
University of Manitoba Engineering Society

Policy Manual



Run by students, for students
MMXVII



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Article 1 - General

1. Refer to the Constitution for the definitions used in all of the Society's Governing Documents; and
2. Refer to the Constitution for procedure on amending the Policy Manual as well as for the policy for enactment.

Article 2 – Council Meetings

Section 2.1 – Chair of Meetings

1. The Chair shall be the chair of Council meetings;
 - a. In absence of the Chair, and if they have not appointed an alternate chair, the Senior Stick will chair the Council meeting.
2. The chair shall enforce Robert's Rules of Order; and
3. The chair does not cast a vote unless there is a tie.

Section 2.2 – Notifications and Scheduling

1. Society Members must be made aware of the date, time and location of all Council meetings taking place in the Fall term prior to the first meeting of the Fall term;
2. Society Members must be made aware of the date, time and location of all Council meetings taking place in the Winter term prior to the first meeting of the Winter term;
3. A call for topics and the initial agenda must be sent out to Council at least 48 hours prior to the start of the meeting;
4. During each term of the Regular Session at least five (5) meetings must be held with at least one meeting per month, excluding December and April;
5. The date and time of Council meetings are set, and can be rescheduled, at the discretion of the Executive, provided:
 - a. Council is given at least 24 hours notice prior to the original meeting;
 - b. The new meeting begins at least two (2) business days after the notice is given; and
 - c. The date, time, and reason for rescheduling are provided upon notice.
6. At least two (2) Council Meetings must be held during the Summer Session. They are:
 - a. The Council Retreat, which is to be the first official Council Meeting;
 - b. The Budget Meeting, which is to be the second official Council Meeting; and
 - c. An optional third meeting prior to Engineering Orientation.
7. The Senior Stick may, call a Council Meeting at their discretion, provided:
 - a. The Meeting occurs at least two (2) business days after it was called; and
 - b. The date, time, and purpose are provided upon notice.
8. The Senior Stick shall call a special Council meeting upon receiving written request from any ten (10) Council Members, provided:
 - a. The Meeting occurs at least two (2) business days after it was called; and
 - b. The date, time, and purpose are provided upon notice.

Section 2.3 – Attendance

1. Quorum shall be fifty-percent-plus-one of the votes of Council;
2. Council Members are expected to attend all Council meetings;
3. Any Member missing a meeting must send written regrets to the Secretary prior to the start of the meeting. Members who do not send regrets shall be deemed absent without regrets; and
4. Any Member absent for three (3) consecutive meetings or for five (5) meetings in total may be removed from their position, and shall not receive Co-Curricular Recognition:
 - a. This decision shall be made at the discretion of the Executive Committee.

Section 2.4 – Voting

1. Each Executive Officer shall be entitled to one (1) vote:
 - a. The vote cannot be proxied.
2. Each Directorship shall be entitled to one (1) vote, held by the Head Director or other Directorship Member in their absence:
 - a. The vote can be held by one of the Frosh Interns of the Directorship.
3. The Equity Officer shall be entitled to one (1) vote:
 - a. The vote cannot be proxied.
4. Each of the two (2) Advocacy Representatives shall be entitled to one (1) vote:
 - a. The vote cannot be proxied.
5. The two (2) Frosh Representatives shall be entitled to a total of one (1) vote:
 - a. The Frosh Representatives must be in consensus before casting a vote. If a consensus can not be agreed upon, the vote will be brought to the First Year Committee.
 - b. The vote can be proxied to a member of the First Year Committee.
6. The Technical Society Representatives shall be allowed to vote a total of half the number of recognized Technical Societies at the beginning of the term (rounded up):
 - a. Each Technical Society can only hold one vote;
 - b. Technical Society votes shall not drop below 5;
 - c. If the president of the Technical Society is present they hold the vote for their Technical Society; and
 - d. The votes for the Technical Societies will be granted on a first come first serve basis.
7. Voting at Council Meetings shall be by a show of placards, except where the Constitution or Robert's Rules of Order require a secret ballot vote.

