



Canadian Federation of Engineering Students Policy Manual 2011-2012

Preamble

This document is the Policy Manual of the Canadian Federation of Engineering Students (CFES). It contains best practices for common tasks performed by the Federation as well as guidelines for the various positions within the Federation.

Table of Contents

1. Vision and Mission
2. Board of Directors
 - 2.1 Tasks and Responsibilities
 - 2.2 Contravention Policy
3. National Executive
 - 3.1 Tasks and Responsibilities
 - 3.1.1 President
 - 3.1.2 Vice President Finance and Administration (VPFA)
 - 3.1.3 Vice President Services and Development (VPSD)
 - 3.1.4 Vice President Communication (VPC)
4. National Councillors
 - 4.1 Tasks and Responsibilities
5. Regional Ambassadors
 - 5.1 Tasks and Responsibilities
 - 5.1.2 West Ambassador
 - 5.1.3 Ontario Ambassador
 - 5.1.4 Quebec Ambassador
 - 5.1.5 Atlantic Ambassador
6. Commissioners
 - 6.1 Tasks and Responsibilities
 - 6.1.1 National Capital Liaison Commissioner
 - 6.1.2 Commissioner of International Relations
 - 6.1.3 Commissioner of Academic Issues
 - 6.1.4 Commissioner of Complementary Education
 - 6.1.5 Commissioner of Charity
 - 6.1.6 Commissioner of Social Issues
 - 6.1.7 Commissioner of Information Technology
 - 6.1.8 Commissioner of Official Languages
7. Activities
 - 7.1 Activities of the Federation
 - 7.2 Activity Managers
 - 7.3 Congress
 - 7.3.1 Activity Manager
 - 7.3.2 Registration Fees
 - 7.3.3 Schedule
 - 7.3.4 Session Content
 - 7.4 Canadian Engineering Competition
 - 7.4.1 Activity Manager
 - 7.4.2 CEC Advisory Board
 - 7.5 Project Magazine
 - 7.5.1 Activity Manager
 - 7.5.2 Trademarks

8. Services

- 8.1 Services of the Federation
- 8.2 Service Managers
- 8.3 National Conference on Women in Engineering
 - 8.3.1 Service Manager
- 8.4 President's Meeting
 - 8.4.1 Service Manager

9. Programs

- 9.1 Programs of the Federation
- 9.2 Program Managers
- 9.3 Complementary Education
 - 9.3.1 Complementary Education Courses
 - 9.3.2 Program Manager

10. Partner Organizations

- 10.1 Official Partners
- 10.2 Professional Partners

11. Meetings of the General Assembly

- 11.1 Additional Guidelines for Meetings of the General Assembly

12. Miscellaneous

- 12.1 Hotel Damage Policy

Appendices

Appendix A: CFES Awards

Appendix B: Finance

Appendix C: Internal Meetings

Appendix D: Official Reports

Appendix E: Member Admission

Appendix F: Member Suspension

Appendix G: Member Expulsion

Appendix H: Electoral Procedures

Appendix I: Commissioner Selection

Appendix J: Sustainability

1. Vision and Mission

Vision

CFES aims to provide bilingual opportunities in support of an all-encompassing education for engineering students in Canada to become unparalleled professionals in their field.

Mission

CFES empowers member societies and enhances the student experience in the following ways:

1. Offering bilingual opportunities which foster the development of the following facets of an engineering education:
 - a. Leadership
 - b. Professional and Ethical Qualities
 - c. Engineering Identity
 - d. Technical Proficiency
 - e. Communication
2. Providing representation on issues relevant to engineering students in Canada
3. Promoting the free exchange of ideas and experiences to support the constant evolution of student environments across Canada.

2. Board of Directors

The Board of Directors is the managing body of the CFES. It consists of the following 12 positions:

1. Chair
2. President
3. Vice President Finance & Administration
4. Regional Ambassadors:
 - a. Atlantic
 - b. Quebec
 - c. Ontario
 - d. West
5. Activity Managers:
 - a. Current Chair of the Canadian Engineering Competition
 - b. Current Chair of Congress
 - c. Current General Manager of Project Magazine
6. Two National Councilors

2.1 Tasks and Responsibilities

The Board of Director's tasks and responsibilities include:

1. Overseeing the corporate affairs of CFES
2. Electing a chair
3. Meeting and hearing reports from the various officers of the Federation on a regular basis
4. Providing to members:

- a. A meeting agenda one week in advance of the meeting
- b. Meeting minutes within a month after meeting
5. Facilitating electoral procedures as needed
6. Compiling and finalizing the minutes of the Plenary Session before the conclusion of the Annual General Meeting
7. Approving the content of interim and annual reports
8. Working with the Congress Chair to schedule the accountability session to allow a full day for delegates to review the Interim Report

2.2 Contravention Policy

If CFES receives a complaint from a member or an affiliated organization relating to an event or publication at a CFES member school, the member in question will be notified immediately by letter from the National Executive.

The Board of Directors will review the incident and obtain information as necessary. An appropriate course of action will be determined in consultation with the member(s) and in accordance with CFES policies. CFES shall endeavor to help the member control the problem and/or help implement policies to correct the situation. If the event or publication receives media attention, the National Executive, in consultation with the member, shall decide the steps to be taken to mitigate damage to the CFES and its members.

The letter will be copied to all CFES members and the complainant. A transcript or minutes of the Board of Directors investigation will also be made available upon request, and will be included in the Annual Report. The National Executive will provide a copy of the material in question to any member who requests it.

