



Dalhousie Undergraduate Engineering Society

Policy Manual

Revised: February 14, 2023

Approved: February 14, 2023

In the event of conflict between this document and the Dalhousie Undergraduate Engineering Society Constitution, the Constitution shall take precedence.

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1 DEFINITIONS

1.1 DUES

The Dalhousie Undergraduate Engineering Society is a parent society to the 7 Discipline Related Societies on Sexton Campus.

1.2 Constituent Society

Constituent Society refers to any society listed in Section 1 By-Law V of the DUES Constitution. Discipline Constituent Societies are societies which represent one or more disciplines within the Engineering Department. The Diploma of Engineering (DES) Constituent Society is the society which represents the first- and second-year students within the Engineering Department.

1.3 Member

Any student enrolled within the Faculty of Engineering as an undergraduate or diploma student who pays the prescribed society fee at any point during the academic year is considered a regular member.

1.4 DUES Executive

The DUES executive shall consist of the positions listed in By-Law III of the DUES Constitution.

1.5 Engineering Student Council (ESC)

The council is made up of the DUES executive as well as representatives from each Constituent Society and members at large.

1.6 General Meeting

A General Meeting is required every term to approve the budget for the term and may be attended by all members of the DUES. A General Meeting is defined in By-Law VII of the Constitution.

1.7 Group

A group is an assembly of members.

1.8 DUES Constitution

The DUES Constitution is the statement of the members, mission, and meaning of the DUES. The Constitution may only be substantively changed with a 2/3 vote of the members at a General Meeting. Grammar and formatting may be changed by a member of the executive with approval from the executive. The Constitution is considered the governing document for all financial distributions and takes precedence in all matters.

1.9 DUES Policy Manual

The DUES Policy Manual concerns the day-to-day operations of the society. The Policy Manual may be substantively changed by a majority vote at a regular council meeting. Grammar and

formatting may be changed by a member of the executive with approval from the executive. Any changes to the Policy Manual must be congruent with the DUES Constitution or the Constitution must be changed initially.

2 IDENTIFICATION

2.1 DUES Logo

The logo as it appears on the cover of this document shall be the official logo of the Dalhousie Undergraduate Engineering Society, herein referred to as the DUES. There are other variations of this logo, whose usage depends upon space constraints. The predominant logo for DUES to be used is Figure 1 as on the cover. The logo may not be changed without the approval of the Dalhousie Undergraduate Engineering Society (DUES).



Figure 1

2.2 DAL ENG Logo

a) The DAL ENG logo is not to be altered without the approval of DUES. Unanimous vote from the council is required to change this logo. The logo can be seen below in Figure 2.



Figure 4

2.3 DUES Address

The official address of DUES will be:



Dalhousie Undergraduate Engineering Society

5257 Morris St

Halifax, NS

B3J 1B6

3 COMMUNICATION

3.1 Website

DUES shall provide and maintain for its members a website for means of communicating important information to its members and providing resource information. It shall be located at <http://www.daleng.ca>.

4 TREASURY OF DUES

4.1 Location of Bank Accounts

The DUES shall maintain bank accounts, in the name of the “Dalhousie Undergraduate Engineering Society”, with the Bank of Montreal located on Spring Garden Road, Halifax, Nova Scotia. Monthly account statements shall be mailed to DUES by said bank.

4.2 Management of Treasury

The President, Vice President Finance, Vice President Internal, and Vice President External shall:

- a) Have signing authority on said bank accounts;
- b) Ensure that all bank accounts require signatures from at least two signing authorities for the withdrawal of funds from said accounts.

No council members shall approve an expenditure that may create a financial burden for future councils. In this regard, no council shall expend more than their revenue for their council year, including all sources such as transfer payments and fundraising activities.

4.3 Grants

The DUES budget for each term shall include an allocation for grants, which shall be proposed by the VP Finance for the term and approved at the AGM for the term. When the Grants budget is exhausted, only Constituent Society grants may be considered to be allotted from funds budgeted for Constituent Funding. When exhausted, Group Grants and Personal Grants will no longer be approved for the remainder of the term. Members of the Council are obligated to bring forth any concerns and/or grant application discrepancies.

4.3.1 Grant Application Process

Members are to adhere to the following process for grant applications. All grants shall be distributed on a first come, first serve basis. Incomplete forms will not be considered.