Section 2.5 – Email Voting

1. In the event that a vote by Council must be held before the next scheduled UMES Council Meeting an email vote can be called:
 - a. This can only be used if the Executive Committee determines it would be unfeasible to call a Council Meeting; and
 - b. Only the Senior Stick has the authority to call for an email vote.
2. In the email to council announcing the vote, the Senior Stick must provide:

- a. Justification as to why an email vote must be held rather than voting at the next Council Meeting;
 - b. All relevant information for Council to make an educated vote; and
 - c. Answers to any questions asked by Council Members.
3. Only Executives, Directorships, the Equity Officer, Advocacy Representatives, and Frosh Representatives can vote for an email vote. Technical Societies do not hold a vote for email votes:
 - a. Head Directors hold and must be the one to email the vote on behalf of their Directorship. The email response must indicate that it is the Head Director that has cast the vote; and
 - b. If proof is provided that the Head Director is unable to cast the vote within 48 hours, any other member of the directorship may cast the vote.
4. An email vote shall be passed if a “yes” vote has been received from at least $\frac{2}{3}$ of eligible voters:
 - a. The vote must remain open for at least 48 hours.
5. Council Members must be made aware of the result of the vote within one (1) week that the result is known.

Article 3 – The Window

Section 3.1 – Staffing Requirements

1. All Members of UMES Council are required to work a minimum of one (1) shift per week for one term during the Regular Session. Failure to perform this task will result in Council Members not receiving recognition on their Co-Curricular Record:
 - a. Frosh Interns must work a Window shift in the Winter term;
 - b. Should a Council Member be unable to attend their shift (entirely or in part), it is their responsibility to find an eligible replacement and make up for the missed shift within the academic term;
 - c. Should an eligible replacement not be found or a missed shift not made-up, a shift will be deemed unattended;
 - d. Upon attaining two (2) unattended shifts, the Council Member and their respective Vice Stick will be contacted by the Merchandise Directorship; and
 - e. Failure to attend three (3) shifts in a term shall be considered failure to perform the task. The Merchandise Directorship is to notify the Senior Stick and appropriate Vice Stick regarding the matter.
2. Operation of The Window shall be limited to the Members of UMES Council or an individual approved by the Merchandise Directorship and the Executive Committee.

Section 3.2 – Transaction Records

1. All transactions shall be recorded by some method at the discretion of the Merchandise Directorship and at the approval of the VSI and VSF.

Section 3.3 – Receipts

1. Receipts shall be issued if requested by the customer. A member of the Merchandise Directorship must be present at the time of issue.

Section 3.4 – Account Purchases

1. Purchases made by Faculty or Departmental representatives can be made through their respective FOAP Accounts. A Merchandise Director or an Executive Member must be present for such a transaction; and
2. Invoices for Account Purchases are to be compiled by the Merchandise Directorship and submitted to the VSF.

Section 3.5 – UMES Event Tickets

1. Tickets to UMES Events may be sold through The Window:
 - a. Proceeds from these sales must be kept separate from the regular proceeds of The Window.
2. A ledger of ticket sales is to be accurately kept by the coordinating/overseeing Directorship, including noting complimentary tickets given out for the event, and submitted to the VSF to be added to the financial records.

Article 4 – Poster Stamping

Section 4.1 - Content

1. A poster shall be considered acceptable for posting within Price Faculty of Engineering spaces:
 - a. It does not violate the University of Manitoba Respectful Work and Learning Environment Policy;
 - b. It does not contain any references to nudity, excessive sexual content, or profanities;
 - c. Posters with explicit references to alcohol must:
 - i. Not promote overconsumption or abuse, drunkenness, drinking contests, or alcohol as a prize.
 - ii. Use the name that corresponds to the name of the event on the Occasional Permit for advertisement. References to alcohol shall not be permitted, except where specific approval by the provincial authority is granted.
 - iii. Be approved by the Dean's Office prior to posting within Price Faculty of Engineering spaces.
 - d. It does not promote any political or religious affiliations;
 - e. It is written in English or has appropriate, verified English translations on the front of the poster; and
 - f. It is produced by either an UMSU or UMES-recognized Student Group.
 - i. Exceptions to the above include, but are not limited to, potential student employers at the discretion of the UMES Executive.
2. Tutor postings shall not be stamped, but referred to apply to join the official UMES Tutor Registry; and