3. National Executive

The National Executive is the elected leadership of CFES and consists of the following four positions:

1. President
2. Vice President Finance and Administration
3. Vice President Services and Development
4. Vice President Communication

3.1 Tasks and Responsibilities

The National Executive's tasks and responsibilities include:

1. Ensuring the completion of all mandates
2. Upholding the vision and mission of CFES
3. Organizing and directing the efforts of CFES.
4. Informing members of constitutional requirements
5. Ensuring communication is maintained to member schools by:
 - a. Ensuring all communications are bilingual and gender neutral
 - b. Preparing at least two mail-outs to members, summarizing activities and progress in fulfilling mandates
 - c. Sending regular updates on activities, relevant issues and projects to members

6. Providing minutes from the previous year's CFES Plenary Sessions and other conference preparation literature to delegates at least one month before any upcoming conferences
7. Making contact with government bodies when necessary
8. Update the online, public database for storing Engineering Societies' practices. It must be organized by topic and include the current information of the member societies

3.1.1 President

The President is responsible for directing the activities of the following Commissioners:

1. National Capital Liaison Commissioner
2. Commissioner of International Relations

The President's tasks and responsibilities include:

1. Ensuring the mandates of each Vice President are completed
2. Coordinating the activities of the Board of Directors and the Regional Ambassadors
3. Facilitating the development of the Federation, and its members
4. Ensuring quick and effective contact, and acting as the key representative of CFES to:
 - a. Canadian Council of Professional Engineers (Engineers Canada)
 - b. Association of Consulting Engineers of Canada
 - c. National Council of Deans of Engineering and Applied Sciences
 - d. Canadian Engineering Leadership Forum
5. Delegating representation duties to the National Capital Liaison Commissioner or Vice Presidents, who due to location may more easily contact and work with these organizations
6. Ensuring that long range planning for the Federation is maintained and updated yearly, and that objectives and mandates of such plans be forwarded to the member schools at appropriate times
7. Ensuring the Interim Report, with summary of actions taken to complete the previous year's mandates, is completed no later than the first day of the congress
8. Writing introduction and thank you letters when necessary

3.1.2 Vice President Finance and Administration (VPFA)

The VPFA's tasks and responsibilities include:

1. Acting as the treasurer of CFES by:
 - a. Issuing outgoing payments
 - b. Depositing incoming funds
 - c. Updating the CFES main account ledger according to standard accounting procedures
 - d. Tracking all financial assets
2. Keeping complete and accurate financial records
3. Ensuring the timely change of signing authorities on the CFES accounts at the end of the term.
4. Coordinating the collection of membership fees as per Appendix E.
5. Presenting detailed financial statements at Board of Directors' meetings monthly and at General Assemblies.
6. Release spending forecast at Congress annually

7. Release triannual financials to members on July 31, November 30, and March 31 with the previous year's Cash Flow statement included in the July 31 release
8. Prepare a list of membership fee collection information for the current and previous year
9. Submitting a proposed detailed budget for the incoming national executive
10. Organizing regular meetings of CFES Officers
11. Organizing meetings of the General Assembly
12. Ensuring the smooth operation of the Plenary Session at Congress, which includes coordinating volunteers provided by the organizing committee, collecting motions, and compiling and distributing the motion booklet of the Plenary Session
13. Ensuring minutes of any CFES meeting are compiled, distributed and archived
14. Working in collaboration with the VP Communications (and Commissioner of Information Technology) to organize and archive documents from the CFES in the CFES archive system
15. Reviewing and updating the Constitution and Policy Manual according to motions passed at the plenary session with the President
16. Filing the Annual Summary with Corporations Canada each year, using Corporation Number 0233129 and attaching any revision to the Constitution if applicable
17. Dealing with all incorporation matters
18. Ensuring that present trademark registrations are maintained
19. Organizing and executing the election of the National Executive at CFES Congress, which includes:
 - a. Creating all nomination forms and information sheets pertaining to elections and facilitating the moderation of the speeches of all candidates
 - b. Work with the Chief Returning Officer to oversee the distribution, collection and counting of ballots, and to ensure the results are presented at the end of the election
 - c. Collecting contact information from all candidates and providing this information to the incoming National Executive so it may be used in the event that a position becomes vacant during the year
 - d. If the VPFA is seeking re-election or re-appointment to any position within the organization, an appropriate officer who is not seeking further involvement shall assume the above duties

3.1.3 Vice President Services and Development (VPSD)

The VPSD is responsible for directing the activities of the following Commissioners:

1. Commissioner of Social Issues
2. Commissioner of Charity
3. Commissioner of Complementary Education
4. Commissioner of Academic Issues

The VPSD's tasks and responsibilities include:

1. Providing and overseeing professional and educational resources and services to members
2. Coordinating National Engineering Month at the student level, in conjunction with the remainder of the executive. This includes keeping in contact with Engineers Canada, ACEC, & CAE, and working with the Vice-President Communications to promote the event
3. Maintaining a database of contact names of past CFES Congress, CEC, NCWIE & CE Course sponsors

4. Acting as the liaison between the CFES and the organizing committee for the National Conference on Women in Engineering
5. Promoting, collecting prizes and striking a judges' panel for and presenting the Charity, Leadership and Achievement Awards each year at Congress

3.1.4 Vice President Communication (VPC)

The VPC is responsible for directing the activities of the following Commissioners:

1. Commissioner of Information Technology
2. Commissioner of Official Languages

The VPC's tasks and responsibilities include:

1. Maintaining communication channels between all CFES stakeholders
2. Maintaining a database of contact information for all members and partners, which is to be released to members by September of each year
3. Promoting and moderating the CFES-link and members-link.
4. Sending regular communications to members updating them on CFES activities.
5. Compiling and distributing the Interim and Annual Reports, and the Fall and Spring Mailouts.
6. Registering on all national and regional student organization mailing lists
7. Providing support to the Project Magazine General Manager by:
8. Encouraging CFES Officers to contribute to the magazine.
9. Encouraging Ambassadors to promote the magazine in their regions.
10. Administering surveys with the purpose of improving the services provided by CFES:

4. National Councillors

Two National Councillors are elected to provide high-level experience, guidance, and perspective to the CFES Officers.

