



# UBC CIVIL ENGINEERING CLUB

POLICY MANUAL

# PREAMBLE

The Policy Manual was developed to solidify the activities and policies of the UBC Civil Club. The policies documented here are intended to accompany the Constitution of the UBC Civil Club.

This Policy Manual will assist in the transition of the Civil Club from year to year, and will also clarify the policies and activities of the Club. The procedures for amending this document are set out in Policy on Policy Section 3.1.

Overall this document will help the Civil Club to operate more effectively and efficiently in its effort to represent and serve the undergraduate engineering student body at UBC.

## UPDATES AND CHANGES:

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## 2 DEFINITIONS

### 2.1 CONSTITUTIONAL DEFINITIONS

In the Civil Club Constitution and Policy Manual, unless otherwise specified:

1. "UBC" shall hereafter refer to "the University of British Columbia Vancouver".
2. "The EUS" shall hereafter refer to "the Engineering Undergraduate Society of UBC".
3. "The Club" or "Civil Club" shall be the equivalent of "the Civil Engineering Club"
4. "Members" shall hereafter refer to "Civil Club members"
5. "Executive" shall be the equivalent of "Executive Officers of the Civil Engineering Club"
6. "AMS" shall hereafter refer to "the Alma Mater Society of UBC"
7. "Constitution" shall hereafter refer to "Constitution of the Civil Club"
8. "Policy Manual" shall hereafter refer to "Policy Manual of the Civil Club"
9. "Appointed Volunteers" shall hereafter refer to "Coordinators, Managers and Representatives of the Civil Club"
10. "Program Clubs" shall hereafter refer to all "Department or Program Clubs."
11. "Civil Student Spaces" shall hereafter refer to the Civil Loft and the Civil Design Studio in the CEME Building.

### 2.2 GENERAL POLICY DEFINITIONS

1. "Vice-President of Administration" shall be the equivalent of "VP Administration".
2. "Vice-President of Finance" shall be the equivalent of "VP Finance".
3. "Vice-President of Academic Affairs" shall be the equivalent of "VP Academic".
4. "Vice-President of Student Life" shall be the equivalent of "VP Student Life".
5. "Vice-President of External Affairs" shall be the equivalent of "VP External"
6. "The Executive" and "The Executive Committee" shall be equivalent and refer to a committee consisting of all six Executive Officers.
7. An "affiliation", unless otherwise defined, shall refer to a relationship between two organizations or positions where effort shall be made to work together and communicate on business relevant to both units, but in which neither group has direct control over the other.

## 3 POLICY ON POLICY

### 3.1 GENERAL

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 CEC Constitution.

Policy amendments require a two-thirds (2/3) in-favour vote by the Executive of Governors for adoption.

No provisions of Policy may be suspended except by two-thirds (2/3) Resolution of Council. When Council suspends a provision or provisions of policy, such suspension shall only be in effect for the duration of the meeting at which it is made unless Council, by two-thirds (2/3) Resolution, sets some other fixed period for the suspension.

Changes to the Policy Manual's structure, numbering, and format are not considered policy amendments, and require a simple majority vote by the Council for adoption.

### 3.2 TIMELINE

Proposed additions or changes to policy must be provided to the VP Admin before the circulation of the Council Agenda.

The proposed policy changes, including a brief preamble outlining the purpose of the addition or change, will be distributed to Council with the following Council agenda for the First Reading.

Council will conduct a First Reading discussion of the additions or changes at the following Council Meeting.

The next Council Meeting, the updated policy changes will be circulated with the Council agenda and Council will conduct a Second Reading discussion of the additions or changes. After the Second Reading has occurred, Council may vote on the changes at that meeting.

Amendments to the proposed changes can be made at any time during the discussion.

The Policy Manual will be considered amended as of the date of the most recent addition or change to its contents. It will be dated accordingly. The mover of the motion shall be recorded as the name for the change.



## 4 ROLES

### 4.1 EXECUTIVE

The Executive are the highest governing body of the Club and have the power to overturn any decision made at all other levels of Club governance, with the exception of motions passed through a quorate general meeting or a quorate referendum. Each Executive officer shall control one vote on the Executive. The Executive shall act in a fiduciary capacity to the Club and shall vote in a way that is reflective of what best represents and benefits the Club and its members. All Club officers shall encourage participation in campus events within the UBC engineering community.

#### 4.1.1 DUTIES

Each Executive Officer shall:

1. Be an Active Member of the Club during the term they are serving.
2. Serve for one full year from May 1 to April 30.
3. Receive one vote on motions brought to the Executive for approval.
4. Sit as a voting member on the Council.
5. Inform and consult the entire executive on matters related to their portfolio.
6. Report their actions and decisions to Council.
7. Oversee the Coordinators and Representatives for which they are assigned and ensure that they fulfill their roles in a satisfactory manner.
8. Regularly report their activities to the Council.
9. Absorb, re-delegate, or otherwise be responsible where necessary for any and all duties not satisfactorily carried out by those Coordinators and Representatives assigned to them.
10. In the case where a Coordinators or Representative is not filled, the Executive Officer shall absorb, re-delegate, or otherwise be responsible for all duties of that position.
11. Assign an assistant to manage some of the duties assigned to their portfolio as necessary.
12. Attend or assign a proxy to attend all Assigned Committees.