3. For non-UMES posters, no more than ten (10) posters shall be approved for any given event/cause.

Section 4.2 – Location

1. Posters not placed on designated poster boards throughout the Price Faculty of Engineering spaces shall be considered unlawful;
2. Tape and staples are not considered acceptable methods of fastening posters to poster boards. Only tacks are to be used;
3. All posters displayed on designated poster boards must contain one of the following marks:
 - a. An approval stamp from UMES Executive Council; or
 - b. The UMES Logo:
 - i. The UMES Logo may only be printed on a poster if it is for an event that is associated with UMES.
4. Unstamped, taped or stapled posters, located on Price Faculty of Engineering owned bulletin boards shall be considered unlawful;
5. Unlawful posters will be removed will be removed; and
6. Any poster that the Dean's Office asks to be removed will be removed

Article 5 – Finances

Section 5.1 – Cheque Requests

1. A cheque request will be issued provided the cheque request includes the following information:
 - a. Directorship, section, and subsection in the budget;
 - b. Budget number;
 - c. Name of party to be paid;
 - d. Total to be paid; and
 - e. Name and signature of UMES Council Member.
2. Any cheque request in excess of the budget line to which it is assigned, or not included in the UMES budget, must be discussed with the VSF and the Senior Stick prior to submission:
 - a. If both the VSF and the Senior Stick approve, the reimbursement can be made in the following conditions:
 - i. The purchase is not included in the budget and is under \$25;
 - ii. The purchase is included in the budget and is less than either \$100 or 10% of the unit cost, whichever is greater;
 - b. Reimbursements not included in the budget and not meeting the requirements under point (a) must be approved by Council prior to a reimbursement being authorized;
 - i. If a Council Member requires reimbursement prior to the next Council Meeting, the reimbursement can be made if unanimous approval is provided from the Executive Committee;
 - ii. The budget must still be amended at the following Council Meeting:

1. If the motion fails, the Council Member's reimbursement will remain but the Executive Committee will lose their authority to authorize reimbursement prior to Council approval for the remainder of the academic year.

Section 5.2 – Cheque/Cash Deposits

1. Any deposit made to UMES must include the following information:
 - a. Directorship, section, and subsection in the budget;
 - b. Budget number;
 - c. Total value of the deposit being made;
 - d. A deposit slip with a breakdown of all items being deposited;
 - e. Name and signature of UMES Council Member; and
 - f. Date of deposit submission.

Section 5.3 – Signing Authority

1. The following Council Members shall have signing authority:
 - a. The Senior Stick;
 - b. The VSI;
 - c. The VSE; and
 - d. The VSF.
 - e. The Executive Committee can approve an additional Council Member(s) to receive signing authority with a two-thirds (2/3) majority vote. This should only be done when absolutely required.
2. External Contracts may only be signed after being viewed and approved by the Senior Stick and one (1) other Council Member with signing authority:
 - a. Contracts spanning numerous events or lasting longer than forty-eight (48) hours must be approved by Council prior to being signed:
 - i. This does not apply to contract renewals as long as the terms are deemed by the Executive Committee to not have changed significantly.
 - b. Unless the Senior Stick chooses otherwise, new contracts should be reviewed by the Council Student Group Advisor prior to being signed.

Section 5.4 – Financial Records

1. The financial records shall contain the details of all transactions, incomes, and expenses of the Society incurred during the fiscal year;
2. Any financial records shall be provided to UMSU upon their request; and
3. Any member of Council or the Society may inspect the financial records of the Society provided that one (1) week prior written notice is given to the VSF.

Section 5.5 - Budget

1. Each Council Position is responsible for submitting a preliminary budget to the VSF at least two (2) weeks prior to the Finance Committee Meeting;
2. The compiled proposed budget shall be posted for all Council Members at least one (1) week prior to the Annual Budget Meeting;

3. The general budget shall be duly itemized to the satisfaction of Council;
4. The Finance Committee shall budget for a surplus of at least 50% of the total income from Student Fees;
5. The approval of, or amendment to, the budget requires a two-thirds (2/3) majority vote of Council:
 - a. Budget amendments must be submitted to the VSF prior to the distribution of the Meeting agenda; and
 - b. A budget amendment cannot be made without the Senior Stick or VSF present.
6. The approved budget must be made available to all Society Members;
7. The budget line, the quantity and the unit cost must be specified in any amendment to the budget;
8. The Senior Stick must report to Council on the use of their discretionary fund in both the fall and winter term, and a full summary before the end of their term;
9. For events where purchases must take place prior to the Budget Meeting, a preliminary budget must be passed by Council:
 - a. The preliminary budget may be passed by the Council of the previous year; and
 - b. Expenses may exceed the individual budget lines in the preliminary budget as long as the total expense remains below that of the preliminary budget.

