

Policies Ratified 2024

SASKATOON ENGINEERING SOCIETY
POLICIES

A. President

- Overall responsibility for SES.
- Plan agenda and preside over Executive Meetings and Annual General Meeting (AGM).
 - Book venue for Executive Meetings.
 - Provide notice of meeting to Executive, as well as appropriate documents.
- Respond to inquiries from members and public.
- Represent the SES at both SES Sponsored and External Events.
- Develop & maintain relationships between SES and other engineering-related organisations.
- Act as a signing officer for the SES.
- Submit required documentation to APEGS:
 - Annual funding report.
 - Request for annual funding.
- Ensure that sufficient volunteers are in place and guide their efforts to appropriate committees.
- Chair Organisational Strategy/Steering Committee.

B. Vice-President

- Preside over Executive meetings and AGM in absence of the President.
- Learn and observe the role of President.
- Fill in for President as needed.
- Act as a signing officer for the SES.
- Chair Professional Development Funding Application Committee.

C. Treasurer

- Control all financial activities of the SES.
- Act as a signing officer for the SES.
- Shall work with one or more assistants to provide both continuity of service and training opportunities.
- Co-ordinate the preparation of a budget for presentation at the AGM.
- Maintain financial records of accounts and investments.
- Co-ordinate annual review of financial statements.
- Report monthly to the Executive on account balances.
- Ensure accurate information is collected to prepare APEGS Funding Report.
- Chair Financial Committee
- Ensure that SES bills get paid:
 - Post-Office box
 - Website hosting
 - Communication Software

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D. Past-President

- Fill in for President as needed.
- Advise the President in his duties.
- Chair Nominations Committee
- Chair Awards Committee
- Chair AGM Planning Committee
- Act as a signing authority for SES if needed.

E. Secretary

- Record minutes of Executive meetings and AGM.
- Maintain a set of current Policies (as amended by Executive Committee).
- Ensure documents are maintained for SES
- Maintain a contact list of all members of the Executive Committee

F. University of Saskatchewan Representative

- Report monthly on news at the College of Engineering.
- Co-ordinate SES involvement in the College of Engineering Undergraduate Design Showcase.
- Co-ordinate any joint ventures between the SES and the College of Engineering.

G. SESS Representative

- Report monthly on news from the Saskatoon Engineering Students' Society.
- Co-ordinate requests for funding and report on outcomes from funds received.
- Act as a liaison between the SES and other SESS Exec members for student mentoring events.
- Assist in planning and executing joint ventures between SES and SESS.
- Relay concerns and information between SES and engineering students at large.

H. General Committees

- It is preferred that these sub-committees are chaired by directors or officers of the SES Executive Committee.
 - If this is not possible or desirable, a previous member of the SES Executive Committee may chair a committee.
 - If this is not possible or desirable, a volunteer member of the SES may chair a committee.
 - It is preferred that a minimum of one member of the SES Executive should be on each committee (to assist with reporting to the SES Executive and the moving of motions).
 - Sub-Committees should also contain volunteers (to distribute tasks, increase diversity of views, and produce future potential nominees for Executive Committee).
 - It is expected that in the first one or two meetings of the Executive Committee subsequent to an AGM, new Directors and Officers will familiarize themselves with the various committees to determine on which committees they will serve.
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- Industry Celebrating Excellence Event Planning Committee *Ad-Hoc*

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- Typically held during Engineering Month.
- Set time, date, and location.
- Book room and food.
- Co-ordinate invitations to potential guests and corporate attendees.
- Attend event.
- Marshal the set-up of corporate displays.

- Engineering Month Committee *Ad-Hoc*
 - Typically held during Engineering Month.
 - Organise Tours and other events for Engineering Month.
 - Work with Leadership & Learning Committee to arrange learning events during Engineering Month.
 - Work with Social/Networking Committee to arrange networking events during Engineering Month.
 - If Spectrum is to be held that year, liaise with College of Engineering to integrate the event into the rest of the month.

- Leadership & Learning Committee *Standing*
 - Organise and host technical and soft skills lectures, seminars, workshop, and other events.
 - Set time, date, and location.
 - Book room and speaker.
 - Ensure that audio-visual equipment and other arrangements are in place for the speaker.
 - Ensure that speaker (and any sponsors) are introduced at event.
 - Present speaker gift.

- Networking/Social Committee *Standing*
 - Set time, date, and location.
 - Attend event.
 - Act as host or arrange delegate on behalf of the SES.
 - Typical events:
 - Family Fun & Games at Forestry Farm Park
 - Family Mini-Golf
 - Usually in summer at Fuddruckers and adjacent course.
 - Optionally in winter at Market Mall, with light refreshments.
 - Christmas Party
 - Student Mixers (often held at Louis' Loft on campus).
 - Pub Nights

- Website Committee *Standing*
 - Update upcoming events.
 - Update calendar.
 - Upload photos from SES events.
 - Maintain and improve website.