4.1 Tasks and Responsibilities

The National Councillors' tasks and responsibilities include:

1. Providing regular feedback on CFES strategies, activities and operations
2. Ensuring that the team dynamics are supportive of the CFES vision and mission
3. Actively supporting initiatives which further the long term goals of the organization

5. Regional Ambassadors

The Regional Ambassadors are selected by their respective regions to liaise with the CFES. The Regional Ambassadors are the following 4 positions:

1. West Ambassador
2. Ontario Ambassador
3. Quebec Ambassador
4. Atlantic Ambassador

5.1 Tasks and Responsibilities

The Regional Ambassadors' tasks and responsibilities include:

1. Maintaining open lines of communication between CFES and members in their region
2. Liaising between CFES and regional organizations
3. Facilitating the use of proxy votes as necessary
4. Encouraging the members of their region to participate in and/or organize CFES events
5. Encouraging students to run for CFES positions
6. Assisting the VPFA in the collection of membership fees
7. Providing the VPC with updated contact information for members in their region and their regional organization
8. Conducting CFES introduction and update sessions for members in their region
9. Ensuring CFES is represented at major regional activities, such as AGMs, regional competitions and regional meetings
10. Sitting on the CEC Advisory Board
11. Organizing a regional hospitality night at Congress
12. Managing regional meetings at Congress

5.1.1 West Ambassador

The Western Engineering Student Societies' Team (WESST) President-Elect will be presented at Congress to be ratified as West Ambassador for the CFES.

5.1.2 Ontario Ambassador

The Ontario Ambassador's tasks and responsibilities include:

1. Acting as the Ontario Engineering Competition's (OEC) CFES liaison and sitting on the OEC Advisory Board.

5.1.3 Quebec Ambassador

The Quebec Ambassadors tasks and responsibilities are described in Section 5.1.

5.1.4 Atlantic Ambassador

The Atlantic Council of Engineering Students (ACES) VP Communications will be presented at Congress to be ratified as Atlantic Ambassador for the CFES.

6. Commissioners

Commissioners are appointed by the CFES National Executive to complete specific portfolios, and consist of the following eight positions:

1. National Capital Liaison Commissioner
2. Commissioner of International Relations
3. Commissioner of Academic Issues
4. Commissioner of Complementary Education
5. Commissioner of Charity

6. Commissioner of Social Issues
7. Commissioner of Information Technology
8. Commissioner of Official Languages

6.1 Tasks and Responsibilities

The Commissioners' tasks and responsibilities include:

1. Completing any extra tasks assigned to them by the National Executive
2. Contributing to CFES publications (e.g. eBulletin)
3. Acting as advisor and consultant to members as appropriate

6.1.1 National Capital Liaison Commissioner

The National Capital Liaison Commissioner will act as a representative for the CFES in Ottawa, serving as a face-to-face contact for nationally based organizations. This Commissioner reports directly to the President.

The National Capital Liaison Commissioner's tasks and responsibilities include:

1. Maintaining open communications with the head offices of the following organizations:
 - a. Engineers Canada
 - b. Association of Consulting Engineering Companies-Canada
 - c. Canadian Academy of Engineering
 - d. Engineering Institute of Canada
 - e. National Council of Deans of Engineering and Applied Sciences
 2. Representing the CFES at assigned meetings.
 3. Keeping up to date on all CFES projects and initiatives.
 4. Consulting with the National Executive before making commitments or providing opinions on behalf of the CFES.
 5. Exploring opportunities for collaboration between CFES and outside organizations.
- As the offices and meetings of associated professional organizations are in Ottawa, the individual appointed should be residing in the national capital area.

6.1.2 Commissioner of International Relations

The International Relations Commissioner is responsible for building and maintaining relations with CFES' international partners; The Board of European Students of Technology and the National Association of Engineering Student Councils.

The Commissioner of International Relations' tasks and responsibilities include:

1. Acting as the primary contact of the CFES to our international partners
2. Ensuring all CFES obligations as outlined in official cooperation agreements are met
3. Ensuring that all partners are invited to all relevant events
4. Ensuring that CFES is represented at competitions, courses, conferences and events abroad
5. Ensuring that all CFES members are aware of international opportunities, our partners and the benefits of international cooperation
6. Keeping up to date on all CFES and international partners' projects and initiatives
7. Exploring new projects and cooperation ideas with international partners

8. Attending the follow conferences or finding a suitable representative:
 - a. NAESC National Conference
 - b. NAESC President's Retreat
 - c. BEST General Assembly
 - d. BEST President's Meeting
 - e. BEST International Projects Forum

9. Following each attended international event, a detailed report be compiled by the International Relations Commissioner and other attendees and made readily available to the members

6.1.3 Commissioner of Academic Issues

The Commissioner of Academic Issues is responsible for representing the academic interests of Canadian engineering students at a national level. This Commissioner reports to the VPSD.

