

# The Regina Engineering Students' Society, Inc.

## OPERATIONS MANUAL // REVISED MARCH 20, 2008

### 1. RESPONSIBILITIES AND ENTITLEMENTS OF COUNCIL MEMBERS

- 1.1. All elected members of the Council, must attend one core class in each engineering year to introduce themselves and promote the Regina Engineering Students' Society, Inc., within the first two (2) weeks of each semester.
- 1.2. The Executive Council shall have keycard access to the lounge and office (ED127, ED127.2, ED 127.3).
- 1.3. The General Council to have keycard access to the lounge (ED127, ED127.3).

### 2. SPECIFIC DUTIES OF EXECUTIVE COUNCIL POSITIONS

#### 2.1. The President shall:

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

#### 2.2. The Vice-President Academic shall:

- 2.2.a. Assist the President in co-ordinating Council business
- 2.2.b. Assume the President's duties in his/her absence
- 2.2.c. Be the liaison between the Dean and an Student-Faculty of Engineering committees
- 2.2.d. Be the liaison with the URSU Student Advocate
- 2.2.e. In conjunction with the Vice-President Finance, have co-endorsement authority of cheques or monetary transactions under the name of the RESS
- 2.2.f. Address issues regarding the quality of education being provided by the University of Regina, Faculty of Engineering
- 2.2.g. Act on student academic concerns and academic complaints
- 2.2.h. Be responsible for the RESS exam registry
- 2.2.i. Co-ordinate student representation on faculty search committees on the Engineering Equipment Fund
- 2.2.j. Co-ordinate the Supplemental Tutorial Program
- 2.2.k. Every semester, announce to one core class of every year how to request RESS supplemental tutorials and use the exam registry
- 2.2.l. Properly document all tutorial agreements and arrangements
- 2.2.m. Prepare an accurate financial accounting of all Tutorial Program expenses each semester

#### 2.3. The Vice-President Finance shall:

- 2.3.a. Be responsible for the management of moneys received or negotiated for by the RESS
- 2.3.b. Be responsible for the RESS bank account, in conjunction with the RESS President
- 2.3.c. Keep the Council informed of the financial situation at each Council meeting and present a statement of accounts at RESS general meetings
- 2.3.d. Be consulted on all financial matters of the RESS
- 2.3.e. Be responsible for preparing an annual budget and financial plan
- 2.3.f. Be responsible to maintain written financial records and to post semester reports
- 2.3.g. Present financial updates at every Council meeting
- 2.3.h. Be Responsible for creating and updating a corporate sponsorship package with the help of all RESS members

- 2.4. **The Vice-President Professional Affairs shall:**
- 2.4.a. Be the liaison with the following groups
    - 2.4.a.i. Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)
    - 2.4.a.ii. Canadian Council of Professional Engineers (CCPE)
    - 2.4.a.iii. Regina Engineering Society (RES)
    - 2.4.a.iv. University of Regina Engineering Grad Committee
  - 2.4.b. Be responsible for the co-ordination of the Year 1-4 Reception
  - 2.4.c. Be responsible for the co-ordination of the Year 1-4 Formal
  - 2.4.d. Be responsible for the co-ordination of at least one (1) professional engineering mixer
  - 2.4.e. Pursue corporate sponsorship for events
  - 2.4.f. Assume the duties of the Grad Director in the vacancy of such position
- 2.5. **The Vice-President Student Associations shall:**
- 2.5.a. Attend all URSU Board of Directors' meetings
  - 2.5.b. Represent RESS interests to URSU
  - 2.5.c. Be the liaison with the following groups:
    - 2.5.c.i. Western Engineering Student Societies Team (WESST)
    - 2.5.c.ii. Canadian Federation of Engineering Students (CFES)
    - 2.5.c.iii. Women in Science and Engineering (WISE)
    - 2.5.c.iv. Regina Geology Students' Society (GSS)
  - 2.5.d. Co-ordinate appropriate conference attendance, meet with and prepare said representatives for these conferences
  - 2.5.e. Be the liaison with other universities' engineering students' societies
  - 2.5.f. Be responsible for the co-ordination of Engineering Frosh Week
  - 2.5.g. Be responsible for the co-ordination of the events during National Engineering Week in March of each year
  - 2.5.h. Be responsible for the co-ordination of the Regina Engineering Competition
- 2.6. **The Vice-President Social shall:**
- 2.6.a. Organize and Chair the social committee
  - 2.6.b. Plan and orchestrate all RESS social events, including but not limited to:
    - 2.6.b.i. Beerfest
    - 2.6.b.ii. Second Year Mug Ceremony
    - 2.6.b.iii. Christmas Party
    - 2.6.b.iv. Non-alcoholic events for First Year students
  - 2.6.c. Be responsible for presenting social event budgets to the RESS Executive Council for approval
  - 2.6.d. Every semester announce to one core class of every year how to get RESS funding for intramural teams
- 2.7. **The Vice-President Communications shall:**
- 2.7.a. Be responsible for the maintenance of the RESS web page
  - 2.7.b. Be responsible for publicizing all RESS functions
  - 2.7.c. Be responsible for RESS submissions to the URSU Handbook and other publications as required
  - 2.7.d. Be responsible for regularly posting all Council meeting minutes to the web page
  - 2.7.e. Take minutes at Council and General meetings
  - 2.7.f. Be responsible for maintaining and updating both hard and soft copies of all official RESS documents and archives
  - 2.7.g. Serve as Chief Returning Officer for RESS elections
  - 2.7.h. Be responsible for keeping the articles of incorporation up to date

