined above

4.2.8 Wire and Electronic Transfers

1. Reimbursement forms shall include fields for information necessary for money to be wire transferred or electronically transferred to the individual seeking reimbursement.
2. Wire or Electronic Transfer Forms should be filled out after a reimbursement form is received and the two documents should be filed together.

3. In order to issue a wire or electronic transfer, the VPFA must send a Wire or Electronic Transfer Form to the president in order to obtain their signatures authorizing the transaction.
4. The VPFA must sign the Wire or Electronic Transfer Form and obtain a signature from the individual seeking reimbursement once the money is deposited in their account.
5. Wire and electronic transfers should be used sparingly and only when it is not feasible to distribute a majority of cheques in person.
6. All wire and electronic transfers must be documented as per above sections.

4.3 Accounts Payable

1. The management of Accounts Payable entails timely disbursement of funds.
2. Timely payment ensures that ESSCO maintains an excellent credit reputation.
 - a. Maximizing investment opportunities and good vendor relationships are important benefits of a good accounts payable policy.
3. All fund disbursements will be processed and distributed within 45 days of their receipt and approval
 - a. The VP Finance and Administration shall keep a running list of when reimbursements and invoices were received, approved, and finally issued in conjunction with the tracking of the issued cheque
4. ESSCO team members are required to take full advantage of discounts offered by vendors when purchasing items on behalf of ESSCO, including but not limited to items like Not-for-Profit perks, and student discounts

4.4 Petty Cash

Petty cash is used to pay for incidental expenditures that are required on short notice. This is not to be confused with “New Initiatives” or “Contingency” budgets. Should a petty cash fund be created within a budget for a term, it will follow the following guidelines:

1. Petty cash expenditures will have adequate support. In cases where this is not possible, it is important that the records contain sufficient explanation to allow for the appropriate reporting of the expenditures and approval
2. Disbursements from petty cash the petty cash fund will follow the process outlined in section 4.2.2 and will be recorded in a similar manner with the following exceptions:
 - a. All disbursements records must be reviewed and approved by the VP Finance and Administration, President, and Provincial Councillor to ensure all petty cash is being spent responsibly.
 - b. Petty cash expenditures are reviewed monthly to be reported in the year-end report explicitly
3. Should petty cash be kept physically, it will be kept by the VP Finance and Administration or President in a secure location.
 - a. Random petty cash counts are to be conducted by the Provincial Councillor to ensure accuracy and avoid theft.

4. The petty cash allotted for the year will not exceed five percent of the total budget for the year
5. Petty cash will not be used to purchase alcohol or alcohol related purchases for any reason. All reimbursements submitted under Petty cash will be rejected
6. Petty cash reimbursements for food will be approved by unanimous consent of the VP Finance and Administration, President, and Provincial Councillor to determine the legitimacy of the reimbursement
7. All other uses for petty cash will follow the rules of section 4.2.2

4.5 Bank Reconciliations

Monthly bank reconciliations are an effective way of managing financial assets, ensuring timely detection and correction of possible internal accounting errors or bank errors. They entail the checking and consolidating of all related financials concerning ESSCO.

Failure to resolve reconciling items in a timely manner increases the chances of misstatement of bank account balances in records and statements, and increases the potential for misappropriation of funds.

Ideally, the receiving, depositing, and recording of cash and cheques for ESSCO should be kept separate from the functions around the disbursements of ESSCO's funds and the preparation of bank reconciliations. Due to the small nature of ESSCO this is not yet possible. However, no one person will have unsupervised control over all stages to process a single transaction. The following guidelines will be used:

1. Bank reconciliations will be created by the VP Finance and Administration on a monthly basis within the first week of a month ending.
2. Reconciling items are identified, investigated and disposed of on a timely basis, if any are identified
3. Bank reconciliations will result in updates to monthly charged expenses like bank fees, and interest in the general ledger. These will be recorded by the VP Finance and Administration.
4. Monthly reconciliations will be reviewed by the Provincial Councillor after they are completed. The Provincial Councillor will sign/initial every reconciliation as evidence of their approval and as proof of checking.

4.6 Cash Management

1. All Payments and disbursements will be recorded and posted in the general ledger on a timely basis on the public drive and internally
2. The VP Finance and Administration will ensure there are sufficient funds accessible in ESSCO's bank accounts before cheques are distributed to avoid overdraft

3. At no point will there be less than \$100 in the ESSCO operating accounts
4. Should there not be sufficient funds, the VP Finance and Administration will provide current and expected cash flow information to the ESSCO Council with a motion to postpone payments and reimbursements until reasonable to resume. These will be voted on and need to be approved in order to overturn sections 4.2 and 4.3 with respect to payment timelines.
5. On a quarterly basis an update on cash flow and financial standing will be presented to the ESSCO Council to ensure proper cash management and accountability.
6. Cash will not be transferred from the ESSCO Fund accounts into the ESSCO accounts unless approved by an ESSCO Council vote
7. Transfers from any ESSCO investment accounts to Operating accounts must be approved by an ESSCO Council vote

4.7 Special Circumstances for Purchasing and Procurement

When purchasing materials on behalf of ESSCO or as an ESSCO team member, the following rules shall be followed to ensure best practices are maintained.