The Commissioner of Academic Issues' tasks and responsibilities include:

1. Developing an understanding of academic initiatives, integrated work experience, curriculum content, accreditation standards and requirements as well as any changes which could affect engineering education
2. Determining and framing a national image of the academic needs of Canadian engineering students, working towards changes if necessary, and offering national leverage in issues of negotiation between academic student representation and administration at member institutions
3. Communicating relevant information and issues related to engineering education
4. Developing and maintaining contacts with other national or regional engineering educational organizations
5. Facilitating the exchange of relevant academic information between member societies and national educational organizations

6.1.4 Commissioner of Complementary Education

The Commissioner of Complementary Education is responsible for supporting and developing Complementary Education Programs in CFES. This Commissioner reports to the VPSD.

The Commissioner of Complementary Education's tasks and responsibilities include:

1. Issuing calls to members to host CE courses
2. Acting as the primary contact for CFES to CE course organizers
3. Maintaining archives of CE courses
4. Exploring new projects and ideas to help expand the CE Program
5. Advertising CE courses to all CFES members and working in conjunction with the Commissioner of International Relations to offer invitations to international partners
6. Developing and updating documentation to support CE Course organizers

6.1.5 Commissioner of Charity

The Commissioner of Charity is responsible for the CFES' charitable efforts. This Commissioner reports to the VPSD.

The Commissioner of Charity's tasks and responsibilities include:

1. Collecting information about charitable events run by the CFES member societies and

sharing this information with the other members

2. Choosing a charitable cause to be the focus of charitable efforts for the year
3. Providing the VP Communications with up to date information about the year's charitable activities for inclusion in CFES communications
4. Working with the Congress organizers to run a charity event during Congress

6.1.6 Commissioner of Social Issues

The Commissioner of Social issues will be responsible for raising awareness of social issues relevant to Canadian engineering students. This Commissioner reports to the VPSD.

The Commissioner of Social Issues' tasks and responsibilities include:

1. Choosing and investigating an issue for the year on which to focus their efforts
2. Creating a report containing their findings, recommendations, information sources and guidelines for the creation of awareness of the issue at members' schools
3. Presenting their findings in a variety of media, including but not limited to the inclusion of articles in the E-Bulletin and hosting a workshop at Congress
4. Enforcing that the CFES Green Policy be followed by all event organizers (See Appendix I)

6.1.7 Commissioner of Information Technology

The Commissioner of Information Technology will maintain and administer all aspects of the electronic infrastructure of CFES. This Commissioner reports to the VPC.

The Commissioner of Information Technology's tasks and responsibilities include:

1. Maintaining and updating the CFES website, email accounts, electronic mailing list, and the CFES Archive
2. Assisting with the creation of activity, service, and program websites.

6.1.8 Commissioner of Official Languages

The Official Language Commissioner is responsible for ensuring that CFES operations are bilingual. This Commissioner reports to the VPC.

The Commissioner of Official Language's tasks and responsibilities include:

1. Coordinating all text translation services for the Board of Directors, the National Executive and Commissioners
2. Resolving all language issues within CFES
3. Implementing activities and/or initiatives to promote mutual understanding between members
4. Working with the VPC to set internal deadlines for article/text submissions for all CFES communications
5. Promoting bilingualism within CFES by raising awareness of both official languages and relevant language issues
6. Establishing an Official Languages Committee that will aid with the written and oral translation of CFES documents and activities
7. Working with Congress and CEC Activity Managers to manage translation services for Congress and CEC
8. Approving the individual or group hired to perform real-time oral translation
9. Work closely with the VPC to ensure that 25% French content be respected at Congress

7. Activities

Activities directly support the vision and mission of the CFES. Each activity is organized annually by a committee, filled at the discretion of the Activity Manager and host member. Activities of the Federation are:

1. Congress
2. Canadian Engineering Competition
3. Project Magazine

7.1 Activities of the Federation

Each Activity must abide by the following requirements:

1. The organizing committee will conduct business in a manner that furthers the vision and mission of the CFES in conjunction with the internal rules of the host member
2. The host of the activity will be elected by the General Assembly
3. The hosts for Congress & CEC will be selected two years in advance
4. The host for Project Magazine will be selected every three years
5. In the event that a host is unable to fulfill their commitment or no host is elected, the Board of Directors will elect a host
6. The activity will utilize bank accounts held under the group CFES account
7. The President, VPFA, Activity Manager and those the Activity Manager sees fit will have signing authority on this account
8. The VPFA must sign off on the activity's financials before the closing of the activity's books
9. The activity will absorb the costs associated with attending, but not travelling to, the activity for officers attending on behalf of CFES
10. The fundraising campaign for the next host of the activity will not begin until the dates of the previous activity have passed
11. The activity cannot impose actions that will affect a subsequent conference or the CFES without the agreement of all parties
12. A seed fund shall be forwarded to future hosts of the activity as per Appendix B
13. The activity will be financially self-sufficient

7.2 Activity Managers

The Activity Managers' tasks and responsibilities include:

1. Ensuring that the activity is organized to the benefit of the CFES and its members
2. Coordinating all functions and activities pertaining to the successful execution of the activity including the financial accountability, administration, public relations and any other tasks relative to the organization of the activity
3. Establishing and managing a team to organize the activity
4. Maintaining regular communication with the National Executive
5. Acting as a liaison between the National Executive and the organizing committee
6. Ensuring that the goals of the activity concur with those of the National Executive
7. Presenting the fee structure and budget for the activity to the Board of Directors for approval at least 6 months prior to the event or yearly in the case of Project Magazine
8. Ensuring that the activity website is available to members at least three months in advance of the event or first publication in the case of Project Magazine
9. Coordinating all communications with the VPC
10. Presenting an intermediate report on their progress and a preliminary budget at the

previous Congress

11. Presenting a final audited budget to the BoD within four months of the activity concluding

7.3 Congress

The flagship event of the CFES, Congress serves as both the Annual General Meeting of the Federation, as well as a leadership development forum for engineering students from across Canada. Congress is held in the first week of January, spanning a full week of leadership development sessions, informational presentations, guest speakers from industry, a career fair and culminates with the General Assembly, the decision making body of the CFES. At Congress, the CFES Officers are elected or appointed, and bids are made to host CFES activities and services. The location of Congress must be within the confines of Canada.