The Executive shall:

1. Coordinate and administer the day-to-day affairs of the Council.
2. Ensure the execution of the Council's decisions.
3. Uphold the Constitution and policies of the Council.
4. Promote the Civil Club to both the Civil Club Members and the community-at-large.
5. Mentor potential replacements throughout their term.
6. Train their replacements at the end of their term and provide them with any relevant files, reports, introductions, and paperwork needed for them to do their role properly.

## 4.1.2 PRESIDENT

The President shall serve as the primary representative and voice of the UBC Civil Club, articulating the mission, vision, direction, and opinions of the Council. The main job of the President is to manage and support the Civil Executives. The President or Co-Presidents must both be present both semesters, the president can not be on co-op during the winter session of their term.

### 4.1.2.1 Duties

1. Preside over the affairs of the Civil Club.
  2. Be the official spokesperson of the Council on all occasions.
  3. Supervise and be familiar with the entire contents of the Policy Manual and Constitution.
  4. Enforce due observance to the Constitution.
  5. Absorb, delegate, or otherwise take responsibility for any and all duties that are not adequately performed by other Executives or do not fall within any other Executives' portfolios.
  6. Be expected to dedicate 20 hours or more a week to the Club during their term.
  7. Be registered in at least 8 credits at UBC-Vancouver per Winter Session Term.
  8. Report to Civil Club Council on the affairs of the Civil Club and on issues related to the portfolio of the President.
  9. Call a General Meeting
  10. Act as liaison to the EUS, the Faculty of Applied Science, the Department Civil Engineering
  11. Supervise or oversee all activities organized by the club
- Executive:
1. Supervise the other members of the Executive to ensure that they fulfill their roles in a satisfactory manner and are acting as per the Executive's direction.
  2. Coordinate with the Executive in ensuring that adequate awareness of the Council is generated in the on and off-campus communities.
  3. Responsible for coordinating the Strategic Planning Meeting and Transition programming.
- Representative:
1. Represent only the official opinion of the Council when acting on it's behalf.
  2. Represent the Civil Club within the Faculty of Applied Science.
  3. Attend the EUS Council Meetings and represent the interests of Civil Engineering Students.
  4. Attend the Faculty of Applied Science Student Advisory Committee meeting
- Meetings:
1. Preside over certain meetings of the Club as indicated in EUS Meeting Policy Section 7.4.
  2. Sit on all required committees.
- External Relations:
1. Be the liaison between the Council and external student groups.
  2. Be the liaison between the Council and other Engineering Student Societies.

#### 4.1.2.2 Assigned Non-Executive

The Assigned Representatives for President are:

1. The Year Representatives
2. The Grad Representatives

### 4.1.3 VP ACADEMIC AFFAIRS

The VP Academic is responsible for all academic, wellness and professional affairs of the Club. The VP Academic is responsible for the proper representation of students at functions relevant to the engineering academic experience and curriculum.

#### 4.1.3.1 Duties

1. Oversee the academic services offered by the Club.

General: Work to improve the academic and university experience for members by representing the Club to the University Administration and Faculty.

Curriculum: Be responsible for the proper representation of students at functions relevant to the engineering academic experience and curriculum.

2. Coordinate with program clubs to ensure program curriculum concerns and issues are addressed.
3. Represent the Club on joint Student-Faculty Committees, or ensure a representative is appointed to the position.

Professional: Be the primary Curriculum Representative at relevant meetings.

Wellness:

1. Organize the internal professional development events of the Club.
1. Organize health and wellness events for the Club.

#### 4.1.3.2 Assigned Non-Executive

The Assigned Coordinator of VP Academic is the Internal Professional Development Coordinator.

The Assigned Representatives for VP Academic are the Year Representatives.

## 4.1.4 VP ADMINISTRATION

The VP Administration of the Civil Club deals with day-to-day and operational aspects of the Civil Club. The VP Administration is responsible for managing the civil student spaces, Council meetings and the Civil Club Policy Manual.

### 4.1.4.1 Duties

1. Oversee the administrative operations of the Club.
  2. Assume the operating duties of the President in the President's absence.
  3. Assume the public speaking duties of the President in the President's absence.
- General:
4. Onboarding new Executives, representatives, and volunteers.
- 
1. Be responsible for coordinating and administering all matters relating to Civil Student Spaces including but not limited to:
    - a. Bookings
    - b. Maintenance
    - c. Renovations
    - d. Neatness
    - e. Keys & Security Codes
  2. Track all key disbursements and returns related to the Club.
- Facilities Management:
- Policy:
1. Oversee the communication of the activities of the Club to departmental clubs, Civil Student Groups, and all Club members.
  2. Coordinate all affairs related to the update and maintenance of the Constitution and Policy Manual.
- Archives:
3. Ensure that all Coordinators, Managers, and Representatives submit any necessary updates at the end of their terms.
- Volunteers:
1. Coordinate the maintenance of all records pertaining to the Civil Club, both digitally and in hard copy, whenever possible.
  1. Maintain contact lists of all Appointed Volunteers directly involved with the Club.
  2. Ensure the proper training of Civil Club general volunteers.