1. Approval must be obtained from an executive member before committing ESSCO to a proposed purchase involving a contract of any type
2. The VP Finance and Administration will ensure that the proposed purchase is within the scope and amount of the approved budget
3. A minimum of three quotes will be obtained for expenditures exceeding \$2000 that have commitment of less than one year
4. A minimum of 3 quotes will be obtained for expenditures lasting more than 1 year
5. All reasonable efforts will be made to negotiate set prices for certain larger suppliers in exchange for a purchasing commitment from them, where applicable
6. The VP Finance and Administration will track all material and service providers that routinely contribute to ESSCO with an appropriate amount of information to ensure that all transactions have no conflict of interest amongst the vendors, staff or Board of Directors and that they can be routinely approached for product or services
7. The VP Finance and Administration will, on a regular basis, review the vendors to ensure they are up-to-date and still valid
8. No long term, multiyear financial commitments shall be made unless approved by the ESSCO Council
 - a. The ESSCO Council will only have the ability to approve up to a 5 year term, as is the case with investments
 - b. No capital assets shall be purchased by ESSCO, unless unanimously approved by the ESSCO Council
9. ESSCO credit cards shall not be created or used

4.8 Budgeting

1. Preparation of budgets should engage all those responsible for the deliverables.
2. The VP Finance and Administration will prepare the budget with the input from all relevant ESSCO team members
3. An annual operating budget will be prepared within the first 2 months of term and presented to the ESSCO Council for ratification by 2/3 majority at the end of the two months.
 - a. Approval by the ESSCO Council implies approval of all programs, and all fixed and variable costs
4. The annual budget for a fiscal year cannot be considered for approval until the actuals for the previous fiscal year have been approved by ESSCO.
5. A detailed line-by-line budget will be prepared showing the full sum of all expected revenue, expenses, and expected end of year net profit/loss.
6. A budget line for unexpected revenue will be included and set to a total of \$0 to account for any donations or new sources of income throughout the year
7. A contingency line will be included in the budget totaling between five and ten percent of the budget. This does not include flow through money (like conference support and sponsorship from partners to conferences)
8. The Small School Travel Fund will be included in the budget as per section 6. ESSCO Travel Bursary Program
9. A column denoting the HST for all revenue and expenses will be included
10. All revenue made from interest will be accounted for in the budget
11. All expenses and revenue will be broken down by activity type and then in larger groupings of similar revenue or expenses. They will not be by ESSCO positions
12. All rows denoting a sum of money will be numbered for ease of reference
13. The proposed budget will be reviewed by the Board of Directors prior to the ESSCO Council
14. Consolidation of the general ledger and budget is the responsibility of the VP Finance and Administration
15. Auditing of the consolidations between the budget, general ledger and accounts is the responsibility of the Provincial Councillor
16. Any changes to the budget must be approved by the ESSCO Council by 2/3 majority
17. All executives are responsible for managing their area's programs within the approved budget limits. Original line-by-line budget items cannot be transferred for use by other executives without formal approval by the ESSCO Council. The VP Finance and Administration will propose any required changes
18. Any expenditure that exceeds previously approved budget amounts by the amount outlined in the contingency line (individually or collectively) must be approved in advance by the ESSCO Council.

4.9 Accounting Procedures and Financial Reporting

The following guidelines will be followed to ensure regular accounting and reporting is maintained and accurate:

1. All balance sheet accounts are to be reconciled monthly by the VP Finance and Administration within one week of the end of a month and submitted to the Provincial Councillor for review. These will be submitted in the form of a Financial statement which can then be posted to the public drive
 - a. This report will be a detailed income statement comparing actual expenditures to budgeted ones
2. Accounts are to be reviewed monthly by the Provincial Councillor for any discrepancies within 2 weeks of receiving them from the VP Finance and Administration
 - a. Once approved they shall be provided monthly to the Board of Directors.
 - b. It is the responsibility of the Board of Directors to provide the VP Finance and Administration with timely feedback regarding any accounts that appear unreasonable to them in order that explanations or corrective action may be taken
3. The VP Finance and Administration and Provincial Councillor will perform an annual review of all financials for publishing to the public drive, along with a financial report detailing them
 - a. This will be produced at the end of the financial year
 - b. It will be presented to the ESSCO Council
4. Summarized updates of financial standing will be given at monthly meetings as requested by the ESSCO Council or the Board of Directors
 - a. Request must be made 7 days prior to the meeting taking place
5. Should a financial audit be required, the VP Finance and Administration and Provincial Councillor will be responsible for communicating its progress both internally and externally respectively.

4.10 Surplus Management

The purpose of the surplus management policy is to ensure the stability of ESSCO in the event of unforeseen and/or extraordinary circumstances.

1. The annual surplus is defined as net profit reported at the end of a financial year
2. As part of the creation of the annual budget, the VP Finance and Administration will announce the project surplus for the end of term, and request if any should be made
3. All surplus from the financial year shall be added to the ESSCO Fund accounts
 - a. The Board of Directors may move to have the surplus left instead as float in the ESSCO accounts for future years and as contingency for unforeseen circumstances
 - b. This decision must be approved by the ESSCO Council

4.11 Receipts and Invoices

1. To ensure that all ESSCO revenue is accurately tracked, an invoice will be issued any time the collection of money is required. This will include membership fees
2. This invoice will include;
 - a. The ESSCO logo and head office location
 - b. The amount owed including HST
 - c. The cheque number
 - d. To whom the invoice was issued
 - e. When the amount is due and,
 - f. To where the amount owed can be sent
3. All generated invoices shall be kept internally by the VP Finance and Administration in a folder for reference purposes with the recipient of the invoice and purpose as the title
4. All invoices will be tracked with the following information:
 - a. Invoice Number
 - b. Invoiced to
 - c. Amount (\$CAD)
 - d. Description
 - e. Whether the invoice has been issued or not
 - f. The date it was issued
 - g. When payment was received
5. When the payment is received and deposited, the VP Finance and Administration will issue a receipt to the invoiced party
 - a. This receipt will be added to the file of the appropriate invoice
6. All invoices for payment will be issued in a timely manner at least 3 weeks prior to the expected payment date
7. All acquired payments will be deposited in accordance with section 4.1

4.12 Investments

This policy shall govern the ESSCO Fund Foundation and ESSCO concerning all investing opportunities.