7.3.1 Activity Manager

The Congress Activity Managers' tasks and responsibilities are described in Section 7.2.

7.3.2 Registration Fees

Congress should have one fee structure for delegates, regional associations (as per regional agreements) and another for observers. Under the discretion of the Activity Manager and National Executive, the organizing committee of upcoming activities shall be allowed to attend at delegate rates in addition to their engineering society's regular delegates.

The organizing committee should include in its budget these basics items:
Delegate fees of:

1. CFES Officers
2. International Partners Representatives
3. Accommodations and meals
4. Live translation services for the General Assembly
5. Financial Auditing
6. Facilities for Congress Pre-Week
7. International Summit

7.3.3 Schedule

The organizing committee shall work with the National Executive to develop the schedule for Congress.

The following should be included in each conference:

1. Accountability Session
2. General Assembly
3. Elections of the National Executive and National Councillors, as outlined in Appendix I
4. Bids for CFES activities and services
5. Student run sessions
6. International Partner session
7. Sponsor sessions
8. Selection of Commissioners by the incoming executive
9. Motion Writing session

7.3.4 Session Content

Session content will follow these guidelines:

1. Content will be determined by the National Executive.
2. The language of each session and availability of translation shall be announced beforehand.
3. At least 25% of all sessions are presented in English and 25% of all sessions are presented in French, while emphasizing both official languages.

7.4 Canadian Engineering Competition

The Canadian Engineering Competition is the premier event of the CFES, gathering the best and brightest engineering students in Canada. Competitors qualify for CEC through regional competitions, in the following categories: Senior Team Design, Team Design, Consulting Engineering, Innovative Design, Extemporaneous Debates and Engineering Communications. As well as the competitions, competitors participate in a number of social activities and guest speakers.

7.4.1 Activity Manager

The CEC Activity Managers' tasks and responsibilities include:

1. Working with the Regional Competition Chairs and Regional Ambassadors to ensure the smooth transfer of information between regional and national events.

7.4.2 CEC Advisory Board

The CEC Advisory Board is the overseeing body of the CEC. It consists of the following 12 positions:

1. Current CEC Activity Manager
2. Upcoming CEC Activity Manager
3. Regional Ambassadors

7.5 Project Magazine

Project Magazine is the crown jewel of the CFES, and is a semi-annual magazine distributed freely to all the members of CFES. Its main purpose is to inform engineering students on subjects of national interest as well as to assure communication between the student societies of the CFES. Content is generated by engineering students across the country to ensure that the focus of the publication is national.

Project Magazine will adhere to its four policy documents: Code of Ethics, Editorial Policy, Complaints Policy, and Advisory Board Terms of Reference. These documents can be edited by Project Magazine staff with approval from the Board of Directors.

7.5.1 Activity Manager

The Project Magazine Activity Manager's tasks and responsibilities include:

1. Ensuring that the content of the magazine is supportive of the vision and mission of the CFES
2. Facilitating all aspects of the publication, including financing, editing and translation
3. Ensuring that the magazine is distributed to all members
4. Ensuring that the magazine is distributed to affiliated organizations upon request
5. Coordinating with the National Executive to include a message from the CFES

7.5.2 Trademarks

As of 1994, the name of the magazine La Revue Projet/Project Magazine is a registered trademark in Canada. Any future correspondence regarding this trademark should be made with Consumer and Corporate Affairs Canada, file no. 737325.

8. Services

Services support aspects of the vision and mission of the CFES. Each service may be organized annually by a committee, filled at the discretion of the Service Manager and host member. Services of the Federation are:

1. National Conference on Women in Engineering
2. President's Meeting

8.1 Services of the Federation

Each Service must abide by the following requirements:

1. The organizing committee will conduct business in a manner that furthers the vision and mission of the CFES in conjunction with the internal rules of the host member.
2. The host of the service will be elected by the General Assembly at the immediately preceding Congress
3. In the event that a host is unable to fulfill their commitment or no host is selected, the Board of Directors will elect a host at least six months in advance of the service
4. The service cannot impose actions that will affect a subsequent conference or the CFES without the agreement of all parties
5. All communications about the service shall be available in both official languages
6. The service shall utilize a bank account held by the host member
7. The fundraising campaign for the next host of the service will not begin until the dates of the previous service have passed
8. The service will be financially self-sufficient

8.2 Service Managers

The Service Manager's tasks and responsibilities include:

1. Ensuring that the event is supportive of the vision and mission of the CFES
2. Maintaining regular communication with the National Executive
3. Acting as a liaison between the National Executive and the organizing committee
4. Ensuring that the goals of the service concur with those of the National Executive
5. Facilitating all aspects of the event, including finance, logistics and sponsorship

6. Presenting the fee structure and budget for the service to the Board of Directors for approval at least 3 months prior to the event
7. Ensuring that the service website is available to members at least three months in advance of the event
8. Coordinating all communications with the VPC
9. Establishing and managing a team to organize the service
10. Presenting a final audited budget to the BoD within four months of the service concluding
11. Ensuring that delegates are aware of the language requirements for them to actively participate

8.3 National Conference on Women in Engineering

The National Conference on Women in Engineering aims to encourage discussion and collaboration between engineering students and professionals around the theme of women in engineering.