### 4.1.4.2 Assigned Non-Executive

The Assigned Coordinators of VP Admin are the Facilities Manager and Publicity Coordinator.

The Assigned Representatives for VP Admin are the Slipstick Representative, Webmaster, Underground Editor and Photographer.

## 4.1.5 VP EXTERNAL AFFAIRS

The VP External of the Civil Club deals with external activities of the Civil Club.

### 4.1.5.1 Duties

1. Oversee the external operations of the Club.
2. Organize alumni relations events including the annual Civil Engineering Alumni Dinner.
3. If time and sufficient resources permit, organize external events such as site tours or field trips.

General:

### 4.1.5.2 Assigned Non-Executive

The Assigned Coordinators of VP External are Professional Development Coordinator and Sponsorship Coordinator.

## 4.1.6 VP FINANCE

The VP Finance of the Civil Club deals with external activities of the Civil Club. This position can only be held by one person throughout the year. This position must be held by only one person who is present for both semesters. The position can not be held by more than one person and the VP Finance can not be on co-op during the winter session of their term.

### 4.1.6.1 Duties

1. Plan the Club's yearly budget in consultation with the Executive.
2. Be registered in at least 8 credits at UBC-Vancouver per Winter Session Term.
3. Submit a budget approved by the Club Executive to SAC for approval by the deadline set in their policies.
4. Maintain accurate records of all Club financial transactions and ensure equivalence with AMS financial records.
5. Receive and review reimbursement requests from active members and process them accordingly.
6. Update the Club Executive on Club financial status and advise the Executive on financial decisions.
7. Be the final authority in all fiscal matters of the Club.

### 4.1.6.2 Assigned Non-Executive

The Assigned Committee for VP Finance is the Merchandise Committee.

The Assigned Coordinator of VP Finance is the Merchandise Representative.

### 4.1.6.3 Assigned Committees

## 4.1.7 VP STUDENT LIFE

The VP Student Life is responsible for all events of the Club that are not academic, professional, or traditional in nature and for liaises with Program Clubs and developing a social engineering community.

### 4.1.7.1 Duties

- 1. Enhance student life and environment for the Civil Club membership.
  - 2. Oversee the events coordinated by the Club.
  - 3. Drive participation in CEC and EUS events and activities through direct engagement with students.
  - 4. If time and available resources permit, organize charitable works and/or donation initiatives.
- General:
- 1. Oversee all charity involvement of the Club.
  - 2. Oversee all sports events of the Club.
  - 3. Organize Engineering involvement in the Faculty Cup
- Sports and Clubs:
- 1. Be well versed in all University policies and procedures related to events on Campus.
  - 2. Be well versed in all BC Liquor Laws and procedures related to obtaining Liquor Licenses on Campus.
  - 3. Drive participation in E-Week events and activities through direct engagement with students.
- Social:

### 4.1.7.2 Assigned Non-Executive

The Assigned Coordinators for VP Student Life are the Publicity Coordinator, E-Week Coordinator and Sports Coordinator.

### 4.1.7.3 Assigned Committees

The Assigned Committees for VP Student Life are:

- 1. Civil Club E-week Committee
- 2. Civil Club Events Committee

## 4.1.8 YEAR REPRESENTATIVES

The Year Reps shall be the Second-Year Rep, Third-Year Rep, and Fourth-Year Rep. Their duties shall be as follows:

1. Coordinate academic support services for students in their respective year.
2. Act as a primary point of contact between students in their respective year and the Executive.
3. Make class announcements publicizing Club activities, coordinating with the VP Student Life.
4. Share Club Academic Documents with active members in respective year.
5. Encourage Club involvement and participation in Club events by active members in respective year.
6. Coordinate Academic Feedback sessions with the VP Academic.

## 4.2 COORDINATORS

Coordinators are the highest non-elected volunteers in the Club. One person should occupy each position, but Co-Coordinators may be appointed for the position with approval from the CIVL Executive.

The duties of each Coordinator position are described in the Civil Club Volunteer Manual.

## 4.3 REPRESENTATIVES

Representatives are the entry-level volunteers in the Club. Multiple individuals may be appointed into each of these roles upon the approval of the Executive.

The duties of each Coordinator position are described in the Civil Club Volunteer Manual.



## 5 COMMITTEES

Internal Committees may be struck by the Executive or at a general meeting to perform tasks over a specified period. The Executive shall take the responsibility for supervising and directing the activities of all Internal Committees.

EUS Committees act as a forum for organization, discussion, and coordination between EUS Recognized Clubs, as outlined in the EUS Policy Manual, in a setting external of the EUS Council meetings. The following is a list of EUS Committees and the corresponding Club Executives and/or Non-Executive officer that are assigned to the committees.