4.12.1 Guidelines

1. All investments made must be accurately accounted for and properly documented. This includes the operating budget for the year, including tracking of interest accrued, and the documentation of the investment type and length of time and type of investment.
2. All investments must be able to provide a reasonable rate of return (a minimum of 3% should be a reasonable goal to keep in mind) on the underlying investment, and be able to maintain and preserve capital and provide for the liquidity of investments.

3. No high risk investment shall be made. Moderate to no risk shall be the only types of investments considered. The goal will be to have a low risk portfolio overall in order to reduce the risk of material loss.
 - a. At no point will more than 30% of the total investment portfolio be in low to moderate risk investments. The remaining percentage will be in no risk investments.
 - b. All low to moderate risk investments shall be made with consultation from both OSPE and the help of a financial advisor.
4. The investment holdings will be readily marketable to facilitate monies being transferred from the portfolio, should the need arise. However, all income earned by these holdings shall remain in the portfolio.
 - a. If a withdrawal must be made, it will be approved by the ESSCO Fund Foundation Funding Council or the ESSCO Council by a two-thirds majority vote, dependent on which investments the money would be withdrawn from.
5. Risk and volatility of investment returns will be mitigated by what is deemed to be an adequate diversification of investments into different sectors and debt issuers where possible.
6. All sectors and debt issuers invested with must follow ESSCO's purpose and spirit. This will mean not investing in or working with groups that are actively known to exploit humans, or that knowingly go against ESSCO's mission statements.
7. At no point will any fixed income investment be made with terms to maturity greater than 5 years, due to the turnover rate and nature of ESSCO and the ESSCO Fund Foundation. Furthermore, a portfolio with varying terms of maturity will be useful for properly matching maturities of securities with cash flow requirements and will reduce the interest rate sensitivity of the portfolio.
8. Investments may only be made in Canadian dollar denominated securities, equities, cash, and cash equivalents as contained in section 4.12.4 Approved Investments.
9. The signing authority of all investments shall be at a minimum the VPFA (if only one is allowed) and where possible be dual signing authority of either the VPFA and President or VPFA and ESSCO Fund Commissioner dependent upon the goal of the investment.

4.12.2 Investment Firms

1. An Investment Firm acceptable to the Board may be retained to manage, and provide investment counsel to ESSCO or the ESSCO Fund Foundation if judged necessary.
2. The firm must be regulated by the Investment Industry Regulatory Organization of Canada (IIROC).
3. Counsel may also be sought from a certified financial investor, if judged necessary.

4.12.3 Communication and Auditing

1. The management of the investment portfolio falls to either the VPFA or ESCO Fund Commissioner. The VPFA ESCO Fund Commissioner will communicate the standing of the investments on a quarterly basis at a minimum.
2. The BOD and ESSCO Fund Foundation will notify the VPFA and ESCO Fund Commissioner on a timely basis of any changes to the investment's goals or uses, or any business of ESSCO or the ESSCO Fund Foundation that might materially impact the investment.
3. The PC will review all investments made against this policy at least annually to ensure they are within the guidelines.

4.12.4 Approved Investments

Any investment not on the list below must be approved by the BOD before being perused, or be added to the list by two-thirds majority vote of the ESSCO Council. Before any new investment type is pursued, it must be reviewed by a financial advisor for feasibility.

1. Federal or Provincial Government Guaranteed short and long-term obligations
 - a. Government of Canada bonds, Treasury bills and coupons
 - b. Provincial Government bonds, Treasury bills and coupons
 - c. Other government guaranteed obligations
2. Term Deposits, Guaranteed Investment Certificates
 - a. Trust company deposits that are CDIC insured
 - b. Term deposits and GIC's issued by Schedule 1 Banks
3. Bank Deposits including high rate savings accounts
 - a. Large Cap (> \$1B Market Capitalization) Equities listed on the TSX
4. Bank Commercial Paper/Bankers' Acceptances
 - a. Issued by Schedule 1 Banks
5. Corporate Commercial Paper (DBRS R1 rating or equivalent)

4.13 Merchandise

4.13.1 Sales and Purchases

A spreadsheet will be kept which contains at a minimum the following information:

1. A list of all merchandise ESSCO has for sale that year containing the item name and quantity in stock,
 - a. This list will be updated if any new merchandise is created or purchased during the year
 - b. Should an item of merchandise be "retired", it will be listed as unavailable and left in the spreadsheet for historical data
2. A "Quantities sold" line for each type of merchandise for that year,

- a. This will be updated as merchandise is sold.
 - b. Should this not be possible, the spreadsheet will be updated within 1 week of any merchandise being sold.
 - c. A “Total Revenue” line for each type of item will be updated in correspondence with the “Quantities Sold” line.
3. A page of information for all purchased merchandise that year which includes: from where it was purchased, how much it was purchased for and how long it took to arrive,
 - a. This shall be updated whenever a new merchandise order is made within 1 week of the actual payment

4.13.2 Tracking

This spreadsheet will be kept internally by the Vice President Finance and Administration and checked on a monthly basis in conjunction with the finances of ESSCO,

1. A new spreadsheet will be started each year along with the proposed budget as a means of creating historical data to better predict future revenue and areas of growth.
2. The old spreadsheets will be kept internally within the Vice President Finance and Administration files for historical knowledge.

