



University of Windsor Engineering Students'

Society Policy Manual

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Article 1: Statement of Purpose

1. The Constitution of the Society governs the Society and is the ultimate authority, and will herein be referred to as the Constitution
2. The Policy Manual herein provides procedural guidelines on the matters not explicitly stated in the Constitution

Article 2: Duties & Responsibilities of the Executive Committee

1. All Executive Officers shall adhere to the following:
 - a. Maintain a cumulative average of at least 65%
 - i. Proof of academic status is to be submitted during the week of the First Executive Meeting of each semester to the Chief Returning Officer, which will then be filed away
 - ii. If such status is not provided, the member in question will be reviewed at the closest Board of Directors meeting and action will be decided upon at said meeting
 - b. Hold at least two office hours per week while enrolled in courses
 - c. If an Executive Officer will be out of Windsor-Essex County, while in-person classes are in session, for more than 1 month during their term, and any member of the Executive team deems that they are incapable of fulfilling the position's tasks while away, an executive committee vote must occur. The Executive in question may be forced to resign by a $\frac{2}{3}$ majority vote of the executive officers.
 - d. Record the following details of each major event that each respective Officer is responsible for:
 - i. Basic financial outline
 - ii. Attendance numbers
 - iii. Date of event
 - iv. Event title
 - v. Access to any relevant documentation
 - vi. Personnel required to plan the event
 - e. All executive members are expected to attend social events run by the Society at the discretion of the executive member running the event. Notice of absence shall be given 1 week prior to the event.
 - f. Hold a transition meeting and create a transition document for the newcoming executive in their position
2. The President of the Society shall:
 - a. Be a full member of the Society entering their third (3rd) or fourth (4th) year standing during their term of office
 - b. Have previously served a full term as an Executive Officer, in the event no previous Executive Officers wish to run, nomination will open to students that have prior served a full term on Board of Directors or Internal Council
 - c. Be elected according to the guidelines of election outlined in Article 8 of the Constitution

- i. If vacancy of the presidential position shall occur, the Board of Directors may appoint an Executive Officer as an acting President, until said position is filled
- d. Be the Chief Executive Officer of the Society
- e. Represent the Society to organizations outside of the Society
- f. Ensure all Executive Officers are aware of and perform their respective duties and work with them to ensure all their portfolios run smoothly
 - i. At the end of each semester, the President shall host individual meetings with each Executive Officer regarding team feedback and their performance
- g. See that all orders and resolutions of the Board of Directors are carried into effect
- h. Sign all documents requiring the President's signature as willed by the Society
- i. Oversee the accounts payable and receivable of the Society
- j. Execute all tasks inherent to the President's Charge
- k. Exercise any power conferred to the President by the Society
- l. Execute any other mandate(s) handed to the President by the Society
- m. Be responsible for overseeing the Internal Council of the Society
- n. Compile a year-end President's Annual Report to be presented at the Annual General Meeting of the Society
- o. Oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the President shall assume their responsibilities:
 - i. Mental Health Commissioner(s)
- p. Oversee CRO, CMO, and CAO applications
- 3. The Vice-President Internal shall:
 - a. Be the Chief Operating Officer of the Society
 - b. Perform all duties of the President at the request of the President in their absence
 - c. Act as a liaison officer between the Society and the UWSA as well as all other groups within the University
 - d. Assure that the Society abides by all guidelines and rules within UWSA and the University
 - e. Maintain liaison between the Society and engineering related clubs.
 - i. Keep an updated list of clubs contact information
 - f. Responsible for informing the Executives of any business carried out at any internal meeting within the University that directly affects the Society
 - g. Oversee the accounts payable and receivable of the Society
 - h. Be responsible to improve the reputation of the Society on campus
 - i. Increase awareness of the Society on Campus
 - j. Serve as an advocate on behalf of the undergraduate population regarding health and safety concerns within our facility
 - k. Oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the VP Internal shall assume their responsibilities:
 - i. Internal Equity Commissioner(s)
 - ii. IT Commissioner(s)

4. The Vice-President External shall:

- a. Be responsible for maintaining liaison with professional groups and organizations outside of the University
- b. Act as a liaison with student societies affiliated with the Society from other Universities
- c. Sit on the Engineering Students Societies Council of Ontario (ESSCO) and the Canadian Federation of Engineering Students (CFES) respective councils
- d. Act as a liaison with the Professional Engineers of Ontario (PEO) and Ontario Society of Professional Engineers (OSPE)
- e. Be responsible for compiling the delegates' session reports and providing summaries for plenary or general assemblies for each conference no later than two (2) weeks after the conferences
 - i. All conference reports should be accessible by students no later than twenty-one (21) days after the conference, in the case that edits need to be made
- f. Assure that the Society Mascot will be present at each conference whenever possible, for conferences that the Windsor Engineering Students' Society has an attending delegation
- g. Be responsible for facilitating and organizing any events with external organizations
- h. Present to the Engineering 1 class in the Fall and Winter Semester to educate students on the Windsor Engineering Society, ESSCO and CFES
- i. Shall be responsible for the planning and organizing of Patchapalooza
- j. The VP External will write a summary of all items voted on at external IC's, AGM's, PM's and conferences (including results), no later than 2 weeks after the event. The summary will then be posted on the Society website, under an "ESSCO & CFES" section