1. EUS Academic Committee.  
The Club Academic Rep is assigned to this committee.
2. EUS Events Committee.  
The Club VP Student Life is assigned to this committee.
3. EUS Graduation Committee.  
The Club Grad Rep is assigned to this committee.
4. EUS Sports Committee.  
The Club Sports Rep is assigned to this committee.

The details of the purpose, composition, and meeting frequency of each committee is outlined further in the EUS Policy Manual.

# 6 AFFILIATES AND CIVIL STUDENT GROUPS

## 6.1 AFFILIATES

The UBC CEC is a constituent of the UBC Engineering Undergraduate Society and is a UBC Alma Mater Society Club.

## 6.2 CIVIL ENGINEERING STUDENT GROUPS

### 6.2.1 Definition

Civil Student Groups are a recognized large group of Civil Engineering students other than the Club. They are hereby referred to as Ex-Officio Members.

### 6.2.2 Becoming an Ex-Officio Member

An organization must:

1. Be recognized as a Civil Engineering Student Chapter, Team, or Group by the UBC Department of Civil Engineering.
2. Have a mission statement related to the Civil Engineering Profession.
3. Be open to all civil engineering undergraduate students at UBC.
4. Maintain contact with the Civil Engineering Club President and VP Admin.

### 6.2.3 Powers and Duties

1. Ex-Officio Members are encouraged to give an update at Informational and Council meetings as defined in Civil Council Meetings Section 7.2.
2. Ex-Officio Members are eligible to hold voting privileges on the Civil Club Council.
3. Ex-Officio Members are permitted to be on the Council mailing list.
4. Ex-Officio Members shall receive the same privileges as the Civil Club in terms of booking of facilities and use of services provided by EUS volunteers.
5. The Civil Club will actively look to extend any privileges to Civil Student Groups and/or their Presidents/Captains. These include:
  - a. Chapter Presidents and Team Captains will be included on the Civil Club Executive list to receive professional photos at Evangelos Photography.
  - b. Be eligible for a free locker in the Loft.
  - c. Be able to advertise in the Civil Underground newsletter upon request.
  - d. Be able to ask the Civil Club to promote their events with their year reps as well as through social media.
  - e. Have access to the UBC Civil Club Google Calendar to share their events.
  - f. Have access to the civil resource/document sharing platform.
6. Civil Student Groups shall carry-out the following:

- a. Provide the Civil Club with their current logo, a club description and contact information.
  - b. Communicate their large events and activities with the Civil Club.
  - c. Provide the Civil Club with photos for the Engineering Yearbook upon request.
7. Civil Student Groups are encouraged to participate in the following EUS Committees:
  - a. EUS Events Committee

## 6.2.4 Recognized Clubs

1. Canadian Society of Civil Engineering Students - UBC Chapter (CSCE)
2. Institute of Transportation Engineers - UBC Chapter (ITE)
3. Concrete Toboggan
4. Concrete Canoe
5. Earthquake Engineering Research Institute (EERI)
6. Steel Bridge
7. American Society of Civil Engineers – UBC Chapter (ASCE)
8. Third Quadrant Design

# 7 ORGANIZATIONS AND MEETINGS

## 7.1 CIVIL CLUB COUNCIL

The Civil Club Council shall consist of the Civil Club Executive and Non-Executive.

## 7.2 CIVIL CLUB MEETINGS

### 7.2.1 Annual General Meetings

Annual General Meetings shall:

1. Be held at least once each year, during the University winter session. The first meeting must be called within the first two weeks of the commencement of classes in September.
2. A general meeting shall be called by the President at the request of the executive.
3. A general meeting shall be called by the President on receipt of a petition representing quorum as specified in this constitution. The dates must be at least seven (7) days after the initial receipt of the petition.
4. Notice of the general meeting shall be posted in an obvious place and sent over the club mailing lists at least seven (7) days before the meeting is to take place.
5. Meet Quorum as defined in the CEC Constitution.
6. Pass Constitutional Changes if Quorum has been met, quorum is 10% of the active membership as defined in the Civil Club Constitution.
7. Be open to all members of the Club, who are encouraged to attend.

### 7.2.2 Council Meetings

Council Meetings shall:

1. Be held at least once every two weeks during the winter academic terms for the purpose of directing the activities of the Executive.
2. Have quorum of two-thirds of the Council.
3. Not begin until Quorum has been met.
4. Be open to all members of the Club, who are encouraged to attend.

### 7.2.3 Council Strategic Planning Meeting

Council Strategic Planning Meeting shall be held once a year following the completed elections of all members of the Executive and Executive.

The Council Strategic Planning Meeting shall be used to:

1. Familiarize the attending individuals with each other.

2. Familiarize members with the procedures of Council and to pass along any relevant items or information.
3. Provide the Executive with direction over the summer.