5. Services

5.1 Activity Agreements

1. Activity Agreements are contracts that specify the nature of the relationship between ESSCO, Activity Chair(s), and the host member society that has won a bid to host the Activity. Activity Agreements are in effect for the following Activities:
 - a. Annual General Meeting
 - b. ESSCO Presidents’ Meeting
 - c. PEO Student Conference
 - d. First Year Integration Conference
2. Activity Agreements must, at a minimum, include the following provisions:
 - a. The name of the event
 - b. The purpose of the event
 - c. The responsibilities of the Activity Chair
 - d. The responsibilities of ESSCO to the Activity Chair
 - e. The process for amendment
3. In the case of conflict between this document and the Engineering Student Societies’ Council of Ontario Activity Agreements, the Activity Agreements shall take precedence.

5.2 Activity Chairs

1. The Activity Chair(s) have exclusive responsibility of all that is related to the relevant Activity, including, but not limited to, finances, signing of documents and operations. The Activity Chair must be a member of the host society.

5.3 Conferences

5.3.1 General

1. Member societies should make every effort to send a delegation to all conferences
2. Members of non-full member societies will be required to pay more to attend any of the four conferences hosted by ESSCO, unless otherwise stated
3. The ESSCO Council shall be informed of any ESSCO conference dates at least three months prior to the start of the conference
4. All conference paraphernalia shall include the ESSCO logo
5. In the occurrence of a plenary, a preliminary agenda must be distributed to all the ESSCO Council members no fewer than six days before the plenary takes place. The Board of Directors and the ESSCO Executive must submit any motions prepared, with reference documents to the preliminary agenda, or will otherwise be subject to a two-thirds (2/3) majority threshold to be added to the agenda

5.3.2 Conference on Advocacy and Leadership in Engineering

1. CALE shall be held in February or March by a member society
2. CALE shall aim to maintain the integrity of the organization, promote advocacy and leadership development as well as encourage students to pursue advocacy related initiatives, and sharing of best practices, and introduce the new ESSCO Council and ESSCO Executives to their roles
3. An event titled Annual General Meeting (AGM) shall be included. The schedule for AGM shall include, but is not limited to:
 - a. Workshops
 - i. One workshop shall review mandates from previous years and bring forth recommendations to be added to the policy manual to be voted on by the ESSCO Council at the plenary session
 - b. Accountability sessions
 - c. Pre-Plenary
 - d. Elections
 - e. Plenary
4. The VP Advocacy will host a working group brainstorming session to encourage delegates to think of topics ESSCO could be researching
5. A case competition will be held by the organizing committee on an Advocacy related topic where delegates will have the opportunity to build their own advocacy initiatives

outside of ESSCO's advocacy.

5.3.2.1 ESSCO Awards

1. The ESSCO Awards are to be awarded annually during the banquet on the Saturday night of CALE
2. The awards to be given out shall be:
 - a. Team Appreciation Award
 - i. Given to a member of the ESSCO Team who has been instrumental in advancing the organization's mission and vision, and improved the services and operations of ESSCO
 - ii. ESSCO Board of Directors are ineligible for the Team Appreciation Award
 - iii. Up to two awards will be given out
 - iv. The award recipient(s) will be selected by the Board of Directors
 - b. President's Award
 - i. Given to a member of the ESSCO Team for demonstrated leadership and exceptional contribution to ESSCO
 - ii. One award will be given out
 - iii. The award recipient will be selected by the President
 - c. Chair's Award
 - i. Given to a VP External on the ESSCO Council who has participated in ESSCO's teleconferences and plenaries with exceptional contributions
 - ii. One award will be given out
 - iii. The award recipient will be selected by the Board of Directors
 - d. Leadership Award
 - i. Given to a VP External on the ESSCO Council who has shown exceptional leadership within the engineering community
 - ii. One award will be given out
 - iii. The award recipient will be selected by the Board of Directors
 - e. ESSCO Service Award
 - i. Given to an engineering student who has made contributions of outstanding significance to further ESSCO's mission statement and vision, and enhance the image of the undergraduate engineering community in Ontario
 - ii. Up to two awards will be given out
 - iii. The award recipient(s) will be selected by the President

5.3.3 ESSCO Presidents' Meeting (PM)

1. PM shall be held in September by a member society

2. PM shall focus on establishing a year-long plan to accomplish mandates set forth at CALE, and promote the sharing of best practices
3. The schedule shall include, but is not limited to:
 - a. Workshops,
 - b. Pre-plenary, and
 - c. Plenary

5.3.4 PEO Student Conference (PEO-SC)

1. PEO-SC shall be held in November by a member society
2. PEO-SC shall introduce delegates to the work of Professional Engineers Ontario (PEO) and the benefits of obtaining a P.Eng. license
3. PEO-SC shall be sponsored by the PEO
 - a. ESSCO Executive will confirm the amount available from PEO before monetary support is requested from other sources

5.3.5 First Year Integration Conference Presented by OSPE (FYIC Presented by OSPE)

1. FYIC Presented by OSPE shall be held in January or February by a member society
2. FYIC Presented by OSPE shall be targeted towards first-year engineering students and aim to integrate them into their respective engineering society
3. A midterm evaluation of ESSCO shall be held at this conference
 - a. The evaluation will include, but is not limited to, an accountability session

5.4 Competitions

5.4.1 Ontario Engineering Competition (OEC)

1. OEC shall be held in January by a full or OEC-only member society

5.5 Bidding Structure

5.5.1 No Host School Contingency Procedure

In the event that no member school has bid for a ESSCO conference by the last available Plenary outlined in 5.5,

1. The ESSCO Executive shall enlist the help of interested member-members to act as conference chair(s).
 - a. The location of the conference is to be determined by a majority vote of the Board of Directors and should be selected to reduce costs to member schools.
 - b. The conference may also be hosted using the online format.

