

The Regina Engineering Students' Society, Inc.

Operations Manual

Revised February 7, 2011

1. Responsibilities and Entitlements of Council Members

- 1.1. All members of Council must act in the best interest of the Regina Engineering Students' Society and its members; putting the membership above personal motivation when acting on behalf of the RESS
- 1.2. The Executive Council shall have access to the lounge, and offices (ED 127, ED 127.2, ED 127.3, ED 128.1)
- 1.3. The Directors shall have access to the lounge and inner office (ED 127, ED 127.2, and ED 127.3)

2. Council Accountability

- 2.1. All members of Council shall be subject to stringent and impartial discipline upon non-compliance with any part of the RESS Constitution or Operations Manual
 - 2.1.1. Disciplinary measures and privilege reinstatement shall be at the discretion of the President or by majority vote of the Executive Council
 - 2.1.2. Discipline will consist of a progressive application of the following measures:
 - 2.1.2.1. Barred from representing the RESS at conferences and events
 - 2.1.2.2. Termination of all access privileges
 - 2.1.2.3. Request to resign
 - 2.1.2.4. Recall vote by Council

3. Specific Duties of Executive Council Positions

3.1. The President shall:

- 3.1.1. Co-ordinate RESS Council activities
- 3.1.2. Chair all meetings of the RESS at which s/he is present
- 3.1.3. Ensure that all Council members are fulfilling their responsibilities and acting in the best interests of the RESS
- 3.1.4. Be ultimately responsible for actions taken by the RESS
- 3.1.5. Be responsible for RESS succession planning, as well as actions to ensure a smooth transition between changing Councils.
- 3.1.6. Act as a chief spokesperson on behalf of the RESS
- 3.1.7. Be the primary interpreter of the RESS Constitution and Operations Manual
- 3.1.8. Be the liaison between the RESS and university security, physical plant and other university departments
- 3.1.9. Have co-endorsement authority of cheques or monetary transactions under the name of the RESS
- 3.1.10. Be responsible for the duties of any vacant council position
- 3.1.11. Attend all (PAC) Presidents Advisory Committee meetings scheduled by the Student's Union

3.2. The Vice-President Academic shall:

- 3.2.1. Assist the President in coordinating Council business
- 3.2.2. Assume the President's duties in his/her absence
- 3.2.3. Be the liaison between the Dean and any Student-Faculty of Engineering and Applied Science committees

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- 3.2.4. Be the liaison with the URSU Student Advocate
- 3.2.5. In conjunction with the Vice-President Finance, have co-endorsement authority of cheques or monetary transactions under the name of the RESS
- 3.2.6. Address issues regarding the quality of education being provided by the University of Regina
- 3.2.7. Act on student academic concerns and academic complaints
- 3.2.8. Be responsible for maintaining and adding new exams to the RESS exam registry
- 3.2.9. Co-ordinate student representation on faculty search committees and the Engineering Equipment Fund
- 3.2.10. Co-ordinate and advertise the Supplemental Tutorial Program
- 3.2.11. Properly document all tutorial agreements and arrangements
- 3.2.12. Prepare an accurate financial accounting of all Tutorial Program expenses each semester
- 3.2.13. Be the leader of the Academic Team

3.3. The Vice President Finance shall:

- 3.3.1. Be responsible for the management of all assets and financial transactions of the RESS
- 3.3.2. Be responsible for the RESS bank account, in conjunction with the RESS President
- 3.3.3. Present financial updates at every Council meeting and present a statement of accounts at RESS general meetings
- 3.3.4. Be consulted on all financial matters of the RESS
- 3.3.5. Be responsible for preparing, maintaining, and posting an annual budget and financial plan
- 3.3.6. Be responsible for maintaining written financial records
- 3.3.7. Be Responsible for completing internal audits or organizing external audits
- 3.3.8. Prepare and submit the annual financial statements to the Information Services Corporation Corporate Registry
- 3.3.9. Be the leader of the Finance Team

3.4. The Vice-President Professional Affairs shall:

- 3.4.1. Be the liaison with the following groups
 - 3.4.1.1. Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)
 - 3.4.1.2. Engineers Canada
 - 3.4.1.3. Regina Engineering Society (RES)
 - 3.4.1.4. University of Regina Engineering Grad Committee
- 3.4.2. Be responsible for the co-ordination of the Year 1-4 Formal
- 3.4.3. Be responsible for the co-ordination of at least one (1) professional engineering mixer
- 3.4.4. Pursue corporate sponsorship for events in coordination with the Industry Relations Director
- 3.4.5. Assume the duties of the Grad Representative in the vacancy of such position
- 3.4.6. Be the leader of the Professional Affairs Team

3.5. The Vice-President Student Associations shall:

- 3.5.1. Attend all URSU Board of Directors' meetings
- 3.5.2. Represent RESS interests to URSU
- 3.5.3. Be the liaison with the following groups:
 - 3.5.3.1. Western Engineering Student Societies Team (WESST)
 - 3.5.3.2. Canadian Federation of Engineering Students (CFES)
 - 3.5.3.3. Women in Science and Engineering (WISE)
 - 3.5.3.4. All student societies on the University of Regina campus
 - 3.5.3.5. All active engineering sub-groups
- 3.5.4. Coordinate appropriate conference attendance, meet with and prepare said representatives for these conferences
- 3.5.5. Be the liaison with other universities' engineering students' societies
- 3.5.6. Be responsible for the coordination of Engineering Frosh Week