Article 6 – Fees

1. Any change to the Endowment Fund Fees must first be put to a referendum held on a maximum three year interval; and
2. The UMES fee assessed to all Society Members may only be changed with a referendum.

Article 7 – Council Space

Section 7.1 – Key Holders

1. All Council Members shall be given the opportunity to have swipe access to room E2-292 and key access (based on availability) to their directorships office of their Council Position;
2. Keys may be recalled for the following reasons:
 - a. Temporary deficiency of keys to a select office; or
 - b. Disciplinary action (as outlined in Article 8).
3. Master keys to room E2-292 shall be held by the following individuals:
 - a. The Senior Stick;
 - b. The VSI; and
 - c. The VSE.
4. Responsibilities of the key holder shall include, but are not limited to:
 - a. Ensuring the office to which the key holder holds a key is kept tidy;
 - b. Ensuring the general office is kept tidy; and
 - c. Ensuring the office is locked if no Council Members are present.
5. When Council Members take office, the VSI will distribute individual keys following a deposit receipt;

6. The key deposit shall be at the discretion of the VSI, regardless of the number of keys distributed:
 - a. The full deposit will be refunded when the key(s) is/are returned.
7. Lost or stolen keys must be reported to the VSI immediately.

Section 7.2 – Office Conduct

1. The UMES Office is a place of business. The UMES Office will be used for UMES Council business first and foremost. The UMES Office shall not be used as a place to party or to entertain guests; and
2. Council Members are required to ensure the Office is an inviting and respectful environment to all individuals.

Section 7.3 – Use of Office Space (E2-292)

1. Room E2-292 and E2-292A-N are to be used primarily for Council-related activities;
2. Council Members may not use room E2-292 for non-Council-related activities unless all present Council Members, and possibly-affected Council Members, have granted permission. Non-Council related activities include, but are not limited to:
 - a. Technical Society Meetings; and
 - b. Academic work;

Section 7.4 – The Lounge (E2-294)

1. The UMES Lounge shall be used to provide Engineering students a place to relax;
2. Microwaves shall be supplied in the Lounge for student use;
3. The responsibility of opening the Lounge falls to members of Council with master keys or with access to a Lounge key. A UMES Executive or Directorship may commandeer the Lounge at any time for Council-related activities. UMES activities that warrant such action include, but are not limited to:
 - a. Grad photos; and
 - b. Social Events.

Article 8 - Removal and Suspension

Section 8.1 – Suspension of Council Members

1. Suspension of a member relieves them from their position and any rights or privileges thereof for a designated period of time.
 - a. This includes but is not limited to section 8.2 removal of access.
2. A member is automatically suspended while they are under investigation by a university body, such as LDC or UDC. This is elsewhere referred to as “Automatic Suspension”.
3. Automatic suspension may be appealed to Council with the permission of the executive committee.
4. At any time, the executive committee may suspend a member until the conclusion of the following council meeting.

Section 8.2 – Removal of Access

1. A key can be removed without reimbursement from a Council Member by one of the following methods:
 - a. At the discretion of the Executive Committee; or
 - b. A two-thirds (2/3) majority vote of Council.
 - c. Automatic suspension of the member
2. Swipe access to room E2-292 can be removed from a Council Member by one of the following methods:
 - a. At the discretion of the Executive Committee; or
 - b. A two-thirds (2/3) majority vote of Council.
 - c. Automatic suspension of the member

Section 8.3 – Removal of Elected Members

1. An elected Council Member may be removed from office by one of the following methods:
 - a. A two-thirds (2/3) majority vote of Council; or
 - b. A petition signed by 25% Society Members listing the following information:
 - i. Legibly printed full name;
 - ii. Student number; and
 - iii. Signature.
2. An elected Council Member must resign from their position if at any time their CGPA falls below 2.0.