5.5.2 Invitations to Bid for Conferences

1. Two months prior to each Plenary, the VP Services shall invite the ESSCO membership to place a bid for applicable conferences outlined in 5.4.2.
2. Conference bids shall be submitted to the Plenary as an agenda item to the Board Chair
3. The Board Chair shall inform the ESSCO membership of a school's intent to bid or anti-bid within 48 hours after being informed of their bid/anti-bid.
4. All members must place a bid or anti-bid at latest, the Plenary they are required to bid by as outlined on the Bidding Schedule on the Public Drive.
5. The ESSCO Council shall select the host school for each activity by majority vote.

5.5.3 Conference Bidding Schedule

1. At CALE Plenary, members may bid on:
 - a. The next available First Year Integration Conference (FYIC) Presented by OSPE, or
 - b. The next available ESSCO CALE.
2. At PM plenary, schools may bid on the next available PM.
3. At the First Year Integration Conference Presented by OSPE (FYIC Presented by OSPE), schools may bid on the next available Professional Engineers of Ontario Student Conference (PEO-SC).

5.5.4 OEC Bidding Structure

1. Two months prior to the Ontario Engineering Competition (OEC-CIO), the VP Services shall invite the ESSCO membership to bid on the next available OEC-CIO.
 - a. In the event that a school required to bid for OEC feels they cannot host OEC for reasons such as but limited to not having adequate resources to host, not having faculty permission or not having appropriate space to host the school shall send a professional letter to the OEC-AB and ESSCO President with an explanation as to why they feel they cannot host OEC. They will not be required to present this document.
 - b. Should no school be selected to host OEC or no school decide to bid on OEC, the OEC-AB and ESSCO will review explanations from schools not wishing to bid and work together with member schools to select a suitable host school or create a mixed team of students from different schools to host. .
2. Schools making presentations shall be recommended to include:
 - a. Potential facilities available,
 - b. Faculty and University support, and

- c. Consideration of costs and funding sources.

5.5.5 Bidding Guidelines

1. Members preparing competition of conference bids are recommended to include
 - a. Potential facilities available,
 - b. Faculty, University, and local Engineering Society support support,
 - c. A sample budget,
 - d. A sample conference schedule,
 - e. A conference theme
 - f. Profiles of students who will sit on the Conference Organizing Committee

5.6 Incident Response at Conferences

5.6.1 Incident Reporting System

The Incident Response System shall be a form created by the Incident Response Committee and made accessible to all delegates at an ESSCO Conference during the Conference and up to 3 days afterwards. The form shall include the following fields:

1. Name of Reporting Individual
2. School of Reporting Individual
3. Name(s) of the Individual(s) or Organization Involved in the Incident (or description(s))
4. Incident Date and Time
5. Incident Details
6. Incident Witness(es), if appropriate
7. Contact Information (Optional)
8. Whether or not the Reporter is comfortable being contacted by the IRC

5.6.1.1 Confidentiality of Reports

Any identifying contents of Incident Reports, and identifying information discovered during the investigation, shall be kept confidential by the members of the Incident Response Committee (IRC) subject only to 5.5.2.5 Release of Information.

5.6.1.2 Incident Response Timeline

Should a report be submitted between 8am and 8pm, the Incident Response Committee shall begin to address the report within four hours. Should a report be submitted outside of these times, but during the conference, the IRC shall begin to address the report by the following noon. Should a report be submitted with less than 4 hours remaining in the conference, or within three days (72 hours) of the end of the conference, the IRC shall begin to address the report within 36 hours.

5.6.2 Incident Response Committee

An Incident Response Committee (IRC) shall be formed for each ESSCO Conference.

5.6.2.1 Committee Membership

The IRC shall consist of four (4) members including:

1. One member of the ESSCO Executive Council who shall serve as IRC Chair.
2. One member appointed by the Conference Chair.
3. One member selected by the ESSCO Executive Council.
4. The BoD Chair, or an individual appointed by the BoD Chair who will act as an impartial chair for IRC meetings.

The IRC membership will:

1. Have all members receive sensitivity training (e.g. bystander intervention training)
2. Have no more than one member of the ESSCO Executive Council.
3. Be ratified by the ESSCO Member Council before the start of the Conference.

5.6.2.2 Committee Authority

Decisions made by the IRC shall be considered final for the duration of the Conference, and include one or more of the following:

- i) Verbally Reprimanding an offending delegate
- ii) Undergoing sensitivity training before being allowed to rejoin the conference
- iii) Be requested to avoid interactions with specific delegates
- iv) Expulsion from specific conference events
- v) Expulsion from the conference

After the conclusion of the Conference, the respondent may appeal decisions made by the IRC.

Delegates may not be expelled by any other authority of ESSCO.

The IRC may not make decisions that affect the delegate's ability to contribute to ESSCO in the future, such as conditionally or completely, banning from further conferences, but may recommend these actions to the Appeal Board. Should the IRC feel that further actions be made against the respondent outside of their scope of ability, they may appeal their decision to the Appeal Board.

5.6.2.3 Committee Response Procedure

To ensure that the IRC has a complete understanding of the Incident, and the impact it has had on the involved parties, they should contact the following parties and discuss the Incident and appropriate responses:

1. The Victim(s)
2. The individual who made the report, if appropriate
3. The Respondent(s)
4. Any witnesses to the Incident, if appropriate

The respondent must be given a written summary of the incident a reasonable time before they are called to discuss the incident.

Upon request the victim should be given a written summary of the incident as reported by the respondent.

Note: The Respondent(s) and the Victim(s) will be invited to have an additional individual for support present during any conversations.

After these discussions, the IRC shall use their best judgement on what response is appropriate or if further investigation is needed. All IRC decisions require a majority vote

Any official communications should be made by the Chair of the IRC, with the knowledge and approval of all members of the IRC. Responses to any official communication should be shared with all IRC members.