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- Promote and facilitate interaction between members via electronic means.
- Recognition Committee *Ad-Hoc*
 - Generally held in month prior to AGM.
 - Co-ordinate obtaining plaque and gift for outgoing President.
 - Co-ordinate obtaining plaques for SES annual of-the-year awards.
 - Co-ordinate obtaining plaques and/or certificates for any other award recipients.
 - Co-ordinate retrieving and engraving of Engineer and Educator of the Year Award trophies.
 - Trophies and plaques are generally handled by Listowel Trophies & Engraving.
 - Select recipient of Spirit of the SES Award (if it is to be awarded).
- Communications/Social Media Committee *Standing*
 - Receive emails of persons interested in attending SES events.
 - Confirm receipt of emails.
 - Supply total numbers of attendees to event coordinator.
 - Promote events on and maintain SES presence on all used social media platforms.
 - Maintain and create photographs and graphics for use by SES.
- Member Support Committee *Standing*
 - Solicit views and opinions of members (and potential members).
 - Create value for members:
 - Discounts from vendors.
 - Special events or discounts on SES Events and or merchandise.
- Fundraising Committee *Standing*
 - Develop and maintain relationships with current and potential funding partners.
 - Explore grant opportunities.
 - Manage membership dues.
- Governance/By-Law Committee *Ad-Hoc*
 - Create recommendations to Executive Committee on changes to Bylaws and/or Regulations.
 - Changes to By-Laws must be ratified by SES Members at the AGM.
 - Changes to Regulations must be ratified by Executive Committee.
 - Create recommendations to Executive Committee on best practices, governance, and parliamentary procedure.

I. Officer Committees

- AGM Organisation Committee *Ad-Hoc*
 - Should be chaired by Past-President
 - Committee should contain four or more current or previous members of the SES Executive Committee.
 - AGM is typically scheduled for mid-late September.
 - Set time, date, and location.

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- Co-ordinate promotion and method for reservations.
- Book room and food.
- Work with President to confirm agenda and events.
- Select Keynote Speaker.
- Appoint a minimum of two scrutineers, who shall prepare and handle all ballot and the voting process for the AGM.
- Liaise with Website Committee to ensure appropriate registration is created.
 - Typically, there should be at least two classes of registration:
 - Banquet & Meeting (which may involve a fee)
 - Meeting-Only (which should not involve a fee)
 - It is possible to add a third category of Virtual Attendee (which would typically not involve a fee).

- Awards Committee *Ad-Hoc*
 - Should be chaired by Past-President
 - Select Engineer of the Year as part of the committee.
 - Select Educator of the Year as part of the committee.
 - Selected recipients must be ratified by the Executive Committee.
 - Committee should contain four or more current or previous members of the SES Executive Committee.
 - One member of the committee should be either the University of Saskatchewan Representative or a current or former Executive Member with strong ties to the University of Saskatchewan.

- Nominations Committee *Ad-Hoc*
 - Should be chaired by Past-President.
 - Create a list of nominees for anticipated openings in the SES Executive Committee.
 - List of nominees must be ratified by Executive Committee prior to being presented at AGM.
 - Ensure members are informed of ratified list of nominees no later than fourteen days prior to scheduled date of the AGM.
 - Ensure that all nominees are eligible for their possible roles.
 - Obtain written acceptance for all nominees who will be unable to attend AGM.
 - Barring specific reasons otherwise, there is a succession process:
 - Current Vice-President is nominated to the position of President.
 - Current President is nominated to the position of Past-President.
 - Consult with Directors and Officers whose terms are ending to determine if they wish to stand again for their role (where reasonable).
 - There are several considerations when selecting nominees:
 - Incumbent's wishes to stand (where applicable).
 - Gaps (either anticipated or current) in either skills or knowledge of the Executive Committee.
 - Demonstrated enthusiasm and dedication of nominees.

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- Balance of old vs new nominees.
- Balance of backgrounds and viewpoints of nominees.
- Committee should contain four or more current or previous members of the SES Executive Committee.
- Committee must be formed no later than July 15th.

- Professional Development Funding Committee *Standing*
 - Should be chaired by Vice-President
 - Select two other Executive members for committee
 - Receive applications from members
 - Select recipients for the funding as part of the committee
 - Follow-up with applicants
 - Ensure that reimbursement is made to successful applicants
 - Report to the Executive on a monthly basis
 - Pass along successfully completed funding results to Leadership & Learning Committee for subsequent lectures or seminars.

- Organisational Strategy/Steering Committee *Standing*
 - Should be chaired by President.
 - Should contain four or more current or previous members of the Executive Committee.
 - Oversees strategy for the Executive Committee, and for the SES at large.
 - Provides more in-depth analysis of issues and potential issues.
 - Recommendations from committee will be provided to Executive Committee for ratification.

- Finance Committee *Standing*
 - Chaired by Treasurer.
 - Members of committee may fill in for Treasurer.
 - Assist in bookkeeping.
 - Assist in creation of financial reports.

J. Other

- Caretaker Term (Purdah)
 - The time following the final scheduled meeting of the SES Executive Committee in a term to the first scheduled meeting of the SES Executive Committee in the subsequent term is considered a Caretaker Term.
 - The purpose of the SES Executive Committee is to provide a functional organisation to the subsequent SES Executive Committee.
 - During this period, (other than in exigent circumstances) no member of the SES Executive Committee, any subcommittees, or any volunteer shall undertake any significant projects, significant expenditures, or partisan activity.
 - The following actions are exempt from caretaker status:
 - Planning the Annual General Meeting.

Saskatoon Engineering Society
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- Creating a list of nominees to elect to the SES Executive Committee.
- Creating and disseminating material providing accurate description of candidates to assist those casting ballots.
- Specific events approved by the SES Executive Committee.

End of Policies