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- 3.5.7. Be responsible for the coordination of the events during National Engineering Month in March of each year
- 3.5.8. Be responsible for the coordination of the Regina Engineering Competition
- 3.5.9. Be the leader of the Student Associations Team

3.6. The Vice-President Social shall:

- 3.6.1. Plan and orchestrate all RESS social events, including but not limited to:
 - 3.6.1.1. Beerfest
 - 3.6.1.2. Second Year Mug Ceremony
 - 3.6.1.3. Beer in the Lounge
 - 3.6.1.4. Summer Brew 'n' Q
- 3.6.2. Promote the continued relationship with business partners through the use of their products and services offered; including but not limited to:
 - 3.6.2.1. The Owl
 - 3.6.2.2. The Great Western Brewing Company
- 3.6.3. Be responsible for presenting social event budgets to the RESS Executive Council for approval in coordination with VP Finance
- 3.6.4. Every semester announce to one core class of every year how to get RESS funding for intramural teams
- 3.6.5. Be the leader of the Social Team

3.7. The Vice-President Communications shall:

- 3.7.1. Be responsible for the maintenance of the RESS web page
- 3.7.2. Be responsible for publicizing all RESS functions
- 3.7.3. Be responsible for RESS submissions to the URSU Handbook and other publications as required
- 3.7.4. Be responsible for regularly posting all Council meeting minutes for public viewing, locations including but not limited to the RESS website and the RESS Bulletin Board.
- 3.7.5. Take minutes at Council and General meetings
- 3.7.6. Be responsible for maintaining and updating both hard and soft copies of all official RESS documents and archives
- 3.7.7. Be responsible for keeping the articles of incorporation up to date
- 3.7.8. Be the leader of the Communications Team

4. Specific Duties of Director Positions

4.1. The Stores Director shall:

- 4.1.1. Be responsible for all stores items
- 4.1.2. Be responsible for monthly inventories of stores items
- 4.1.3. Be in charge of ordering stores items
- 4.1.4. Be responsible, in conjunction with the VP Communications, for the advertisement of available stores items
- 4.1.5. Be responsible for running an engineering merchandise kiosk at no less than one major RESS event in both Fall and Winter semesters.
- 4.1.6. Be responsible for posting store hours each semester and being available to sell store items during those times
- 4.1.7. Be a member of the Finance Team

4.2. The Lounge Director shall:

- 4.2.1. Ensure that the RESS lounge be stocked with consumables needed by the Membership
- 4.2.2. Ensure the lounge A/V equipment is cared for
- 4.2.3. Ensure that the Coke machine is serviced, as necessary

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- 4.2.4. Ensure that the lounge is kept clean
- 4.2.5. Ensure that a complete first aid kit is maintained
- 4.2.6. Prepare coffee on Mondays
- 4.2.7. In the case where the Lounge Director will be away on work experience the Executive will appoint temporary relief, first consideration goes to the runners up from the RESS general election
- 4.2.8. Be a member of the Finance Team

4.3. The I³ Director shall:

- 4.3.1. Promote the ideals of engineering and the RESS among both engineering students and the University of Regina student body
- 4.3.2. Encourage RESS members to participate in the various RESS social events and charity functions
- 4.3.3. Increase morale and the spirit of engineering within RESS membership
- 4.3.4. Be actively involved with the planning and operation of RESS social and charity functions.
- 4.3.5. Be the Morale Booster as outline in the RESS & SESS Morale Boosting Policy
- 4.3.6. Be a member of the Social Team

4.4. The Visual Media Director shall:

- 4.4.1. Assist the RESS by creating visual media as needed
- 4.4.2. Be responsible for creating and updating the website format & design
- 4.4.3. Be responsible for creating, maintaining and making available all RESS templates, logos and letterhead
- 4.4.4. Take photos at all RESS events
- 4.4.5. Be responsible for posting event photos to public locations including but not limited to the RESS website and the RESS Facebook page
- 4.4.6. Be an individual whom is skilled with the creation and editing of visual media
- 4.4.7. Be appointed by the incoming council
- 4.4.8. Be a member of the Communications Team

4.5. The Publications Director shall:

- 4.5.1. Be responsible for the publication of the Engineering Newspaper at least once per semester
- 4.5.2. Be responsible for the annual publication of the RESS handbook
- 4.5.3. Be a member of the Communications Team

4.6. The Charity Director shall:

- 4.6.1. Be responsible for coordinating Pie In The Eye
- 4.6.2. Be responsible for coordinating Milkfest
- 4.6.3. Pursue at least one (1) joint charity event with URSU each school year
- 4.6.4. Be a member of the Social Team