## 7.2.4 Executive Meetings

Executive Meetings shall:

1. Be held at least once every month throughout the winter academic terms and at least once every four weeks during the summer months.
2. Be closed to members who are not a part of the Executive Committee except by permission from the President.
3. Have Quorum of two-thirds of the Executive Officers.
4. Official Executive Committee decisions shall not be made unless Quorum has been met.
5. Be chaired by the Civil Club President or another member of the Executive in the way the President sees fit.

## 8 SERVICES

### 8.1 CIVIL CLUB LOFT

The following policy is intended to outline the organization of the Civil Loft and Civil Design Studio.

#### 8.1.1 Merch Sales

CEC Merchandise Sales is the official store of the Club. The Merch Coordinator shall work with the VP Admin and VP Finance to design, sell, and deliver at least one merch release.

### 8.2 PUBLICATIONS

#### 8.2.1 General

This is the publications policy for the Club. It sets rules and procedures for what kinds of material may or may not be produced by the Club. It does not apply to material in the Club's Archives. It does, however, apply to any materials that are to be redistributed or reproduced from the Archives.

#### 8.2.2 Publications

The policy applies to all information-carrying materials produced by the Civil Club including but not limited to and within the following two categories:

1. Those that carry mastheads:
  - i. Civil Underground Newsletters
  - ii. Websites
  - iii. Grad Books
  - iv. I-Beam's
2. Those that do not carry mastheads:
  - i. Posters
  - ii. T-Shirts
  - iii. Stickers

#### 8.2.3 Responsibility

1. All publications are the responsibility of the VP Admin, who must ensure that this Policy is adhered to.
2. Publications with mastheads must clearly attribute work to the individuals who contributed to the publication. This may include editors, journalists, photographers, or illustrators. Material that is not attributed to a specific person will be assumed to have been written by the editors, unless the editors show otherwise. Anonymous submissions should be cited accordingly.
3. No pornography.

4. The B.C. Human Rights Code, Section 7, identifies 11 bases for Publication-based discrimination. No publication of the CEC shall belittle, make or imply threats against, or incite hatred of any person or group of people based on their inclusion within a group or class defined by one of these 11 criteria. Namely: race, color, ancestry, place of origin, religion, marital status, family status, physical disability, mental disability, sex, or sexual orientation.
5. A distinction should be made between public and private persons within the UBC community:
6. Private persons have a right to not be maliciously exposed to public humiliation or ridicule, whereas satire directed at public persons may be acceptable. It is recommended that context, appropriateness, and possible consequences are considered before satirizing public figures.
  - a. Private figures include Members at Large, UBC professors and TAs.
  - b. Public figures include members of the Council, Executive Officers, Executives of other prominent student organizations, AMS Executives and other officials, and UBC Administrators.

## 8.2.4 Violations

If this Policy is violated, the President shall investigate and take appropriate action. Repeated violations shall be brought to the attention of the Executive and may result in the loss of editorial privileges of the editors concerned. In the case of the Publicity Coordinator, repeated violations should result in their resignation, or the establishment of an Ad-Hoc Editorial Committee to oversee all published material until the end of their term.

## 9 APPOINTMENT POLICIES

### 9.1 APPOINTMENT POLICY

This policy defines the formal procedures for eligibility, application, selection and removal of all Appointed Volunteers. This policy has no bearing on the election process for Executive Officers or other Elected Positions. Appointed volunteers are all Non-Executive Coordinators and Representatives. The suggested timeline for hiring shall be:

1. Coordinators shall be hired during the month of April
2. Representatives shall be hired during the month of September
3. Exceptions can be made to this timeline, as the Executive deems necessary.

#### 9.1.1 Eligibility

1. Applicants must be Active Members of the Club during the term of their appointment.
2. Applicants must not hold an Executive position during the term, which they are applying for.
3. Eligibility for specific positions are outlined in Section 4.1.

#### 9.1.2 Application

1. Applicants are required to fill out and submit an application form.
2. The application form shall be open for a minimum of two weeks.
3. These forms shall be made available both online and in hard copy in the Club's Student Space.

#### 9.1.3 Selection

1. All Appointed Volunteers shall be selected through an interview process.
2. The interview shall be conducted by the executive to whom they will be reporting.
3. The interview shall be conducted by two members of the Council.
4. Preferences will be given to volunteers who do not hold other Appointed Volunteer positions.
5. Selections for Coordinators and Representatives shall be made, approved by the Council and the results communicated to applicants.
6. Any complaints regarding the selection process must be made to the VP Administration no more than 24-hours following the communications results.
7. The results will be made public as soon as any complaints are resolved and will be announced at the Executive meeting following and posted on the website.

#### 9.1.4 Removal

The removal policy for an Appointed Volunteer can be for any of the following reasons:

1. Resignation
2. Unsatisfactory performance by resolution of the Council.



## 9.2 CIVIL CLUB ELECTIONS POLICY

This policy defines the formal procedures for all CEC Elections. The Elections Policy applies to each type of CEC Election.