The IRC should ensure that there are at least two IRC members present for any conversation with anyone involved with the Incident.

5.6.2.4 Conflict of Interest

A conflict of interest shall be defined as a strong personal relationship between a member of the IRC and the Respondent, Victim, or other individuals involved in the Incident that unfairly biased their actions or decisions, or a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. A conflict of interest includes but is not limited to:

1. A vested interest in the outcome of the IRC proceedings
2. Working together on the same EngSOC, workplace or team
3. Any sort of romantic relationship
4. Personal conflicts in the past or present

A member of the IRC should remove themselves from the IRC if they believe they have a perceived or real conflict of interest. Should anyone believe that an IRC member has a conflict of interest, it should be presented to the IRC. If one member of the IRC believes that a perceived or real conflict of interest exists, the appropriate member shall be removed from the IRC.

The remaining members of the IRC will be responsible for choosing a replacement member on a temporary or permanent basis, as appropriate, and notifying the Appeal Board of the change. The remaining members of the IRC may also decide to release changes of membership to the Conference delegates should they deem it appropriate.

5.6.2.5 Release of Information

The IRC is expected to keep all identifying information for anyone involved other than the Respondent permanently confidential except in the following situations:

1. The IRC or anyone involved with the Incident decides that the Police should be notified, or;
2. The IRC has obtained written consent of everyone involved to release the information.
3. At any point in the future if required by law enforcement

The IRC is expected to keep confidential any information that may identify the Respondent, except in the following situations:

1. The IRC or anyone involved with the Incident decides that the Police should be notified, or;
2. The IRC has obtained written consent of everyone involved to release the information, or;
3. The IRC decides to notify the Respondent's school that an Incident was reported, or;
4. The IRC decides to limit or end an individual's involvement with ESSCO Conferences, in which case the Respondent's school should be notified and the IRC will record the decision according to 5.5.4 Recording of Information.

5.6.3 Appeal of Decision

Should anyone feel that a decision made by the Incident Response Committee (IRC), or that the process followed by the IRC, was unfair they may Appeal the decision by informing the IRC Chair.

5.6.3.1 Appeal Board Membership

An Appeal Board shall be formed for each ESSCO Conference.
The Appeal Board shall consist of five (5) members including:

1. One member of the ESSCO Executive Council who is not already a member of the IRC Committee.
2. The Ontario Ambassador
3. Two members selected by the IRC Chair.
4. The President who will act as the chair of the committee and carry a deciding vote

The Appeal Board membership will:

1. Have no more than two members of the ESSCO Executive Council.
2. Be ratified by the ESSCO Member Council before the start of the Conference.
3. Have all members receive sensitivity training (e.g. bystander intervention training).

5.6.3.2 Appeal Board Authority

The Appeal Board shall hear all appeals resulting from decisions made by the IRC. Any members of the ESSCO Council who were members of the IRC should attend the meeting where an appeal is heard to provide information, but should not participate in any decision made regarding the appeal.

The Appeal Board may uphold, overturn or expand upon decisions made by the IRC, and are expected to take the recommendations of the IRC into consideration when making their decision.

All decisions made by the Appeal Board are final.

5.6.3.3 Appeal Timeline

Appeals will be accepted by the IRC Chair for 72 hours after either the close of the Conference, or notice of a decision made by the IRC, whichever happens last. A meeting will be scheduled by the President of the ESSCO Executive Council within 14 days of the Appeal being made to hear from the individual who brings forward the Appeal and, separately, the Chair of the IRC.

5.6.3.4 Conflict of Interest

A member of the Appeal Board should remove themselves from the Appeal Process if they believe they have a conflict of interest as defined in 5.5.2.4 Conflict of Interest.

5.6.4 Recording of Information

The following information must be kept by ESSCO after the IRC and Appeal Board have come to a decision.

1. All correspondence, notes and other information taken during the course of the investigation
2. The decision that was reached and why
3. Recommendations to the appeal board

All information recorded shall be stored in a locked ZIP file on the IRC drive with a backup copy on the VP Services drive. The passwords to these files will be stored on the ESSCO presidents drive and will only be released as per 5.5.2.5 Release of Information. (This information must be stored indefinitely)

5.7 Auxiliary Events

5.7.1 National Engineering Month

1. The purpose of NEM is to raise public awareness of the importance of engineering and technology in our daily lives and to encourage young people to consider careers in engineering and technology. This includes running an annual cross province initiative as well as any additional events determined by them.

5.7.2 Canada's Wonderland Math and Physics Day

1. The purpose of Canada's Wonderland Math and Physics Day is to promote engineering to high school and grade school students. ESSCO enlists the help of engineering students to volunteer and interact with high school students interested in physics and engineering.

6. ESSCO Travel Bursary Program

6.1 Purpose

1. The Travel Bursary Program exists to promote the participation of member societies that struggle to obtain funding for travel to ESSCO conferences.

6.2 Funding

1. A fund between \$500.00 and \$1500.00 will be included in each ESSCO budget to be used. The exact value of the Travel Bursary Program will be determined at ESSCO President's Meeting during the budget deliberation.
2. The main factors for the budget will be the amount of projected external revenue, and the location of ESSCO President's Meeting, First Year Integration Conference, and Annual General Meeting.

6.3 Eligibility

1. A member society is eligible to apply for the Travel Bursary if they meet at least one of the following conditions
 - a. Their annual budget is less than \$50,000 each year.
 - b. Their membership total is less than 1000 students.
2. A member society may apply to cover the cost of travel expenses of one (1) student from their school. The member may only apply if they will be the voting representative at the conference they are applying for.