8.3.1 Service Manager

The NCWIE Manager's tasks and responsibilities include:

1. Coordinating with the National Executive to ensure CFES and partner representation at NCWIE

8.4 President's Meeting

President's Meeting is a gathering of representatives from each member school to discuss, collaborate, and network.

8.4.1 Service Manager

The PM Manager's tasks and responsibilities include:

1. Coordinating with the National Executive to develop PM schedule and content
2. Ensuring that time and resources are scheduled for:
3. Accountability
4. Plenary

9. Programs

Programs compliment aspects of the vision and mission of the CFES. Each program may be organized as needed, at the discretion of the National Executive or BoD. Programs of the Federation include:

1. Complementary Education Courses
2. Charity Initiatives

9.1 Programs of the Federation

Each Program must abide by the following requirements:

1. The organizing committee will conduct business in a manner that furthers the vision and

mission of the CFES in conjunction with the internal rules of the host member

2. The program cannot impose actions that will affect a subsequent conference or the CFES without the agreement of all parties
3. All communications about the program shall be available in both official languages
4. The Program shall work with the VPFA to ensure an appropriate method of finance

9.2 Program Managers

The Program Manager's tasks and responsibilities include:

1. Ensuring that the event is supportive of the vision and mission of the CFES
2. Maintaining regular communication with the National Executive
3. Acting as a liaison between the CFES and the organizing committee
4. Ensuring that the goals of the program concur with those of the National Executive
5. Facilitating all aspects of the Program, including financing, logistics and sponsorship
6. Coordinating all communications with the VPC
7. Establishing and managing a team to organize the program

9.3 Complementary Education

Complementary Education courses provide an opportunity for engineering students to extend their education beyond the basic engineering curriculum, focusing on specific technical or professional development topic.

9.3.1 Complementary Education Courses

Each CE Course must abide by the following requirements:

1. The host of the CE Course will be approved by the BoD
2. The CE Course must be approved and ratified at least six months in advance of the course
3. The CE Course shall utilize a bank account held by the host member
4. The CE Course will be financially self-sufficient

9.3.2 Program Manager

Each CE Program Manager's tasks and responsibilities include:

1. Presenting the fee structure and budget for the CE Course to the Board of Directors for approval at least three months prior to the event
2. Ensuring that the CE Course website is available to members at least three months in advance of the event
3. Ensuring that delegates are aware of the language requirements for them to actively participate

10. Partner Organizations

Partners are associated organizations who share in the vision and mission of the CFES. The Federation works with these groups to mutual benefit.

10.1 Official Partners

Official Partners of the Federation are student run organizations who directly represent the interests of engineering students and with which the CFES has recognized agreements. Official Partners of the Federation are:

Board of European Students of Technology
National Association of Engineering Students Councils

10.2 Professional Partners

Professional Partners of the Federation are organizations who represent the interests of the engineering profession and with which the CFES has recognized agreements. Professional Partners of the Federation are:

Canadian Council of Professional Engineers (Engineers Canada)

11. Meetings of the General Assembly

Meetings of the General Assembly are held at:

1. Congress
2. President's Meeting
3. Any other time as outlined in the Constitution

These meetings give members the opportunity to participate in the organizational decision making process. They are chaired by the CFES BoD Chair and moderated using Robert's Rules of Order Newly Revised (RRoONR), unless otherwise specified in the CFES Constitution.

To participate in these meetings, members are required to provide to the CFES VPFA a current and original proxy form delegating their voting rights to an individual or another member.

The CFES VPFA is responsible for all logistical aspects of these meetings including:

1. Ensuring sufficient time and resources are scheduled to complete all proceedings.
2. Ensuring that members are made aware of the meetings as required by the Constitution.
3. Ensuring that members are adequately prepared for the meeting by providing them with previous meeting minutes, relevant documents and a session outlining the format and structure of the meeting all within a reasonable amount of time in advance of the meeting.
4. Ensuring that a process exists for members to submit proposals and counter-proposals.
5. Ensuring that complete and accurate meeting minutes are compiled and presented to the BoD for approval and distribution to members.

11.1 Additional Guidelines for Meetings of the General Assembly

The following points must be followed in a General Assembly:

1. Resolutions to amend the constitution should be distributed with the agenda for the plenary session, along with an explanation for the amendment by the association proposing it.
2. The original language of all resolutions for the plenary session should be noted.
3. Non-debatable motions must be submitted in both official languages in order to be included in the motion booklet.
4. All motions must be submitted by midnight on the day preceding the plenary session, or earlier.

12. Miscellaneous

12.1 Hotel Damage Policy

The Hotel Damage Policy applies to all events organized by the CFES. At these events all delegates, including officers, organizing committee and observers, may be asked to place a refundable damage deposit for their stay, the amount of which will be determined by the event organizing committee. In the case of damage costs incurred in a room, the persons responsible for that room shall assume the costs. In the case of damage to the premises in general, all delegates will pay an equal portion out of their deposit unless the responsible party/parties comes forward, in which case they will assume all costs personally. If the damage deposit is insufficient to cover costs, the event organizing committee will pay the difference and bill all members responsible subsequently.