5. The Vice-President Social shall:

- a. Be responsible for relaying all advertising information regarding all Society events and initiatives to the CMO
- b. Shall be responsible for the planning and organizing of all social events pertaining to the Society
 - i. Said events include but are not limited to: Frosh Week, Frost Week, ExamBashes, Fall Formal, Engineering Gala
 - ii. Other priority events can be decided by BoD with a majority vote
- c. Ensure all events have proper legal documentation and insurance required to hold the event
- d. Oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the VP Social shall assume their responsibilities:

- i. Social Commissioner(s)
- ii. Sports Commissioner(s)
- iii. Orientation Week Commissioner(s)

6. The Vice-President Academic shall:

- a. Maintain liaison between the Faculty of Engineering and the engineering students regarding academic issues and policies
- b. Represent the Society in all matters related to academics. Develop and implement initiatives of an academic nature to enhance the quality of education offered to all engineering students
- c. Be responsible for the promotion of all career and educational related events including recruitment
- d. Be responsible for the curation and maintenance of the Exam Archive.
- e. Be responsible for organizing and planning the Windsor Engineering Competition
 - i. The competition itself must take place in the fall semester
- f. Be responsible for organizing and planning the High School Design Competition
 - i. The competition itself must take place during National Engineering Month (March)
- g. Attempt to meet with the Associate Dean Academic on a semesterly basis. Upon successfully meeting with the Associate Dean Academic, a summary report of the meeting must be provided at the following General Meeting
- h. Be responsible for planning and hosting Professional Development Week during their term
 - i. Events during this week include but are not limited to: Resume/Cover Letter Sessions, Case Competitions, How to Study Smarter not Harder, etc.
- i. Oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the VP Academic shall assume their responsibilities:
 - i. Academic Commissioners
- j. Work with the PEO EIT rep to plan events and offer networking opportunities to students

7. The Vice-President Finance and Administration shall:

- a. Be the Chief Financial Officer of the Society
- b. Propose a budget for the beginning of the new Fiscal year and have it approved at the Annual General Meeting
- c. Account for all monies, expenditures and Fiscal activities of the Society.
- d. Prepare and present a Financial Report and summary at the end of every semester
- e. Present a year end summary Financial Report to be presented at the Annual General Meeting of the Society
- f. Prepare the Society's financial statements and records for an audit upon request

- g. Be responsible for administrative and financial paperwork required by the Society, the University, and the UWSA
 - h. If requested, present financial records or statements within two (2) weeks of the request
 - i. Be responsible for the ordering and distribution of Society merchandise
 - j. Be responsible for organizing refreshments for meetings where necessary and appropriate
 - k. All cheque requests should be submitted to the UWSA within one month of being receiving the receipts
8. The Chief Administrative Officer shall:
- a. Record the minutes for all meetings of the Society
 - b. Archive and retrieve all documents of the Society
 - c. Inform the Executive Officers of all mail correspondence and communications
 - d. Be responsible for coordinating the dates of Society meetings, submitting notice to those attending the meetings and booking rooms
 - i. Maintaining internal/public calendars
 - e. Maintain and update the "Book of History" which includes:
 - i. Record of all transition documents from each Executive Officer
 - ii. Record of members who held Society positions during the term
 - iii. Any major Engineering Society milestones or new events at the discretion of the CAO
 - iv. Ensure that all events are recorded with the following information:
 - 1. Basic financial outline
 - 2. Attendance numbers
 - 3. Date of event
 - 4. Event title
 - 5. Access to any relevant documentation
 - f. Maintain and update a hard copy of the most current Constitution and Policy Manual, which is to be present at all times in the office as well as at all Executive and Board of Directors meetings
 - i. All updates must be made within fourteen (14) days after the motion for the update has been passed
 - g. Keep an up to date list of all important contacts of the Society, to include:
 - i. Executive Committee
 - ii. Board of Directors
 - iii. Advisory Board
 - iv. Internal Council
 - v. Sponsors
 - vi. Relevant Faculty Members
9. The Chief Returning Officer shall:
- a. Be a full member of the Society entering their third (3rd) or fourth (4th) year of engineering during their appointment
 - b. Have previously served as a member of the Executive Committee, Board of Directors, or Internal Council
 - i. If no applicants possess the necessary previous experience or meet the year requirement, the most suitable candidate can be selected on the condition they undergo an extensive training session with the previous CRO
 - c. Be responsible for conveying to the Society past precedent and continuing the previous spirit of the Society
 - d. Oversee the governance and adherence to the Society's Constitution and Policy