- a) Complete a standard DUES Grant application form *Appendix A – Forms*;
- b) Submit completed application form prior to the council meeting at which the grant will be decided upon;
- c) Applicants must attend the ESC meeting at which their application is under consideration;
 - a. In the event they cannot attend that ESC meeting or the next, the applicant must prepare a written statement explaining their absence and to explain the purpose of their grant application;
- d) Pick up the grant cheque not more than one month after the end of the term in which the grant was approved.

4.3.2 Grant Usage

Grants may be used for the following reasons:

- a) To fund events which promote awareness with the purpose of educating the student body or the public.
- b) To fund events which promote interdisciplinary cohesiveness or cohesiveness within any one discipline.
- c) To fund charity events put on by a Constituent Society or Group affiliated with the DUES or one of its Constituent societies.

Grants may not be used for the following reasons:

- a) To fund activities that contravene any legal statute, DSU By-Laws, the Constitution of the DSU or the Dalhousie University Alcohol Policy;
- b) To fund tuition or other education-related expenses at Dalhousie University, including its affiliated or collaborative programs.

4.3.3 Grants (Personal)

Personal grants are to be given to an active member. No more than one Personal Grant shall be granted to any one member per semester. A Personal Grant shall not exceed \$50.00, and no more than \$150.00 in personal grants shall be allocated for a single event. The \$150 limit for a single event does not apply at the final ESC meeting if funds remain.

Personal grants will only be given for conferences or competitions that are entirely self funded. Each applicant must fill out a personal grant form as found in *Appendix A – Forms* and available on www.daleng.ca in the forms section.

4.3.4 Grants (Constituents and Groups)

Group grants may be given to a group recognized to be affiliated with DUES, Engineering at Sexton Campus or as a Constituent Society. The amount of this grant shall not exceed 6% of the total budgeted amount for group grants every semester. There may only be

one group grant per event. If funds remain at the final ESC meeting of the term the limit of one group grant per event does not apply. Groups are limited to one grant per academic term unless funds are available at the final meeting of the academic term. Priority in the winter term will be given to those societies who did not receive a grant in the Fall, as well as for fund remaining at the end of the each term. Group grants can not be used for the purposes of a constituent banquet/gala (constituent banquet funding). Groups are required to fill out a group grant application form as found in *Appendix A – Forms* and available on daleng.ca in the forms section.

4.3.5 Constituent Banquet Funding

Banquet grants may be given to a Discipline Constituent Society, excluding the Diploma in Engineering Society, planning to have a banquet in the current term. The goal of this grant is to facilitate finding funding for the majority of the banquet from other sources. As a result, the grant is equal across all Discipline Constituent Societies regardless of the number of members within the society. Past precedence for this grant is \$200 and this shall be followed unless the Vice President Finance or the council determines otherwise. A grant may be withheld from a Constituent society if they have not met the criteria for funding by attending council meetings in the previous term. Banquet Funding comes from funds allocated in the budget for grants. Only one banquet may be funded per academic year per Constituent society. Constituent Societies are required to fill out a banquet funding request form, available on daleng.ca in the forms section.

4.3.6 Grant Approval Process

Grants will be presented by the Vice President Finance at the first full council meeting after submission. Grants will be Approved, Deferred, Conditionally Accepted, or Denied by a majority vote of the council, with power of veto given to the VP Finance of the DUES.

The Vice President Finance must archive a record of all grant allotments issued in a given year. Each archived grant record must be accompanied by the original application or a photocopy.

4.4 Tutoring Finances

The Dalhousie Engineering Tutoring Program shall be subsidized by the Dean of Engineering. The account for this program shall be that of the Dalhousie Undergraduate Engineering Society (DUES). Each cheque shall be signed by two signing authorities. The Tutoring Program finances shall only be used to pay tutors after their hours have been logged and approved by the tutoring coordinator. All rules and compensation rates can be found in the DUES Tutoring Program Rulebook.

4.5 Conference Funding

For the conferences listed in By-Law XII of the Constitution, DUES will provide the following funding:

- 1) For the ACES Annual General Meeting, CFES President's Meeting, CFES Canadian Engineering Leadership Conference, and the ACES Engineering Leadership Summit, DUES shall provide full funding for flights and registration for the VP External (or another DUES Executive if the VP External cannot attend)
- 2) DUES shall provide as much money as possible for flights and registration of additional delegates for all conferences listed in By-Law XII of the Constitution, based on the conference budget allotted by the Dean's Office. Priority shall be given to fully funding delegate fees for selected delegates. Delegates who were not selected shall be contacted with an opportunity to self-fund if DUES still has the opportunity to send more delegates after funding is exhausted.

