



I - Policy on Policy

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Responsible Body		Designated Execs & Volunteers	
Governance Committee		EUS President	

I - Policy on Policy

1 Description

The purpose of these documents is to solidify the activities and policies of the University of British Columbia Engineering Undergraduate Society. The policies documented here are intended to accompany the Constitution of the University of British Columbia Engineering Undergraduate Society.

EUS Policy governs the activities of the Engineering Undergraduate Society from year to year. The procedures for amending these documents are set out in this Policy.

The Policy of the EUS shall be divided into three sections: The Policy Manual, Policy Guidebooks, and Policy Appendices. Each category shall have its own procedure for amendment.

2 The EUS Policy Manual

The documents which make up the EUS Policy Manual are the highest level documents which may be amended by the EUS Council. Each shall be self-contained and shall outline the high-level operational aspects of the EUS which are necessary for the Society to function, and which require Council oversight.

2.1 General

- 2.1.1 The Policy Manual is a supporting document to the EUS Constitution. No part of this Policy Manual may be interpreted in a sense contrary to the EUS Constitution.
- 2.1.2 No policy may be suspended except by two-thirds (2/3) vote of Council. When Council suspends a policy, such suspension must include a fixed period of time for the suspension. All policy suspensions shall expire at the Annual Council Transition Meeting.
- 2.1.3 Changes to the Policy Manual's structure, numbering, and format, or the correction of typographical errors, are not considered policy amendments and require a simple majority vote by the Council for adoption.

2.2 Amendment Process

The Policy Manual may be amended through the following procedure:

- 2.2.1 The intention of a proposed change, including a brief preamble outlining the purpose of the addition or change, must be submitted to the President before the distribution of the Council agenda.

- 2.2.1.1 This change shall be in the form of a Mandate for the Governance Committee to modify the Policy Manual.
- 2.2.2 The Council shall vote on the proposed mandate, requiring a simple majority to send the mandate to the Governance Committee for drafting.
- 2.2.3 The Governance Committee shall meet within two weeks of the Council mandate to draft a proposed amendment to the Policy Manual in line with the mandate.
 - 2.2.3.1 The completed amendment shall be submitted to the President for inclusion in the Council agenda.
- 2.2.4 Council shall conduct a discussion of the proposed Policy amendment. Amendments to the proposed changes can be made at any time during the discussion.
- 2.2.5 The Council may vote by two thirds (2/3) majority to adopt the changes, or by simple majority send the proposed changes back to the Governance Committee for redrafting.

2.3 List of documents within the Policy Manual

- 2.3.1 **I - Policy on Policy**
Procedures related to the amendment of EUS Policy and a list of all constituent documents of the EUS Policy Manual, Guidebooks, and Appendices.
- 2.3.2 **II - EUS Executives**
Rules and regulations regarding the EUS Executives, all expectations of the Executives collectively and each Executive position individually, and the process for Executive removal.
- 2.3.3 **III - EUS Council**
The composition, function, and regulations surrounding the EUS Council and its operations.
- 2.3.4 **IV - EUS Committees**
The composition, function, and regulations surrounding Committees of the EUS Council and their operations.
- 2.3.5 **V - EUS Extraordinary Meetings & Referenda**
Rules and regulations regarding the EUS' Extraordinary Meetings, Referenda, and other unique meetings.
- 2.3.6 **VI - EUS Department Clubs**
Rules and regulations regarding the EUS' Department Clubs, their EUS Funding, and their EUS participation.
- 2.3.7 **VII - EUS Affiliate Clubs**
Rules and regulations regarding the EUS' Affiliate Clubs, their EUS Funding, and their EUS participation.
- 2.3.8 **VIII - PP Council**
The Constitution of the PP Council outlining elected positions.