### 9.2.1 Types of CEC Elections

#### 9.2.1.1 General Elections

1. CEC General Elections include all Executive Officers of the Council and other Elected Positions as determined by the Executive.
2. Civil Club General Elections are to be held once per academic year in late March.
3. Specific dates are to be set by the Elections Administrator with special consideration to avoid conflicting with EUS and AMS Election dates.

#### 9.2.1.2 By-Elections

1. In the event that an Executive Officer of the Council resigns or is removed from their position or a tie occurs in the Club General Elections, a by-election shall be organized within a week by the Elections Administrator.
4. Until the by-election results have been ratified, the Council may choose to appoint an interim.
5. Specific dates are to be set by the Elections Administrator with special consideration to avoid conflicting with other events.

### 9.2.2 Timeline

1. Voting shall take place over one week. Voting shall be carried out for a minimum of 3 days during the week.
2. The campaign period shall be one week. The campaign period shall start one week before voting opens and close with the voting period.
3. Nominations shall be open for no less than one week. Nominations shall close at 4:00pm the Friday before the start of the campaign period.

General:

### 9.2.3 Nominations

1. Nominations shall be submitted on official forms provided by the Elections Administrator.
2. Nominees will be required to supply their UBC Student Number, full name, and contact information consisting of a phone number and email address.
3. Nominees will be required to sign their nomination form, which shall be taken as an indication of their willingness to stand for election, their understanding of their duties as defined in the Policy Manual and Constitution, and confirmation of their eligibility according to the Policy Manual and Constitution.
4. Nomination forms must be signed by at least ten Active Members of the Club who are not current Executive Members.

5. The Elections Administrator shall be responsible for checking nominations to ensure that each form is complete, all provided information is correct, and the student number corresponds to an Engineering Student.
6. Completed nomination forms may be submitted in person to the Elections Administrator, scanned and emailed to the Elections Administrator or placed in a predetermined receptacle as indicated by the Elections Administrator.

1. Candidates intending to withdraw prior to the election are required to notify the Elections Administrator in writing.
2. If a candidate withdraws after the ballots have been finalized, the withdrawal and the Candidate's name on the ballot shall not invalidate the election.
3. Votes cast for a candidate who has withdrawn shall not be counted.

Withdrawal of Nominations:

## 9.2.4 Campaign Regulations

### 9.2.4.1 General

1. Campaigning shall take place only during the specified campaign period. This includes other persons or organizations campaigning on the behalf of candidates.
2. Any campaign irregularities are to be reported to the Elections Administrator.
3. Candidates may not spread libel or slander other candidates.
4. Candidates are encouraged to use multiple methods of campaigning.
5. Candidates shall not run in slates, real or apparent, or share expenses for campaign materials. A slate shall mean a group of candidates who run for election on a similar platform for mutual advantage.
6. Electoral officers are not to offer opinions on the election, or the candidates. If electoral officers are asked questions about the candidates, they shall direct the voter to candidate materials, or the elections webpage.

### 9.2.4.2 Campaign Materials

1. No materials may contain any libel regarding other candidates.
2. The Elections Administrator must approve all materials before distributed. The Elections Administrator will take no longer than 24 hours from the time of submission to decide on the material, and if rejecting the material, will specify exact Elections Policy sections the material is violating.
3. No materials may contain material that is offensive due to its sexist, racist, pornographic, homophobic, or otherwise inappropriate content, as described in the Publications Policy.
4. Although no reimbursements will be made for campaign expenses, each candidate is restricted to spending \$20 at fair market value on campaign materials.
5. Materials shall not contain the CEC logo, the Civil Engineering logo, EUS logo, the UBC Engineering logo, the UBC Alma Mater Society logo or The University of British Columbia logo, or any branding associated with those entities.

6. Candidates may wear engineering paraphernalia in their campaign photos so long as none contains any official branding associated with these entities.
7. All non-text materials shall contain the CEC Elections logo, which shall be provided to candidates by the Elections Administrator one week before the start of the Campaign period.

#### 9.2.4.3 Civil Club Publicity

1. The Elections Administrator shall ensure that the Club's website contains all relevant elections information, including digital copies of all candidates' statements and photographs.
2. Each candidate is required to submit a 250-word maximum statement and photograph to the Elections Administrator at least one week prior to voting for the Civil Club Website.
3. Each candidate is required to submit a 100-word maximum statement and photography to the Elections Administrator at least one week prior to voting for the Ballot.
4. Once submitted updates or changes will not be made to the statement or photo.

#### 9.2.4.4 Posters

1. Candidates must submit a digital version of their poster in PDF format to the Elections Administrator at least three business days prior to voting.
2. Candidates are responsible for their own poster distribution and are encouraged to keep poster distribution minimal. Candidates must adhere to the [UBC Postering Policy](#).
3. Candidates are highly encouraged to remove all posters put up by them or their associates within two business days following the end of the election.