5 COUNCIL RULES AND REGULATIONS

5.1 Council Chair

The council Chair shall conduct the meeting in accordance with this Procedure, and shall enforce this Procedure, these By-Laws, and the Regulations of the DUES as pertaining to Council Meetings. It will be the duty of the chair to ensure that all Council Members are given reasonable opportunity to express their opinions. The Chair will also be responsible for the agenda.

5.2 Council Secretary

The Recording Secretary shall be responsible for the recording and distribution of minutes of all meetings of Council.

5.3 Council Meetings

Meetings will be held every two weeks on a day set and agreed upon at the first meeting. The Chair shall notify every Council Member by email at least seventy-two hours in advance of the meeting.

5.4 Council Agenda

The agenda shall be created by the chair in accordance with the following:

- a) Include any business arising from previous meetings;
- b) Include any items submitted by a council member to the chair at least 72 hours before the council meeting;
- c) Include all items unless amended to be removed prior to the acceptance of the agenda;
- d) Include new items after the acceptance of the agenda only if approved by 2/3 of the council.

5.5 The Order of Business of a Council Meeting

Standard DUES Council Meetings will proceed according to the following Agenda template:

- a) Call to Order
- b) Acceptance of the Agenda
- c) Communications Received
- d) Business Arising out of the Minutes
- e) Acceptance of the Minutes of the previous meeting
- f) Reports from the Executive
- g) Reports of Appointed Representatives/Class Reps
- h) Reports of Committees and Societies
- i) Question and Answer Period
- j) Old Business
- k) New Business
- l) Announcements
- m) Adjournment

5.6 Speaking at Council and Visitors to Council

Any person, who the Chair feels may contribute to a fuller understanding of the issues under discussion, may – upon recognition from the Chair – address Council. Any member or visitor wishing to enter the discussion must indicate to the Chair by raising their hand and wait until recognized. A member who feels the Chair is deliberately not recognizing him or her may rise on a Point of Personal Privilege (Section 5.18).

5.7 In-Camera Protocol

Council may move in-camera and exclude visitors from the meeting only by a two-thirds (2/3) vote of Council. No minutes are kept. In-camera discussions are privileged information regarding the private affairs of DUES, and as such shall be considered confidential.

5.8 Members of Council

All members of council shall:

- a) Arrive on time and be prepared to participate in scheduled meetings where notice is duly given;
- b) In the event of the presentation of a report, ensure that copies are circulated in advance;
- c) Be familiar with, and observe the provisions of this procedure, and the By-Laws and Regulations of the DUES.
- d) Send regrets to the Chair or the President if unable to attend a meeting.

5.9 Duration of Meetings

No council meeting may last longer than one and a half hours unless extended by a two-thirds (2/3) vote of Council members present.

5.10 Call to Order

Meetings start, or reconvene after a recess, only when the Chair calls the members to order. The Chair shall attempt to do this at the appointed time, but they must exercise judgment concerning the number of members present and possible, reasonable causes for delay;

5.10.1 Absence of the Chair

In the event of an unexplained absence of the Chair, Council shall not appoint an acting Chair until at least ten (10) minutes after the scheduled start time. After 10 minutes, the President shall act as Chair of the meeting for the sole purpose of allowing council, by a two-thirds (2/3) vote, to appoint an acting Chair.

5.10.2 Absence of the Recording Secretary

In the absence of the Recording Secretary, Council may appoint any person as temporary recording secretary, provided that any council member so appointed shall not be denied their voting privileges.

5.11 Meeting Procedure

Please refer to Appendix B – Meeting Procedure for full meeting regulations.

6 Society Storage Room

Room 2116 in the Richard Murray Design Building is designated as society storage space through an agreement with the DSU. This agreement is renewed by DUES on a yearly basis. All societies on Sexton Campus, whether related to engineering, architecture, or planning, are all permitted to apply for use of the space. To use the space, societies must agree to the following conditions when applying through the form found in Appendix A:

By signing this agreement, your society has agreed to the following terms of service:

- 1) DUES will not be held responsible for any lost, stolen, or damaged items within the storage room.
- 2) Societies may only keep items within their designated shelf space.
- 3) The code to the storage room lock box must not be given to students outside of the society executive team.
- 4) Food is not to be kept in the storage room to avoid issues with mice and rats.
- 5) This agreement is valid from September of this school year through September of the following. The society must reapply to continue to use the storage space for the following school year. A reminder to reapply will be sent by DUES between August and September. If your society does not wish to reapply, all items within storage must be removed by September 30, 2023, otherwise the items will be given away or thrown away at the discretion of the DUES executive.