- 2.3.9 **IX - EUS Elections**
Rules and regulations regarding the EUS' General, Special, and PP Council Elections.
- 2.3.10 **X - EUS Awards**
Rules and regulations regarding the EUS' General and Volunteer Awards.
- 2.3.11 **XI - EUS Budget**
Rules and regulations regarding the EUS' Annual Budget.
- 2.3.12 **XII - EUS Funds & Grants**
Rules and regulations regarding the EUS' Monetary Awards, excluding the aforementioned Department Club and Affiliate Club funding.
- 2.3.13 **XIII - EUS Communications & Stances**
Rules and regulations regarding EUS Media, Communications, and Stances.

3 The EUS Guidebooks

EUS Guidebooks are Policy documents which are under the care of an EUS Executive or Committee, although final approval for any changes shall pass through Council. Each shall be self-contained and shall outline the operational aspects of the EUS with an internal focus, and require less direct Council oversight.

3.1 General

- 3.1.1 The EUS Guidebooks are supporting documents to the EUS Constitution and Policy Manuals. No part of them may be interpreted in a sense contrary to either superseding document.
- 3.1.2 No provisions of an EUS Guidebook may be suspended except by two-thirds majority (2/3) of Council. When Council suspends a Guidebook provision, such suspension must include a fixed period of time for the suspension. All suspensions shall expire at the Annual Council Transition Meeting.

3.2 Amendment Process

Upon presentation to Council, all Guidebook amendments shall be presented as consent motions.

3.2.1 *Guidebooks under the care of an Executive:*

- 3.2.1.1 The Executive supervising the Guidebook in question shall present their recommended changes along with the results of their consultation with the mandated stakeholders outlined within the Guidebook to Council.
- 3.2.1.2 This change shall be in the form of an annotated document clearly showing all changes, deletions, and additions to the Guidebook.

3.2.2 *Guidebooks under the care of a Committee:*

- 3.2.2.1 The Committee supervising the Guidebook votes on any proposed amendments.
- 3.2.2.2 By default, Guidebooks shall require a simple majority vote in their Committee for amendment but may specify a different requirement
- 3.2.2.3 This change shall be in the form of an annotated document clearly showing all changes, deletions, and additions to the Guidebook.

3.3 List of EUS Guidebooks

3.3.1 I - Volunteer Manual

Rules and regulations regarding the EUS Volunteers, expectations of each Volunteer position, and the process for Volunteer appointment and removal.

3.3.2 II - PP Council Policy Manual

Rules and regulations regarding the EUS PP Council, all expectations of the PP Council collectively and each PP Executive position individually, and additional information on PP Council Volunteers.

3.3.3 III - Conferences Manual

Rules and regulations regarding EUS Conference Delegate selection, conduct, and expenditures.

3.3.4 IV - ESC Booking Regulations

Rules and regulations regarding the booking of the ESC.

3.3.5 V - Red Sales Patchbook

Rules and regulations regarding Earned EUS Patches.

3.3.6 VI - E-Week Guidebook

Rules and regulations regarding Engineering Week.

3.3.7 VII - Style Guide

Rules and regulations regarding the syntax and phrasing of EUS Policy Documents.

4 The EUS Appendices

EUS Appendices are documents which support the Policy Manual and Guidebooks. Each serves a different function but all are necessary for the function of The Society and its Policy documentation.

4.1 General

4.1.1 The EUS Appendices are self-contained documents and shall not be contradicted by any other Policy passed by the EUS.

4.1.2 No provisions of an EUS Appendix may be suspended.

4.2 Amendment Process

EUS Appendices shall contain their own amendment process.

4.3 List of EUS Appendices

4.3.1 The EUS Constitution

The EUS Constitution is the highest governing document of the Society, containing its Definition (Article 1) and Organizational Structure (Article 2).

4.3.2 ESC Governance Agreement

The ESC Governance Agreement as agreed upon between the EUS and the Faculty of Applied Science dictates the usage of the ESC and is effective until December 15th, 2042.

4.3.3 Policy Change Tracker

A list of all EUS Policy amendments, including movers & seconders and links

to the minutes of the Committee and Council meeting where discussion occurred.

4.3.4 Policy Review Tracker

A list of all past EUS Policy reviews including links to the minutes of the Committee or Council meeting where discussion occurred and the previous and next date for review of each EUS Policy document