4.7. The Competitions Director shall:

- 4.7.1. Be responsible for planning no less than:
 - 4.7.1.1. One competition for the Regina Engineering Competition
 - 4.7.1.2. Two competitions for Frosh Week
 - 4.7.1.3. Two competitions for Engineering Week
 - 4.7.1.4. One or more independent competitions per year
- 4.7.2. Be a member off the Student Associations Team

4.8. The Industry Relations Director shall:

- 4.8.1. Actively seek new industry partnerships
- 4.8.2. Maintain current partnerships through regular contact regarding updates, news, sponsorship requests, advertisement opportunities and other topics of interest

- 4.8.3. Be a member of the Professional Affairs Team

5. Specific Duties of the Representatives

5.1. The Class Representatives shall:

- 5.1.1. Be appointed by the incoming council for years 2, 3 and 4 in time to transition with the outgoing Council
- 5.1.2. Stay current with RESS activities through meeting attendance, meeting minutes review, or communication with the Academic Team.
- 5.1.3. Communicate with members of his/her year regarding RESS activities and academic concerns
- 5.1.4. Voice the concerns of his/her respective year to the VP Academic
- 5.1.5. Be members of the Academic Team

5.2. The Alumni Representative shall:

- 5.2.1. Provide continuity to the council during transitions between elections
- 5.2.2. Provide advice and support to members of the RESS
- 5.2.3. Ensure that all RESS members and Council members are acting in the best interests of the RESS
- 5.2.4. Be a member of the Academic Team

5.3. The Grad Representative shall:

- 5.3.1. Be responsible for assisting in the coordination of the Iron Ring Ceremony in conjunction with the Faculty of Engineering and Applied Science and the Grad Committee
- 5.3.2. Be responsible for organizing and chairing the Grad Committee
- 5.3.3. Be responsible for working with the Grad Committee to organize the Grad Banquet
- 5.3.4. Be graduating in the upcoming year
- 5.3.5. Be a member of the Academic Team

5.4. The Faculty Representative Shall

- 5.4.1. Be a liaison between the staff members of the Faculty of Engineering and Applied Science and the RESS
- 5.4.2. Consult with the Vice-President Finance to ensure the fiscal responsibility of the RESS

6. Specific Duties of First Year Council Positions

6.1. The First Year Chair shall:

- 6.1.1. Inform the first year class, on a regular basis, of the events and services of the RESS
- 6.1.2. Co-ordinate the First Year Council activities
- 6.1.3. Chair all meetings of the First Year Council at which s/he is present
- 6.1.4. Ensure that all First Year Council members are fulfilling their responsibilities and acting in the best interests of the RESS
- 6.1.5. Be ultimately responsible for actions taken by the First Year Council
- 6.1.6. Notify the Council of any concerns or interests of the first year class
- 6.1.7. Be responsible for all financial documentation of the First Year Council
- 6.1.8. Be actively involved with the planning and operation of RESS social and charity functions

6.2. The First Year Communications shall:

- 6.2.1. Inform the first year class, on a regular basis, of the events and services of the RESS
- 6.2.2. Be actively involved with the planning and operation of RESS social and charity functions

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6.2.3. Be responsible for the advertising of First Year Council events

6.3. The First Year Events shall:

- 6.3.1. Inform the first year class, on a regular basis, of the events and services of the RESS
- 6.3.2. Responsible for organizing social events for first year engineering students
- 6.3.3. Work in conjunction with the Vice President Social

7. Specific Duties of Teams

7.1. The purpose of the every team is to provide mentorship and support among its members. Each team will be led by its corresponding Vice-President who will ultimately be responsible for the success of the team and each of its members.

7.2. The Academic Team shall:

- 7.2.1. Communicate with each other and the faculty regarding academic concerns and needs
- 7.2.2. Inform students of the RESS academic services available
- 7.2.3. Maintain the academic services provided by the RESS
- 7.2.4. Distribute information to the membership from the RESS

7.3. The Finance Team shall:

- 7.3.1. Collaborate in the development of the budget and financial plan
- 7.3.2. Work on initiatives to increase the quality and quantity of services provided by the RESS
- 7.3.3. Maintain the fiscal responsibility of the RESS through inventory tracking and financial records

7.4. The Professional Affairs Team shall:

- 7.4.1. Liaison with Professional Engineering groups, individuals and companies in industry
- 7.4.2. Maintain the professional image of the RESS
- 7.4.3. Ensure all parties benefit from relationships with the RESS

7.5. The Student Associations Team shall:

- 7.5.1. Improve inner faculty pride and better our engineering students through formal and informal engineering competitions and events
- 7.5.2. Provide opportunities for the association of students and faculty
- 7.5.3. Work together to increase the quality, professionalism, and success of all RESS engineering competitions and related events

7.6. The Social Team shall:

- 7.6.1. Organize events that promote the social and charitable causes of the RESS
- 7.6.2. Plan events thoroughly with safety and logistics in mind

7.7. The Communications Team shall:

- 7.7.1. Maintain executive transparency through the publishing of RESS documents
- 7.7.2. Communicate with students to inform them of all RESS activities and events
- 7.7.3. Uphold the image of the RESS in accordance with the objectives of the RESS
- 7.7.4. Continuously improve the appearance of RESS visual media and documents
- 7.7.5. Keep the RESS current with developing communications media