APPENDIX A – FORMS

Form 1 – Group Grant Request Form

Form 2 – Personal Grant Request Form

Form 3 – SEEF Application Form

Form 4 – Conference Application Form

Form 5 – Reibusrement Form

Form 6 – Constituent Society Audit Form

Form 7 – Society Stroage Room Application Form

Form 1: Group Grant Form

DUES Group Grant Request Form

* Required

1. Email *

2. Group Name *

3. Group Contact *

4. Phone Number *

5. Student ID *

6. Purpose of Funding Request *

7. Amount Requested *

8. Budget for funding use (optional but recommended)

Files submitted:

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Google Forms



DUES Personal Grant Request Form

* Required

1. Applicants Name *

2. Mailing Address *

3. Email *

4. Phone Number *

5. Student ID *

6. Purpose of Reconciliation *

7. Amount Requested *

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Form 3: SEEF Application Form

SEEF Application Form

* Required

1. Proposal Title *

2. Lead Proposer *

3. Which best applies to you *

Mark only one oval.

- Undergraduate Student
 Graduate Student
 Professor
 Staff
 Alumni

4. Lead's Email *

5. Lead's Telephone *

6. Supporting Proposers *

7. Project Objective *

8. Funding Amount *

9. Attachment of Detailed Budget (including applicable receipts and/or quotes; please indicate which item(s) SEEF funding will be going towards) *

Files submitted:

10. Do you have alternative funding sources? *

Mark only one oval.

Yes

No

11. If Yes, list sources and amounts

12. Number of Undergraduate Students Affected *

13. Interest of Proposer *

14. Justification for Proposal *

15. Have you or your group received funding from SEEF in the last 2 semesters? *

Mark only one oval.

Yes

No

16. If Yes, for how much/which project

17. If applicable, please attach a project plan/timeline

Files submitted:

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Form 4: Conference Application Form

Form 5: Reimbursement Form

DUES Reimbursement Form

Fill out the following form if you've made an approved purchase and require reimbursement. Cheques can be picked up in the DUES office (check office hours) one week after form submission as long as all information is present and correct. If you do not have a receipt you MUST contact vpfinance@daleng.ca

* Required

1. Name *

2. If a society reimbursement, full society name

3. Description of purchase *

4. Amount *

5. Clear photo/scan of receipt? *

Files submitted:

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Google Forms

Form 6: Constituent Society Audit Form

DUES Constituent Society Audit

* Required

1. Society Name *

Mark only one oval.

- Civil Engineering Society
- Chemical Engineering Society
- Industrial Engineering Society
- Electrical Engineering Society
- Environmental Engineering Society
- Mechanical Engineering Society

2. Contact Name *

3. Contact Email *

4. Have you used Airtable for your audit? *

Mark only one oval.

- Yes *Skip to question 5*
- No *Skip to question 7*

Airtable Audit

5. Insert Airtable Link *

6. Notes/Comments

Excel Audit

7. DDF (Direct Deposit Form) *

Files submitted:

8. Finances Document (Ledger, Budget and Budget Allocations) *

Files submitted:

9. Constitution *

Files submitted:

10. Bank Statements *

Files submitted:

11. Notes/Comments

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Form 7: Society Storage Room Application Form

Society Storage Application & Agreement 2022/2023

This form allows Dalhousie Sexton Societies (engineering, architecture, or planning) to apply for a storage slot within the

DUES Society Storage Room . This form also serves as an agreement that societies understand the rules associated with the use of the DUES Society Storage Room, and will abide by them.

The DUES Society Storage Room is a shared space on Sexton Campus where societies may keep belongings (i.e. merch, event decorations, equipment, etc.). To use this space, societies must submit an application each year to renew their storage slot(s).

* Required

1. Society Name *

2. Society Point of Contact Name *

3. Society Point of Contact Email *

4. Estimated Shelf Space Required (please note you are not guaranteed the amount of space requested) *

Mark only one oval.