### 3. SPECIFIC DUTIES OF GENERAL COUNCIL POSITIONS

- 3.1. **The Stores Director shall:**
- 3.1.a. Shall be responsible for all stores items
  - 3.1.b. Shall be responsible for monthly inventories of stores items
  - 3.1.c. Shall be in charge of ordering stores items
  - 3.1.d. Shall be responsible, in conjunction with the VP Communications, for the advertisement of available stores items

- 3.1.e. Be responsible for running an Engineering Merchandise KIOSK at no less than one major RESS event in both Fall and Winter semesters.
  - 3.1.f. The Stores Director, VP Finance and the President will have a key to a separate cash box for stores sales
  - 3.1.g. Be responsible for posting store hours each semester and being available to sell store items during those times
- 3.2. **The Lounge Director shall:**
- 3.2.a. Ensure that the RESS lounge provides services, for lounging, needed by the Membership
  - 3.2.b. Ensure the lounge A/V equipment is cared for
  - 3.2.c. Ensure that the Coke machine is serviced, as necessary
  - 3.2.d. Ensure that the lounge is kept clean
  - 3.2.e. Ensure that a complete first aid kit is maintained
- 3.3. **The I3 Director shall:**
- 3.3.a. Promote the ideals of engineering and the RESS among both engineering students and the University of Regina student body
  - 3.3.b. Encourage RESS members to participate in the various RESS social events and charity functions
  - 3.3.c. Increase morale and the spirit of engineering within RESS membership
  - 3.3.d. Be actively involved with the planning and operation of RESS social and charity functions.
  - 3.3.e. Be the Morale Booster as outline in the RESS & SESS Morale Boosting Policy as well as the URSU Morale Boosting Policy
- 3.4. **The Grad Director shall:**
- 3.4.a. Be responsible for assisting in the co-ordination of the Iron Ring Ceremony in conjunction with the Faculty of Engineering and the Grad Committee
  - 3.4.b. Be responsible for organizing the Grad Committee
  - 3.4.c. Be responsible for working with the Grad Committee to organize the Grad Banquet
  - 3.4.d. Must be graduating in the upcoming academic year.
  - 3.4.e. The Grad Director is not necessarily the Chair of the Grad Committee .
- 3.5. **The Photos Director shall:**
- 3.5.a. Be responsible for maintaining the RESS online photo album
  - 3.5.b. Be responsible for creating a yearly printed RESS photo album
  - 3.5.c. Gather and organize photos taken at RESS events
- 3.6. **The Publications Director shall:**
- 3.6.a. Be responsible for the publishing of the Rat's Nest Newspaper
- 3.7. **The Charity Director shall:**
- 3.7.a. Be responsible for co-ordinating Pie In The Eye
  - 3.7.b. Pursue at least one (1) joint charity event with URSU each school year
- 3.8. **The Faculty Advisor shall:**
- 3.8.a. Be a liaison between the staff members of the Faculty of Engineering and the RESS
  - 3.8.b. Consult with the Vice-President Finance to ensure fiscal responsibility of the RESS
- 3.9. **The Alumni Representative shall:**
- 3.9.a. Provide continuity to the Council during transitions between elections
  - 3.9.b. Provide advice and support to members of the RESS
  - 3.9.c. Ensure that all RESS members and Council members are acting in the best interests of the RESS

#### 4. SPECIFIC DUTIES OF FIRST YEAR COUNCIL POSITIONS

- 4.1. **The First Year Chair shall:**
- 4.1.a. Inform the first year class, on a regular basis, of the events and services of the RESS
  - 4.1.b. Co-ordinate the First Year Council activities
  - 4.1.c. Chair all meetings of the First Year Council at which s/he is present

- 4.1.d. Ensure that all First Year Council members are fulfilling their responsibilities and acting in the best interests of the RESS
  - 4.1.e. Be ultimately responsible for actions taken by the First Year Council
  - 4.1.f. Notify the Council of any concerns or interests of the first year class
  - 4.1.g. Be responsible for all financial documentation of the First Year Council
  - 4.1.h. Be actively involved with the planning and operation of RESS social and charity functions
- 4.2. **The First Year Communications shall:**
- 4.2.a. Inform the first year class, on a regular basis, of the events and services of the RESS
  - 4.2.b. Be actively involved with the planning and operation of RESS social and charity functions
  - 4.2.c. Be responsible for the advertising of First Year Council events
- 4.3. **The First Year Events shall:**
- 4.3.a. Inform the first year class, on a regular basis, of the events and services of the RESS
  - 4.3.b. Responsible for organizing social events for first year engineering students
  - 4.3.c. Work in conjunction with the Vice President Social