#### 9.2.4.5 Online Campaigning

1. Candidates are not permitted to use pre-existing lists for the purpose of campaigning. Lists shall be defined as:
  2. Mailing lists, including email
  3. Pre-existing social media groups or pages
  4. Similar concepts as determined by the Elections Administrator
5. An exception to this is personal social media pages which may be used to promote voting but only during the campaigning period.
6. Candidates are not permitted to use any form of "spamming" – unsolicited bulk email or other direct online communication.
7. If endorsed by an organization, the organization may send out campaign materials over their existing mediums.

#### 9.2.4.6 Endorsements:

1. Current Executive Officers cannot endorse candidates in Club General or By-Elections.
2. Outgoing Executive Officers who are not returning to the Council can endorse candidates in Program Club Elections.
3. Candidates may receive endorsements from individuals or from groups.
4. Candidates may not use the mailing lists or messaging mediums of these groups for the purposes of campaigning.

#### 9.2.4.7 Warnings and Disqualification:

1. Failure to adhere to the regulations specified in this policy may result in disqualification.
2. The Elections Administrator is the only person authorized to determine repercussions of breaking these regulations.
3. Candidates found to be violating any of the campaign or poster regulations shall be issued a formal written warning.
4. If a candidate is still found to be in violation after two days, they will be disqualified from the election unless otherwise decided by the Elections Administrator.

### 9.2.5 Voting Procedure

1. Elections shall be preferentially carried out online on a secure, regulated system to ensure only eligible students can cast a vote.
2. There shall be at least one polling station with a computer available, or at least three physical ballot boxes in separate Engineering locations if voting is not available online.
3. For each position, a "Reopen Nominations" option shall be made available, regardless of the number of candidates running. Should this option receive the most votes in a given race, a by-election shall be held for that position as soon as possible.

### 9.2.6 Election Results

1. Election results will be announced the day voting closes at the relevant event as well as online through the website and social media.
2. Candidates shall be given three business days to contest any results.
3. The winner of the election for each position is the candidate with the most votes. This candidate must win by a margin that is greater than the number of spoiled ballots.
4. In the event of a tie a by-election shall be held for that position.

### 9.2.7 Election Events

#### 9.2.7.1 All Candidates Meeting:

1. All candidates shall attend a meeting after the close of nominations but before the start of campaigning for the purpose of explaining rules, regulations, scheduling and any other details regarding the elections.
2. Candidates must arrange to meet with the Elections Administrator in the event that they are unable to attend the all candidates meeting as soon as possible after the close of nominations.

#### 9.2.7.2 Other Events:

1. The Elections Administrator shall organize other events as needed to promote voter turnout.

## 9.2.8 Election Administrator Disputes

If there are any disputes with the Elections Administrator's rulings or behaviour, a candidate may bring up concerns, in writing, to the Council.

Any allegations of irregularities must be submitted to the Elections Administrator in writing within 24-hours of notification of the results.

1. Upon receipt of an allegation submitted, a meeting of the Executive shall be called and the results of the election shall be unofficial pending the decision of the Executive as to whether the election shall be declared void.
2. The decision of the Executive shall be final and shall be submitted to the members of the Club in the next issue of the Civil Underground.
3. All appeals, and replies to said appeals, will be made available to the public.

## 9.3 REFERENDA

This policy shall govern all Council referenda.

### 9.3.1 Procedure

1. A referendum or referenda may be called by the President by:
2. A resolution of the Council or;
3. A written petition containing the names, student numbers and signatures of at least five percent (5%) of Civil Engineering Undergraduate Students.
4. The text of the referendum or referenda shall be written in such a way that it must be unbiased and answerable as yes or no. Such text shall be subject to approval by the Council.
5. The Council has the power to remove referendum questions if they go against UBC's Non-Academic Misconduct Policy with a super majority.
6. The Council must approve referendum questions at least three weeks prior to voting opening. Voting shall open no more than a month after approval by the Council.
7. It is recommended that referenda occur during Civil Club General Elections.

### 9.3.2 Voting

1. A referendum or referenda shall only be held during the academic year inclusive with the exception of over holidays, reading week and examination periods.
2. The voting period for the referendum will be no less than 3 days.
3. Referenda will be carried out online. If a paper ballot is necessary or the only available option, ballot boxes shall be staffed for at least 8 hours over the 3-day minimum period, and shall be in at least 2 locations frequented by Civil Engineering Students.
4. Unofficial results will be made public immediately.
5. The Council must approve all referendum results.

### 9.3.3 Results

A referendum or referenda shall be acted upon by the Executive where:

1. A majority of the votes cast support the referendum or referenda and;
2. The number of votes cast is equal or greater to ten percent (10%) of the members of the Cub in good standing.
3. Unless the referendum is to accept changes to the Constitution, in which case a 2/3rds approval must be met.

# 10 FINANCIAL POLICIES

## 10.1 BUDGET

The Budget shall be the guiding document for the Societies' spending and direct the Executive for the priorities of the Club.

### 10.1.1 General

1. The VP Finance shall be responsible for the creation and monitoring of the Club Budget as outlined in Executive Officer Duties Section 4.1.6.1.
2. The Club Budget can only be amended by the Council Executive by a vote at any point during the year.