1 Slot

2 Slots

5. By signing this agreement, your society has agreed to the following terms of service:

- 1) DUES will not be held responsible for any lost, stolen, or damaged items within the storage room.
- 2) Societies may only keep items within their designated shelf space.
- 3) The code to the storage room lock box must not be given to students outside of the society executive team.
- 4) Food is not to be kept in the storage room to avoid issues with mice and rats.
- 5) This agreement is valid from September 2022 through September 2023. The society must reapply to continue to use the storage space for the following school year. A reminder to reapply will be sent by DUES between August and September 2023. If your society does not wish to reapply, all items within storage must be removed by September 30, 2023, otherwise the items will be given away or thrown away at the discretion of the DUES executive.

Check all that apply.

On behalf of my society, I agree to these terms of service

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Google Forms



APPENDIX B – MEETING PROCEDURE

Motions: Main Motions

- (a) In order for an item to be placed before a meeting for discussion, a Motion must be moved, seconded and accepted by the Chair. This motion is called the Main Motion;
- (b) The Chair may only reject a Motion if it is moved in contravention of this Procedure, the By-Laws or the Regulations. Such rulings are subject to challenge.
- (c) Only when a motion is moved, seconded and accepted may it be debated;
- (d) Movers and seconders have the right to vote for, against or abstain from motions which they have moved or seconded;
- (e) Once accepted by the Chair, a Main Motion may not be withdrawn.

Motions: Secondary Motions

- (a) Except where explicitly stated otherwise, Secondary motions shall be treated the same as Main Motions;
- (b) Secondary Motions require a mover, and a seconder, and must be accepted by the Chair;
- (c) Secondary Motions may be moved while a main motion or a secondary motion of lower precedence is on the floor;
- (d) The precedence of Secondary motions shall be as follows: Motion to Divide shall take precedence over Motion to Table, which shall take precedence over a Motion to Refer which shall take precedence over a Motion to Amend;
- (e) Motion to Amend
 - i. Amendments must address the Main Motion currently under consideration;
 - ii. An amendment may not reverse or substantially alter the intent of the Main Motion;
 - iii. An amendment must add to, delete from, or substitute words in the main motion, or divide the motion;
 - iv. At any one time, only one amendment may be made to any one motion, either in amending the main motion, or amending a proposed amendment;
 - v. Any number of amendments to any one motion may be made, but they must be made one at a time. An amendment can only be moved after the preceding one has been voted on;
 - vi. Only after an amendment has been voted on may the debate on the motion being amended resume;
 - vii. The Chair may rule an amendment to be similar to an amendment already debated , and thus, out of order;
 - viii. Unlike a Main Motion, a Motion to amend may be withdrawn if both the Mover and Seconder wish to do so.
- (f) Motion to Defer
 - i. A motion may be made, or a main motion may include the directive to defer the main motion to a committee or other body;

- ii. A motion to defer, whether made as a main motion or while debate is in progress, is fully debatable.
- (g) Motion to Table
 - i. A motion to table may be made only if the postponement is made until a fixed date or until a specific event (with a known date);
 - ii. A motion to table may be debated. However, the debate must be confined to the advisability of the proposed postponement;
 - iii. Tabling motions may only be amended to change the length of postponement
 - iv. A tabling motion may be brought back to the floor for debate at the meeting in which it is tabled, or subsequent meetings, by a two-thirds (2/3) majority of Council Members present.
- (h) Motion to Divide the Question
 - i. A motion to divide the question made by any member so as to allow Council to consider an portion of the Main Motion which may stand alone for debate;
 - ii. A motion to divide must be seconded;
 - iii. The Chair may rule on the validity of this motion, as such rulings may be challenged.

Debate

- (a) Discussion may begin only after a motion has been accepted by the Chair.
- (b) The mover has the right to speak first.
- (c) The seconder has the right to speak second.
- (d) The Chair shall not permit a member to speak a second time until every other Council member who wishes to speak has spoken once. Exceptions will be made at the discretion of the Chair, for the instance when a particular comment requires clarification from a previous speaker.

Ending Debate

- (a) The length of debate before putting the Motion to a vote is at the discretion of the Chair.
- (b) Members may request that *“the Question be called”*, meaning the vote be taken, or, when the vote is called, members may *request that debate continue*, and the Chair may accept or deny the request.
- (c) The Chair may ask for a vote of Council on whether or not to close the debate.
- (d) Members may challenge the ruling of the Chair, as per section 21 of this procedure.