13. Appendices

Appendix A: CFES Awards

At each Congress, CFES presents the appreciation award, charity challenge award, and leadership award to deserving individuals.

Awards Committee

Each year, an awards committee will be created consisting of the National Executive, the Regional Ambassadors, and no more than three Commissioners. The tasks and responsibilities of the Awards Committee include:

1. Creating a nomination form for each award, to be distributed with the Congress preparation package.
2. Creating awareness of the awards with the members.
3. Reading all award nominations.
4. Choosing a recipient of each award.
5. Presenting the awards at Congress.

CFES Appreciation Award

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

CFES Charity Award

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

CFES Leadership Award

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

Appendix B: Finance

1. Membership Fees

1. CFES is funded by its members. The membership fee for each school is \$0.40 per full-time undergraduate engineering student per year. Each member is responsible for ensuring its membership fee is paid in full and on time.
2. Membership fees are due November 1 of every year. Invoices are issued by October 1.
3. A penalty of \$25.00 or 20% of the total amount outstanding, whichever greater, applies if a school member is late with its fee.
4. Paying the CFES membership fee maintains an engineering student society's active membership status, which includes:
 - a. Eligibility for participation in CFES activities, services, and programs
 - b. Eligibility to bring forward motions at CFES plenary
 - c. Voting rights at Meetings of the General Assembly
5. A late and outstanding membership fee will affect the membership status of the respective engineering student society within CFES. The school must pay observer fees at CFES events, and will have no voting rights.
6. An engineering student society that did not attend CFES President's Meeting or Congress, and did not pay its membership fee on time must be contacted immediately by the Regional Ambassador to assess its future as a member of CFES.
7. A member will be considered for expulsion in the event that it does not pay its CFES member fee for two consecutive years. The President will ensure that the society understands the upcoming membership proceedings and the potential change in status by October 1st. Member expulsion is outlined in detail in Appendix M.

2. Expenses Covered by Membership Fees

The membership fees collected each year are to be used for the operation of the incoming CFES officer team during its term in office. It is the responsibility of the VP Finance and Administration to ensure that total expenses does not exceed the total amount of funds raised.

3. Seed Funds

To ensure sufficient cash-flow in the early stages of an activity team's operating cycle, a seed fund must be provided by the previous organizing committee. The following are the seed fund amounts of CFES activities and services:

Congress	\$7,000.00
CEC	\$7,000.00
Project Magazine	\$3,000.00

In the event that the previous organizing committee cannot provide sufficient seed fund, funds cannot be withdrawn from the reserve account for such purpose. The activity manager must work out a temporary seed loan (i.e. borrowing from another CFES account) with the VP Finance and Administration. The loan must be repaid as soon as the organizing committee has sufficient operating cash-flow.

4. Reserve and Surplus

The Reserve and Surplus section has been created in order to regulate the distribution of surplus from CFES activities and services to respective reserve accounts. Keeping reserve accounts at safety levels ensures the welfare of CFES in case of an emergency such as

shortage of sponsorship. The following are the safety levels of CFES reserve accounts:

CFES	\$10,000.00
Congress	\$20,000.00
CEC	\$20,000.00
Project Magazine	\$5,000.00

If after its mandate, a CFES service or activity account has a surplus, the amount will be allocated as follows:

1. Create the transition committee consisting of: VP Finance and Administration, outgoing activity manager, and incoming activity manager.
2. Verify the presence of surplus

If the respective reserve account is lower than its safety level:

1. Fill up the reserve account to its safety level, or until the surplus is depleted.
2. If there is still surplus after the reserve account has reached its safety level, proceed to step

If the respective reserve account is at or higher than its safety level:

1. Transfer 25% of the surplus into the respective reserve account. The incoming organizing committee receives 75% of the surplus in addition to the seed fund.

5. Use of Reserve Funds

The Use of Reserve Funds section was created to distribute reserve account funds in case of an emergency. A committee must be created to evaluate funding requests on a case-by-case basis; the committee includes the following positions:

1. CFES President
2. CFES VP Finance and Administration
3. Two Regional Ambassadors from regions other than that of the requesting organizing committee, appointed by the CFES President
4. Outgoing activity manager

The committee will review the request, which must include the following:

1. A letter from the committee
2. Amount requested and the urgency of the request
3. Proposed and actual budget
4. Up-to-date cash and cash equivalents
5. Reasons for discrepancies and shortfall
6. Contingency plans
7. Consequences of being denied funding
8. Proof that dean/director of the organizing committee is aware of the financial situation
9. Other background and support information

In the case of Project Magazine, or in the event that the outgoing activity manager is unavailable, the position will be filled by the Chair of the CFES Board of Directors.

After the submitted documents have been reviewed by the committee, the activity manager must present the case for funding in real-time (i.e. conference call, in person, etc). After the presentation, the activity manager must answer all questions from the committee. The committee must be created maximum two weeks after acknowledgement by the CFES President. The decision of the committee must be publicized maximum two weeks after the creation of it. All documentation must be archived for purposes of precedence for future cases.

Appendix C: Internal Meetings

CFES holds four internal meetings a year for CFES Officers, with the aim of coordinating Federation initiatives, strategy, goals and the transition process. These meetings are:

1. Spring Meeting
2. Summer Meeting
3. Fall Meeting
4. Congress Pre-Week

These meetings are organized by the National Executive, with the exception of Spring Meeting which is organized by the incoming National Executive. Budget shall be allocated to facilitate the organizing of these meetings, with the exception of facilities for Congress Pre-Week, which will be covered by the Congress organizing committee.