Section 8.4 – Removal of Non-Elected, Members

1. A non-elected Executive Member may be removed from Council by a two-thirds (2/3) majority vote of Council;
2. A non-elected Member may be removed from Council by a two-thirds (2/3) majority vote of either the Selections Committee or Council;
3. A non-elected, non-representative Member must resign from their position if at any time their CGPA falls below 2.0; and
4. A non-elected, non-representative Member may be removed from Council at the discretion of the Executive Council.

Article 9- Conferences

1. Delegate fees are decided every year when the budget is passed;
2. The VSE must ensure that all delegate fees are paid to UMES in advance before delegates register for conferences;
3. Delegates must sign the UMES Conference Delegate Contract prior to departure; and
4. Delegates must present to UMES Council within one (1) month of the end of the conference regarding what they had learned.

Section 9.1 – WESST Engineering Executive Leadership Assembly (EELA)

1. The WESST Executive's Meeting delegation shall consist of:
 - a. A minimum of two (2) Executive Council Members chosen by the Senior Stick and VSE based on availability, location, and funding;

- i. Priority is given to the VSE and the Secretary.

Section 9.2 – CFES President’s Meetings

1. The CFES President’s Meeting delegation shall consist of:
 - a. The Senior Stick;
 - b. The Vice Stick External; and
 - c. In the event that neither Senior Stick nor Vice Stick External can attend, the Vice Stick Internal shall attend.

Section 9.3 – WESST Leadership in Engineering & Advocacy Development Summit (LEADS)

1. The WESST Annual General Meeting and Retreat delegation shall consist of:
 - a. The VSE;
 - i. In the event that the VSE is unavailable the Senior Stick will attend;
 - b. At least one first-year, direct-entry engineering student or Frosh Intern; and
 - c. Additional Society Members based on availability, location, and funding:
 - i. Priority shall be given to Society Members running for a WESST Executive position or bidding to host a WESST Conference; and
 - ii. Priority shall be given to Society Members in the first two years of their degree with no previous WESST Annual General Meeting and Retreat or CELC experience.

Section 9.4 – CFES Canadian Engineering Leadership Conference (CELC)

1. The CFES CELC delegation shall consist of:
 - a. The VSE;
 - b. The Senior Stick;
 - c. At least one first-year, direct-entry engineering student or Frosh Intern; and
 - d. Additional Society Members based on availability, location, and funding.
 - i. Priority shall be given to Society Members running for a CFES Executive position or bidding to host a CFES Conference; and
 - ii. Priority shall be given to Society Members with a history of ambition in student involvement within the Price Faculty of Engineering.

Section 9.5 – CFES Conference on Sustainability in Engineering (CSE)

1. The CFES CSE delegation size and make up shall be left to the Conference Delegations Selection Committee.

Section 9.6 – CFES Conference on Diversity in Engineering (CDE)

1. The CFES CDE delegation size and make up shall be left to the Conference Delegations Selection Committee, with the addition that:
 - a. 1 member or 25% (whichever is larger) of the delegation delegations shall be reserved for WOMEN executives or members.

Section 9.7 – Western Engineering Competition (WEC)

1. The Western Engineering Competition delegation must solely be composed of Society Members and shall consist of:
 - a. The VSE, or a designate as the head delegate;
 - b. The Innovative Design team, who:
 - i. Shall be the selected team based on a one (1) page description of an innovative project; and
 - ii. Additional applications may be selected based on the above criteria based on availability, location, and funding.
 - c. The winning team at UMEC for the following categories:
 - i. Senior Design;
 - ii. Junior Design;
 - iii. Impromptu Debate;
 - iv. Consulting Engineering;
 - v. Engineering Communications;
 - vi. Re-Engineering;
 - vii. Programming; and
 - viii. Any additional UMEC categories that have a category at WEC.
 - d. The Conference Delegation Selection Committee may choose not to send a team for a category if they believe any of the following conditions apply:
 - i. The team will not be good ambassadors of the University at WEC; or
 - ii. The team is more interested in travelling to the conference rather than participating in the actual competition.
 - e. If the Conference Delegation Selection Committee does choose not to send a team for a category, then it has one (1) week to provide the team with an explanation of its decision:
 - i. This decision may only be overruled by Council.
2. If the first place team cannot attend the conference, the Conference Delegation Selection Committee may decide to send the second place team instead.