Voting

- (a) The voting at any council meeting may be by voice vote or show of hands at the discretion of the Chair.
- (b) During Elections or Appointments by Council the Chair shall follow the procedure outlined in section 19 of this Procedure.

- (c) During a regular vote, a Council member may demand that a show of hands be used instead of voice vote, or a roll call vote be used instead of a voice vote, provided the request is made immediately after the result is announced.
- (d) Such a request does not require a seconder.
- (e) Such a demand invalidates the previous results.
- (f) Such a demand must be acted on by the Chair.
- (g) Unless where otherwise stated in these procedures, the By-Laws or the Regulations, a motion will be declared carried when passed by a simple, fifty percent plus one majority.
- (h) The Chair does not have the right to vote, except when there is a tie in the vote, in which case the Chair shall break the tie by voting according to their own judgment of the issue.
- (i) There shall be no proxy voting.
- (j) Results of a roll call vote shall be recorded in the minutes.

Dissent and Support

A member may have their vote on a particular motion noted by name in the minutes. Particularly, a member who votes against a motion that carries, or who votes for a motion that is defeated, may have their dissent from the majority recorded in the minutes by so requesting after the results of the vote is announced.

Adopt, Accept, Approve, Receive

- (a) When a committee report is presented to a meeting, the first *motion to be made concerning it is that the report be "received"* by Council. Thus, even if not approved, the report will be written into the minutes.
- (b) A motion to receive may be amended only to divide the report for the receipt of one section at a time.
- (c) Council may table or refer a report.
- (d) If a motion to receive the report is in the affirmative, the next motion concerning the report will normally be one to adopt, approve, or recommend its proposals to another body.

Points of Order, Personal Privilege, and Information

- (a) A member may interrupt a speaker only to raise a Point of Order, Personal Privilege, or Information. The member who is speaking will yield the floor until such time as the Chair directs him or her to resume.
- (b) A *Point of Order* shall be raised when a member of Council feels the rules of procedure, By-Laws or Regulations of the DUES are being violated in some way in the meeting.
- (c) A *Point of Personal Privilege* shall only be raised by a member who feels that they are being misrepresented, misquoted, or over a matter of honour.
- (d) A *Point of Information* may be made by a member as a request for information relevant to the business at hand. The member will ask the Chair "Will the member

yield for a question?" The Chair will then ask the member who has been interrupted if s/he will accept a question. The member who has been interrupted may decide to either answer or not answer the question.

- (e) The Chair shall ask for the reason for the interruption and either act on the information or declare it unjustified and direct the speaker to continue.

Rescind, Reconsider

- (a) A motion which has been acted on (in that money has been spent, a contract has been signed, a meeting adjourned, for example) may not be reconsidered.
- (b) Any motion passed at the previous meeting but not yet acted on may be *reconsidered at the subsequent* meeting by the members moving, seconding and passing the motion to do so.
- (c) To *reconsider a motion that was dealt with earlier in the same meeting*, the mover (but not the seconder) of the motion to reconsider must be a member who voted with the majority on the first vote.
- (d) A motion of adjournment cannot be reconsidered or rescinded

Challenge the Chair

- (a) Every member of Council has the right to challenge any specific decision or ruling of the Chair.
- (b) Those proposing the challenge to the Chair must first have stated a Point of Order or Privilege, and if not satisfied with the Chair's ruling, may then state, "I challenge the Chair."
- (c) If there is a seconder, the Chair must recognize the challenge.
- (d) The challenger may briefly state their challenge and the Chair may state a brief defense of their decision, not to exceed two minutes each.
- (e) The Chair shall put the matter to a vote.
- (f) Only a majority vote can reverse a decision of the Chair. In the Event of a tie vote, the decision of the Chair is sustained.

Next Meeting

The Chair shall confirm the next meeting date, or should a special meeting be required, or no meeting is scheduled, coordinate the selection of the next meeting date, before the current meeting is adjourned.

Recess and Adjournment

- (a) Recess
 - i. The Chair may declare a recess whenever they consider it prudent to do so.
 - ii. A member may interrupt to move that a short recess be declared. Such a motion requires a seconder and is fully debatable.
- (b) Adjournment
 - i. Members may move to adjourn at any time during a meeting but may not do so when another motion is being discussed.