In addition, the National Executive holds an Executive Transition Meeting for the National Executive and National Executive-Elect. This meeting is organized by the Incoming National Executive and takes place after the Annual General Meeting and before Spring Meeting.

Appendix D: Official Reports

The National Executive is responsible for ensuring that two Official Reports are made available to members each year:

1. Interim Report
 - a. Released to members in advance of the Annual General Meeting
 - b. Details goals and objectives for all officers and the organization as a whole
2. Annual Report
 - a. Released to members before the CFES year-end.
 - b. Details goals and objectives and an overview of the year for all officers and the organization as a whole.

Appendix E: Member Admission

As the Constitution states in Article 18, "to become a regular member an organization must submit a written application to the VPFA, who must immediately inform the members of such an

application. The members' assembly must then make a decision regarding the organization admission, and this no later than the annual meeting following the organizations submission of the application."

Applications for membership should contain (but is not limited to) the following information:

- a. Name of organization
- b. Purpose or objectives of the organization
- c. Current officers and membership of governing board
- d. Date of establishment of the organization
- e. Number of students in the faculty
- f. Proof that the applying organizations represents accredited engineering programs under the CEAB.
- g. Proof of support from the engineering society (a passed motion in public meeting minutes)

At the next CFES Congress, the candidate shall do a presentation addressing their application for membership.

Any new schools that come to a CFES event with the eligibility and intention of becoming a ratified member at that event will be considered a delegate instead of an observer.

Appendix F: Member Suspension

As the Constitution states in Article 19, "the Board of Directors may, by resolution adopted by two thirds (2/3) of directors present at a meeting convened to this end, suspend any member which infringes upon a resolution or bylaw of the Federation or which the conduct or activities are deemed detrimental to the well being or functioning of the Federation."

A member will automatically be considered for suspension in the event that they do not pay CFES member fees for two consecutive years. The appropriate Regional Ambassador will ensure that the society understands the upcoming membership proceedings and the potential change in status by October 1st.

The member facing suspension will be given an opportunity to defend themselves at the Annual General Meeting, after which, Active Members will be asked to vote on the suspension of the member in question. This motion will be moved by the National Executive.

Should this motion pass, the suspension will take effect the first day after the AGM. The suspended society will be allowed to attend the following official meeting to ask for Regular Member status. The request will take the form of a presentation and a motion to be voted on by the Member's Assembly.

Appendix G: Member Expulsion

As the Constitution states in article 20, “the active members may, by resolution adopted by two thirds (2/3) of members present at a member's assembly, expel any member which infringes upon a resolution or constitution of the federation or which the conduct or activities are deemed detrimental to the well being or functioning of the federation.”

A member will automatically be considered for expulsion in the event that they do not pay CFES member fees for three consecutive years. The President will ensure that the society understands the upcoming membership proceedings and the potential change in status by October 1st.

The member facing expulsion will be given an opportunity to defend themselves at the Annual General Meeting, after which, Active Members will be asked to vote on the expulsion of the member in question. This motion will be moved by the National Executive.

Should this motion pass, the expulsion will take effect the first day after the AGM. The expelled society will no longer be a member of the CFES and will lose all rights granted to a member.

Appendix H: Electoral Procedures

1. Chief Returning Officer

The Chief Returning Officer (CRO) will be elected by the BoD, as per Chapter 6 of the CFES Constitution.

The CRO will inform the active members of an impending election at least 14 days prior to polling, as per Chapter 6 of the CFES Constitution.

The duties of the CRO are included in this appendix, and any conflicts and interpretations of the electoral procedures will be resolved at the CRO's discretion.

2. Eligibility

To be eligible for a position on the National Executive, the candidate must be a member of an active member at the time of candidature and present at the place of election. To be eligible for the position of National Councilor, the candidate must be present at the place of election.

3. Voting Procedure

Refer to Chapter 6 of the CFES Constitution for voting procedure. The election will take place at the Annual General Assembly. Should a position not be filled due to a null election, an immediate second election will occur, complete with nominations, speeches, questions and voting.

4. Nominations

The nomination period will consist of two nomination sessions on consecutive days as decided between the CRO and Congress Chair.

5. Speeches & Question Period

All candidates will be allowed to present a speech to the members of a length determined by the CRO. The order for which candidates for a given position present shall be determined by the CRO. A question period will be held after all candidates for a given position have spoken and will be mediated by the CRO. Each candidate for a given position will be given the opportunity to answer any and all questions in an order determined by the CRO. Speeches will take place between the nomination period and voting at a time period determined by the CRO and Congress Chair. These sessions will end at least twenty-four hours before voting.

6. Ratification:

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

Appendix I: Commissioner Selection

1. Eligibility

To be eligible for a commissioner position, the applicants must be a member of an active member at the time of candidature, while also fulfilling any additional requirements outlined by the relevant commissioner portfolio and the National Executive. Additional requirements may change from year to year, and have included stipulations such as being present at the Annual General Meeting.

2. Applications

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

3. Selection

The incoming National Executive will decide on a method of selection which at minimum must include an application phase.

The selected applicants will be put forth to the General Assembly for ratification by the

members. If a position becomes vacant or is not filled at the General Assembly, the selected applicant will be put forth to the Board of Directors for ratification.

Appendix J: Sustainability

The CFES is committed to minimizing its negative environmental impact. Organizers and participants of CFES events will strive to follow and add to the CFES Sustainability Guide (Appendix O). This includes, but is not limited to:

1. Decrease the amount of waste produced by an event
2. Reduce the amount of energy and water consumed by the event
3. Minimize harmful emissions from transportation.