6.4 General

1. The travel bursary program shall not be run with the use of student fees.
2. The travel bursary may run, if external funding sources are secured, and the ESSCO Council votes in favor of allocating the funds for that purpose.

6.5 Application

1. An application shall be made available to member societies on the ESSCO website within one month following the ESSCO CALE.
2. The application will ask at least the following questions of an applicant member society:
 - a. The member society name,
 - b. The conference(s) that funding is being requested for,
 - c. The planned method of travel to the conference(s),
 - d. The number of people to be attending the conference(s),
 - e. The amount requested from the bursary fund,
 - f. The other conferences the applicant member society is attending in the same twelve month period; and
 - g. The ability of the applicant member society to attend without bursary support.
3. The application will be for funding for conferences occurring over the course of the year.
4. The application will be due one and a half months prior to the conference that funding is being requested for

6.6 Bursary Allocation Decision

1. The decision of the V.P. Finance and Administration shall be presented to the ESSCO Council for approval during a teleconference one month prior to the conference for which the application is received.
2. The applicant school must be notified of the decision one week prior to the teleconference mentioned above.

- a. In the event that the applicant is rejected by the VP Finance and Administration, the applicant school may appeal the decision at the teleconference mentioned above. Approval of the bursary will be determined by a majority vote of the ESSCO Council.
3. Total bursary allocation to applicant member societies need not be the full amount stated in the ESSCO budget.

6.7 Disbursement

1. Travel bursary disbursements shall be made to the member societies at the funded conference.
2. Member societies must submit proof of purchase of their travel in order to receive reimbursement.

7. Advocacy

7.1 Advocacy Reports

1. Advocacy Reports are researched documents that outline ESSCO's position on issues affecting undergraduate engineering students in the province of Ontario;
2. Advocacy Reports shall, at a minimum, consist of a methodology, executive summary and recommendations outlining ESSCO's position on issues affecting undergraduate engineering students in the province of Ontario;
3. Advocacy Reports shall be developed by surveying Ontario engineering students and working with the ESSCO Council and partner organizations to develop recommendations from the collected data;
4. Advocacy Reports shall be adopted by a majority vote of the ESSCO Council;
5. Advocacy Reports are considered valid until rescinded by a majority vote of the ESSCO Council. Notwithstanding the above, an Advocacy Report shall cease to be in force after five years from the end of the fiscal year in which it was adopted.

8. Internal Accountability

8.1 Internal Accountability Committee

1. The ESSCO Internal Accountability Committee (IAC) holds the internal ESSCO team accountable for portfolio work and actions that are taken on behalf of ESSCO. The committee will comprise the following:
 - a. Board Chair

- b. PC
 - c. President
- 2. All decisions of the IAC must be made by a simple majority vote and recorded by the Board Chair
 - a. Unless the IAC dissolves into a two-member committee, then a unanimous agreement is required
- 3. All communications from the IAC will be conducted through the iac@essco.ca email.
- 4. All records will be documented in the IAC Internal Drive for future IAC Committees

8.2 Internal Accountability Committee Responsibilities

- 1. Meet monthly to review the submissions from the Internal Accountability reporting System
- 2. Resolve and/or address the concern within 30 days of reviewing the concern
- 3. Maintain confidentiality as per 8.6
- 4. Provide a report at the End of Term outlining the following:
 - a. Summary of concerns received
 - b. Solutions developed for each concern
 - c. Recommendations for future IAC and ESSCO Teams
- 5. If an Internal Accountability Concern is brought up about a member of the committee, that committee member is removed from the IAC until the concern has been addressed
- 6. If an Internal Accountability Concern is brought up where a member of the IAC has a conflict of interest that IAC member is removed as per 8.7
- 7. It is the responsibility of the remaining IAC to replace the vacant role with any other member of the ESSCO team
 - a. The replacing member cannot be the ESSCO Team member(s) who submitted the concern
 - b. If the concern was submitted anonymously the IAC does not have to replace the vacant member and will continue with a two-committee structure
 - i. All decision must be agreed upon unanimously as per 8.1 Line 2
 - c. The IAC should return back to the proposed committee as per 8.1 Line 1 when possible

8.3 Internal Accountability Reporting System

The Internal Accountability System shall be a form created by the Internal Accountability Committee and made accessible to all ESSCO Team members to record all concerns. The form can be submitted anonymously and can include the following fields:

- 1. Name of Reporting Individual (Optional)

2. Name(s) of the Individual(s) or Organization Involved in the concern (or description(s)) (Optional)
3. Concern Date and Time
4. Concern Details
5. Concern Witness(es), if appropriate
6. Contact Information (Optional)
7. Whether or not the Reporter is comfortable being contacted by the IAC

8.4 Internal Accountability Form Submissions

Any ESSCO Member can bring up concerns about ESSCO's Internal Accountability and will be recorded via the form, this can include but not limited to:

1. An ESSCO Team member not fulfilling their duties listed in the policy or Constitution
2. Unable to meet agreed deadlines for portfolio requirements
3. Unprofessional representation of ESSCO
4. Failure to attend internal or external meetings

8.5 Internal Accountability Committee Authority

The IAC has no power to remove a member from the ESSCO Team. The IAC only has the ability to institute the following:

1. Training of ESSCO Team member(s)
2. Recommendations to ESSCO Team member(s)
3. Propose a reasonable path forward
4. Inform Council or ESSCO BOD of concern and recommend a path forward

8.6 Internal Accountability Committee Confidentiality

1. Any identifying contents of the Internal Accountability Reports, and identifying information discovered during the investigation, shall be kept confidential by the members of the Internal Accountability Committee

8.7 Internal Accountability Conflict of Interest

1. A conflict of interest shall be defined as a strong personal relationship between a member of the IAC and the Reporting individual, the person the concern was raised about, or other individuals involved in the concern that unfairly biased their actions or decisions.
 - a. A member of the IAC should remove themselves from the IAC if they believe they have a perceived or real conflict of interest. Should anyone believe that an IAC member has a conflict of interest, it should be presented to the IAC.