Section 9.8 – Canadian Engineering Competition (CEC)

1. The Canadian Engineering Competition delegation shall consist of delegates that placed either first or second at WEC and have qualified for CEC;
2. UMES may deduct prize winnings won at WEC in order to cover delegate fees for CEC. Any remaining money from the prize winning will be returned to the delegates; and
3. UMES may deduct prize winnings won at CEC in order to cover delegate fees for the International Engineering Competition. Any remaining money from the prize winning will be returned to the delegates.

Section 9.9 – New Conference Opportunities

1. Should a new conference opportunity arise, the VSE will assess the benefits of attending and creating a procedure for selecting delegates:

- a. Annual attendance of the conference shall be assessed at the discretion of the Executive Committee.

Section 9.10 – Conference Hosting

1. In the event that a Society Member would like to bid on a WESST or CFES conference the following procedure must be taken:
 - a. The Society Member must make a bid presentation to the UMES Council;
 - b. A UMES Council Member must then make a motion to accept the bid;
 - c. The bid motion must be passed by a two-thirds (2/3) majority;
 - d. The Society Member who initiated the conference bid, or a Society Member designate of their choosing, can then bring forward the bid at the appropriate WESST or CFES meeting; and
 - e. If the bid motion is passed, applications for executive roles on the organizing committee will be advertised to Society Members.
 - i. The Selections Committee and the Society Member that has brought forward the bid will be responsible for selecting the organizing committee through an interview process.
2. The organizing committee will function as an ad hoc committee on the council. They will not hold a vote but they will be invited to the UMES meetings to give progress reports and solicit volunteers;
3. The organizing committee must:
 - a. Remain accountable to the UMES council;
 - b. Submit up to date budgets to the VSF at six (6) month intervals during the planning process and to the UMES Council one (1) month prior to the conference; and
 - c. Present a completed budget to the UMES Council within three (3) months following the conference.
4. An organizing committee member may be removed from the organizing committee by a two-thirds (2/3) vote by either the Executive Committee or UMES Council.

Article 10 - Policy for Conference Travel Purchases

*All of the costs referred to in this Article include all taxes and surcharges.

1. The individual purchasing either the plane or bus tickets, hereafter referred to as the “Purchaser,” will take the following considerations when purchasing the tickets:
 - a. All major airline or bus company rates will be compared to determine the cheapest tickets available;
 - b. The lowest class of seats will be selected;
 - c. No options will be selected which include, but are not limited to:
 - i. Preferential seating selection; and
 - ii. Checked bags (unless previously budgeted for).

- d. The Purchaser may use a travel agent to assist in flight purchasing if more than six seats are being purchased at one time, however the Purchaser is encouraged to also call the airline or bus company directly to ensure the best price is obtained.
2. The delegates traveling to the conference should arrive at the conference venue before the end of the conference registration period:
 - a. If a cheaper flight arrives after the hour before the end of the registration period, the Purchaser or Vice Stick External must contact the conference organizer to determine whether the arrival time is acceptable.
3. Return tickets to Winnipeg will be purchased for the last day of the conference. Delegates will not be expected to leave prior to the end of the conference or to stay an additional day in order to get a cheaper ticket;
4. Tickets costing up to \$50 more than the cheapest option can be purchased, without requiring a two-thirds (2/3) majority vote from the Executive Committee, if any of the following conditions pertaining to the cheapest ticket option are met:
 - a. The departure time is prior to 7:00 am local time;
 - b. The arrival time is after 10:00 pm local time;
 - c. The time between departure and arrival is greater than 8 hours total;
 - d. There are more than 3 flights involved; and
 - e. The layover time between any two flights is less than 45 minutes.
5. If the conditions above are met but the price difference is larger than \$50, then the more expensive ticket may be purchased with a two-thirds (2/3) majority vote from the Executive Committee:
 - a. Council must be made aware of the price difference and provided with justification of the more expensive purchase at the following Council meeting.
6. Delegates are free to pay the difference between the cheapest and a more expensive ticket if they would prefer the latter, given the following conditions:
 - a. The flight or bus chosen must arrive an hour before the end of the conference registration period unless the head delegate allows otherwise;
 - b. Any other transportation costs incurred by this transportation method will be paid by the delegate.
7. All travel to the airport or bus station in Winnipeg for departure to a conference is to be covered by the delegates. UMES will reimburse all required travel expenses at the conference location, including, but not limited to:
 - a. Transportation fare from the airport or bus station to the hotel or conference venue; and
8. Delegates may choose to arrive at a conference one or multiple days prior to the beginning of the conference or to stay one or multiple days after the end of the conference:
 - a. If the ticket is more expensive than the tickets purchased for other delegates then the delegate will pay the entire difference. If the ticket is cheaper the delegate will not be reimbursed the difference by UMES; and