- ii. Motion to adjourn does not require a seconder and is not debatable.
- iii. The Chair may adjourn the meeting without a vote only if:
 - A) Discussion and conduct have degenerated to the point here order cannot be restored.
 - B) An emergency exists that could threaten the security of Council.
 - C) All other business on the approved agenda has been concluded.
 - D) A move to adjourn by the Chair may be challenged as per section 21.

APPENDIX C – CONFERENCE CODE OF CONDUCT

This Code of Conduct applies to all delegates selected to represent the Society at all Society endorsed conferences.

Each delegate is expected to:

- a) Behave in a manner that positively reflects Dalhousie University and the Society.
- b) Dress appropriately for the conference, as specified by the conference organizers.
- c) Attend, and be fully able to actively participate in, all sessions assigned to them by the Head Delegate. This includes, but is not limited to, all workshops and discussions.
- d) Be fully financially responsible to the Society to cover all damage fines incurred as a result of their actions.
- e) Delegates that fail to adhere to the said code will be dealt with by the Society on a case-by-case basis.
- f) Delegates are responsible for creating and submitting a Conference Summary Report to the Vice-President External within 2 weeks following the Conference attended.

APPENDIX D – CONSTITUENT SOCIETY CONSTITUTION FORMAT

It is recommended that Constituent Society Constitutions will observe the following format.

Section 1 – Society Definition

- 1.1 Society Name and Goal
- 1.2 Definition of membership
- 1.3 Executive
- 1.4 Website/Email Information

Section 2 – Elections Procedures

- 2.1 Frequency of elections
- 2.2 Format of elections
- 2.3 Reporting of election results to DUES

Section 3 – Finances

- 3.1 Society Legal Banking Name
- 3.2 Society Banking Institution and Branch Address
- 3.3 Society Budget Policy
- 3.4 List of Society funding sources outside of DUES [If Applicable]

Section 4 – Events

- 4.1 List of events held by Constituent Society
- 4.2 Descriptions of each event held by Constituent Society

Section 5 – Sub-Societies [If Applicable]

- 5.1 List of sub-societies within Constituent
- 5.2 Description of sub-societies and financial relationship with Constituent

APPENDIX E – SEXTON ENGINEERING ENDOWMENT FUND (SEEF)

The SEEF fund consists of a direct levy paid by all engineering students on Sexton Campus with the goal of improving education and comfort on Sexton Campus for current and future students. The organization of the SEEF Committee shall be as follows:

1. Committee Members

The SEEF Committee shall consist of both student and faculty representatives. Student representatives shall be appointed by the DUES executives for the term in which they will serve. The SEEF Committee shall be as follows:

- a. The SEEF Chair appointed by the DUES Executives.
- b. The DUES President
- c. A DUES executive member
- d. The Dean of Engineering or a designate Associate or Assistant Dean in the event the Dean of Engineering is unable to attend.
- e. Dalhousie University, Faculty of Engineering Administrator
- f. Two undergraduate students in Engineering on Sexton Campus to be appointed by the DUES executives;

2. Committee Meetings

Meetings of the SEEF Committee shall occur at least once during each of the Fall and Winter Semesters, preferably twice.

3. SEEF Submissions

A Call for Submissions to SEEF shall be released via Faculty-wide email and supplemented by posters/visual advertising no less than 10 days before the SEEF Committee Meeting at which the Submissions shall be reviewed. Any student who has paid the levy may enter a submission. The DUES may also enter submissions. Submissions must be made in accordance with the SEEF Submission Form (Appendix A – Forms).

4. SEEF Decision Rubric

The SEEF Committee shall follow the proceeding SEEF Decision Rubric in evaluating submissions.

5. SEEF Result Announcement

The decisions of the SEEF Committee shall be communicated to the submitter. In addition, the list of approved submissions shall be posted on the DALENG website.

SEEF Application Rubric					
Category	Suitable for SEEF	Contribution of Applicant to Sexton	Budget	Need	Students/Staff Affected
Description	Does it fit one of the following categories: supplemental academic, facilities augmentation, student life improvement	The knowledge, commitment and reliability of the applicant as related to the project	Detailed, itemized budget with receipts/quotes and a project plan if necessary	Requirement of SEEF funding for the project to be realized, percentage of project to be funded by SEEF	Number of resources on Sexton campus affected by the project
Weighting	20	10	30	10	30