- b. If one member of the IAC believes that a perceived or real conflict of interest exists, the appropriate member shall be removed from the IAC.

8.8 Internal Accountability Procedure

1. The IAC will meet monthly to review the concerns submitted to the Internal Accountability form and will discuss the concerns presented
2. After these discussions, the IAC shall use their best judgment on what response is appropriate or if further investigation is needed.
 - a. IAC responses as per 8.5
 - b. The IAC can request more information from the ESSCO Team member that submitted. If the ESSCO Team member indicated the IAC can contact them for more information
 - c. Resolve and/or address the concern within 30 days of reviewing the concern
3. All IAC decisions require a majority vote as noted 8.1 Line 2
 - a. Unless the IAC dissolves into a two-member committee, then a unanimous agreement is required
4. Any official communications should be made through the IAC, with the knowledge and approval of all members of the IAC. Responses to any official communication should be shared with all IAC members.
5. The IAC should ensure that there are at least two IAC members present for any conversation with anyone involved with the Internal Accountability Concern.
6. Record all relevant documentation internally on the IAC Drive

Appendix A Rules of Order

1. Robert's Rules of Order Newly Revised shall define the basis of order and decorum at all ESSCO meetings, unless specifically contradicted below.
2. All persons eligible to participate in a meeting, except for the chair, shall be defined as "members" for the remainder of the policy manual, unless stated otherwise
3. The group of all attending members shall be defined as "assembly" for the remainder of the policy manual, unless stated otherwise.
4. The Secretary:
 - a. All meetings shall have a secretary.
 - b. The secretary shall be responsible for recording the minutes of the meeting.
 - c. The minutes of the meeting shall be formatted such that:
 - i. The numbering of motions is in the format
YEAR-MONTH-DAY-NUMBER IN ORDER;
 - ii. "PASSED," "FAILED," and "TIED" indicate the outcome of voting on motions; and

- iii. The vote counts for all motions are included in the format FOR-AGAINST-ABSTAINED.
- 5. Main Motions for all motions shall be recorded in a reasonable fashion.
 - a. The purpose of a motion is to serve as a basis for discussion.
 - b. Unless otherwise specified, a motion shall pass with a simple majority.
 - i. Constitutional Amendments shall be passed as outlined in Article VII of the Constitution.
 - c. Motions to postpone decision, also known as motions to table, shall be permitted.
 - i. Motions to table shall pass with a simple majority.
 - ii. Motions to end debate, also known as “calling the question,” shall be permitted.
 - 1. Objections to ending the debate shall be noted,
 - 2. If there is an objection from an assembly member, the motion to end the debate shall be voted on. This vote shall pass with a two-thirds majority,
 - 3. No debate shall be permitted on a motion to end debate, and
 - 4. If there are no objections to ending debate, or the members have voted in favour of ending debate, no further debate shall be allowed on the main motion and voting shall proceed immediately.
 - iii. A motion may be reconsidered by passage of a separate motion with the conditions that:
 - 1. The member moving the motion voted with the prevailing majority on the main vote; and
 - 2. The motion is presented at the same meeting that the main motion was passed.
 - iv. A motion may be rescinded by passage of a separate motion with the conditions that:
 - 1. The motion was passed at a previous meeting or on a previous day;
 - 2. Two-thirds of the members support rescinding the main motion; and
 - 3. The motion can be reversed in practice.
 - v. In the case of a tie, the Provincial Councillor shall vote
- d. In motions that amend governing documents, the following format shall be followed:
 - i. All text being appended to the document shall be written in blue
 - ii. All text being stricken from the document shall be written in red with a line through it

- iii. The motion must include enough surrounding text to understand the full context of the motion.
 - e. All motions shall be submitted by email to the Vice-President Communications or through a designated form.
 - f. All submitted motions must have a Title, Mover, Spirit, Consultation, Whereas clause, and a Be it Resolved clause.
 - g. The Vice-President Communications reserves the right to reject any submitted motion that does not adhere to this format
 - i. If the Vice-President Communications rejects a motion, they must inform the mover.
6. Amendments (Subsidiary Motions)
- a. Secondary amendments shall be allowed (an amendment upon an amendment).
 - i. No further levels of amendment shall be permitted.
 - b. An amendment shall pass if it receives a simple majority.
 - c. Amendments shall be written out for the chair to read back to the assembly.
7. Suspension of the Rules
- a. The rules of order may only be suspended by passage of a motion with the support of two-thirds of the members.
 - b. A motion to suspend the rules shall:
 - i. Not be debatable;
 - ii. Not be amendable; and
 - iii. Not be reconsidered.
8. Committee of the Whole
- a. The assembly may enter a “committee of the whole,” or informally consider a motion or group of motions, upon passage of a motion supporting this action.
 - b. The assembly may leave a committee of the whole upon passage of a motion supporting this action.
 - c. Votes taken in a committee of the whole are not binding until ratified by the assembly.
9. Adjournment
- a. A motion to fix the time to adjourn shall take precedence over all other motions.
 - b. A motion to adjourn shall take precedence over all over motions except a motion to fix the time to adjourn.
 - c. All motions related to adjournment shall:
 - i. Not be debatable;
 - ii. Not be amendable;
 - iii. Not be reconsidered;
 - iv. Not be moved when another motion has the floor; and
 - v. Not be moved when the assembly is engaged in voting.

Appendix B Organization Chart