### 10.1.2 Timeline

1. The VP Finance and President shall create the incoming budget during the Summer Term for approval by the deadline set by the AMS.
2. The Council shall meet once prior to the deadline set by the AMS to approve the incoming budget. The approval authorizes the Executive to make necessary expenditures outlined in the budget without further approval.
3. The VP Finance shall present updated numbers to the Executive as outlined in Executive Officer Duties Section 5.1.6.

# 11 OPERATIONAL POLICIES

## 11.1 AWARDS

### 11.1.1 Council Awards

The Club shall give out awards, at the discretion of the Club officers, to members in recognition of their service and commitment to the Club. The following awards shall be given out each year:

#### 11.1.1.1 Rookie of the Year Award

The Rookie of the Year award shall be given to a current member of the Club who joined in the current academic year and has made outstanding voluntary contributions to the aims and objectives of the Club.

1. The recipient of the award shall not be an Executive officer of the Club.
2. A maximum of one award shall be awarded each year, except at the discretion of the Club officers.
3. The recipient of the award shall be determined by a 2/3rds majority vote in a meeting where 75% of the Executive are present.
4. The award shall be presented at the official Club event where the annual general elections results are announced.
5. The recipient of the award shall receive a certificate of award and their name shall be engraved onto the Rookie of the Year commemorative plaque that is kept in the possession of the Club.

#### 11.1.1.2 Lifetime Commitment

The Lifetime Commitment award shall be given to a current member of the Club who has continually made outstanding voluntary contributions to the aims and objectives of the Club.

1. A maximum of one award shall be awarded each year, except at the discretion of the Club officers.
2. The recipient of the award shall be determined by a 2/3rds majority vote in a meeting where 75% of the Executive are present.
3. The award shall be presented at the official Club event where the annual general elections results are announced.
4. The recipient of the award shall receive a certificate of award and their name shall be engraved onto the Rookie of the Year commemorative plaque that is kept in the possession of the Club.



## 11.1.2 Community Awards

The Civil Engineering Student Leadership Awards will honor undergraduate Civil Engineering students for their contributions to the UBC Civil Engineering community. These Leadership Awards are for students who have demonstrated academic excellence and leadership potential in order to create a positive impact to the UBC Civil Engineering community. They will be recognized during the inaugural Alumni Dinner.

1. A nomination form for these awards will be made available at least two months prior to the Alumni Dinner.
2. The nominees will be selected based on demonstrated:
  - a. Leadership
  - b. Innovation
  - c. Personal Initiative
  - d. Service to the UBC Civil engineering student community
3. If possible, the selected recipients must collectively represent the diversity of the civil engineering community.
4. Please note that grades are not considered in selecting recipients for these awards, so long as the applicant is in good standing with the university.

## 11.2 COMMUNICATIONS

This policy governs the Club's official communications.

### 11.2.1 Website

The Civil Club website acts as a source of information for UBC Civil Engineering and those interested in our Faculty. With that in mind, the following points should be followed with respect to the website:

1. Language is expected to be clean.
2. If requested by any party, specified images must be removed promptly and without question.
3. The website should have an up to date repository of all Civil Club documents (Constitution, Policy Manual, Meeting Minutes, etc.) and event news.

### 11.2.2 Social Media

Civil Club Social Media is a source of information and branding for the Club. The following points should be followed with respect to the Civil Club Social Media:

1. Social Media should link back to Civil Club Website whenever possible
2. Facebook
  - a. Promotion from the Facebook Page shall be restricted to EUS and Civil Club Events only.
  - b. Civil Club Executive shall monitor the Civil Facebook Groups for spam and harassment.
3. Twitter
  - a. Promotion from the Civil Club Twitter shall be any Executive.
4. Instagram
5. LinkedIn

## 11.3 EQUITY

Harassment is not tolerated whatsoever by the Civil Club. The Club works to promote equity and well being at all its events, services and members. This topic is extremely sensitive and must be dealt with the utmost care. This policy is subject to interpretation if not applicable to the situation.

### 11.3.1 Harassment

1. If an officer of the Civil Club becomes aware of harassment by a member of the Club and/or towards a member of the Club, he or she shall immediately report the incident to the President and the AMS Ombudsperson.
2. Harassment is generally confidential and is not to be discussed with anyone other than is necessary.
3. The preference shall be to use AMS or UBC Resources such as the AMS Ombudsperson, UBC Ombudsperson, UBC Equity and Inclusion Office or the AMS SASC as applicable.
4. The choice to pursue a complaint rests with the alleged victim; however, the Club's policy shall be to prevent the situation occurring again.
5. It is expected that all Appointed Volunteers sign an acknowledgement of their responsibility to represent the Civil Club professionally and create a respectful environment at UBC.

### 11.3.2 Feedback

1. If at any time, any member or volunteer of the Civil Club feels actions or procedures of the Civil Club are un-equitable, they should be able to voice this feedback and concern.
2. The Civil Club shall have an anonymous feedback form available online for these scenarios.
3. All official complaints and feedback should go through the official AMS and UBC resources listed above.