- b. The delegate is responsible to pay all additional expenses incurred due to their longer stay.
- 9. If a delegate misses a flight (or bus) to or from a conference, it is the delegate's responsibility to find an alternative flight or bus and to pay any fees associated with the change of flight or bus route; and
- 10. If extenuating circumstances (ex. a family emergency, serious personal health concerns, etc.), cause a delegate to leave the conference early, the head delegate will suggest to the Executive an appropriate course of action regarding the payment of travel fees:
 - a. The delegate can be reimbursed for reasonable expenses paid to return to Winnipeg pending a two-thirds (2/3) majority vote from the Executive.
- 11. If a delegate is unable to attend a conference it is their responsibility to aid the VSE in finding a replacement for the conference and pay any costs associated with changing the name:
 - a. The replacement delegate will be responsible to pay the original delegate back for the delegate fee for the conference; and
 - b. If a replacement delegate is not found the original delegate is responsible for any fees incurred for cancelling their transportation or the delegate fee, to a maximum of the delegate fee.

Article 11 - Policy for Head Delegate

- 1. The Head Delegate is a particular member of a delegation traveling to a competition or conference, hereafter referred to as "conference". The Head Delegate is responsible for the entire delegation and assumes the following responsibilities:
 - a. Liaison between UMES, Conference Organizers, and Delegation
 - b. Schedule delegate meetings before, during, and after the conference
 - i. During the conference it is ideal to have at minimum three in person interactions with all delegates, with good time being at meal times
 - c. Establish informal means of electronic communication between the delegation and one executive committee member
 - d. Inform delegation of the following:
 - i. Emergency and Incident Response Protocol
 - ii. Delegate fee
 - iii. Travel Itinerary
 - iv. Delegate Package
 - v. Schedule, and schedule changes
 - vi. What to expect at conferences (Particularly pertinent to delegates who are attending their first conference)
 - e. Keep in constant communication with delegates in case if any issues or questions arise during session hours
 - f. Act in a professional and respectful manner at all times, and ensure that all other delegates act in such a manner
 - g. Act in the interest of UMES

2. The VSE is usually the Head Delegate. In the event the VSE is unable to attend a conference the executive committee will select the Head Delegate from the delegation using the following metrics:
 - a. Experience with conferences
 - b. SeniorityShould no delegate be deemed fit, a member of the executive committee shall assume the role, with priority given following the hierarchy of the executive committee.

Article 12 - Incident Response Committee

1. The Incident Response Committee (IRC) is responsible to review and address incidents that take place at UMES Events;
2. The Senior Stick is responsible to make a form available on the UMES website and, if possible, by email to the event participants;
 - a. The form must allow the user to either submit the form anonymously or with their name and contact information.
3. The following events must make incident response forms available:
 - a. Any events that have alcohol served or available at them
 - b. Any events held off of campus
4. Directorships putting on other events may also decide to make incident response forms available;
5. The composition of the IRC is as follows:
 - a. One member of the executive committee and one member of the directorship hosting the event
 - b. Two members of the Executive Committee
6. Should the composition of the IRC be dominated by one gender an additional two representatives of the opposite gender shall be added to the committee. The additional two individuals will be added as follows:
 - a. The two individuals will be selected by the two initial IRC members;
 - b. The two individuals must be society member
 - c. The two individuals must be unbiased and marginally aware of the type of event the IRC has been called to respond to.
7. Should the event venue have no other safety measures in place (ie. security, owners, etc.) a third individual must be added to the IRC. The additional member must be:
 - a. A society member; or
 - b. A faculty representative
8. The IRC is responsible to address incidents within 24 hours of the time of submission;
9. The IRC has the following authority:
 - a. Discipline an individual, whether they are attending the event or not;
 - b. Expel an individual from the current event; and