Manual

- i. Hold an accountability session related to each executive's performance with reference to the Policy Manual/Constitution during the last meeting of the month
 - ii. Ensure that the CMO is marketing all material sent by other execs, and all material is sent to the CMO two (2) weeks before the event is run to ensure sufficient advertising.
 - e. Oversee and chair meetings of the Society Executive Committee and the Board of Directors
 - i. In the absence of the CRO, the Board of Directors and Executive Committee will appoint a temporary Chair to take this responsibility
 - f. Be responsible for publicizing and holding all elections of the Society, with support from related executive
 - i. Including but not limited to VPIN support for UWSA elections, and VPX support for ESSCO and CFES elections
 - g. Be responsible for the appointment of subsequent electoral officials
 - h. Be responsible for upholding all articles of the Society pertaining to electoral procedures as outlined in all official documents of the Society
 - i. Be responsible for reporting any contraventions of the election procedure to the presiding Executive Committee
 - j. Announce the results of all elections to the presiding Executive Committee and at the General Meeting
 - k. Required to collect and maintain a record of the proof of academic standing of all executive officers each term
 - i. The CRO must submit their proof of academic standing to the President each semester
10. The Chief Marketing Officer shall:
- a. Control the solicitation of content for all professional publications;
 - i. Professional publications include, but are not limited to: Blackboard, emails, LinkedIn, posters, digital posters
 - ii. Ensure all society events and services are advertised through the Society professional publications
 - b. Control the solicitation of content for all social media publications;
 - i. Social media publications include, but are not limited to: Facebook, Instagram, Twitter
 - ii. Ensure all society events and services are advertised on the Society social media accounts
 - iii. Create engaging content for the social media accounts
 - iv. Ensure that thereputation of the Society is upheld on social media
 - c. Coordinate the advertising activities among publications;
 - d. Coordinate and/or Supervise the production of all publications including but not limited to:
 - i. Handbooks: to be available before Orientation Week
 - e. Coordinate any marketing and publications involved with the Faculty for the Faculty;
 - f. Update and maintain the content of the website

- g. If applicable, compile and distribute a copy of the Essex Post on a date predetermined by the head contract with the Advertising Company
- h. Aid engineering club advertisements whenever possible.
- i. Oversee the following positions and/or committees. In the event that these positions and/or committees are vacant, the Chief Marketing Officer shall assume their responsibilities:
 - i. Marketing Commissioner(s)
 - ii. Photography Commissioner(s)
- j. Advertise events from outside organizations (ESSCO, PEO, CFES)

Article 3: Duties & Responsibilities of the Board of Directors

1. A student representative position, as outlined in 2.a.iv in the Constitution, on the Board of Directors shall not be held by an Executive Officer
2. Members of the Board of Directors shall:
 - a. Be responsible for properly representing their respective areas of the engineering student body
 - b. Be responsible for bringing forth students concerns, questions, and issues to the Executive Committee
 - c. Hold an Executive Committee Accountability session at least once a semester
 - i. Anonymous minutes must be taken during these sessions
 - d. Act as a primary communication medium between the engineering students and the Society and distribute or disseminate all relevant information to their respective student bodies.
 - e. Discipline representatives have voting privileges on the Board of Directors of the Engineering Student Fund and are required to attend semesterly meetings.
 - f. Attend all Board of Director meetings as outlined in Article 5, Section 2
 - i. In the event that a member cannot attend said meeting, they are responsible for finding a proxy of the same respective area of the students whom they represent
 - ii. Said proxy will have speaking rights and voting rights
 - g. Be required to hold a public office hour once a week while enrolled in courses
 - i. During any office hours held virtually, Board of Directors members are expected to monitor Discord chats
 - h. All BOD members are expected to attend social events run by the Society at the discretion of the executive member running the event. Notice of absence shall be given 1 week prior to the event.

Article 4: Duties & Responsibilities of the Internal Council

1. A position on the Internal Council shall not be held by an Executive Officer
2. Members of the Internal Council include:
 - a. Social Commissioner(s)
 - i. Responsible for aiding the Vice-President Social in the planning and organizing of all social events of the year
 - ii. Responsible for aiding the Executive Committee to promote any events, services, and announcements through social media and online resources.
 - b. Sports Commissioner(s)
 - i. Responsible for organizing and managing physical and virtual sporting events
 - c. Commissioner(s) of Photography
 - i. Responsible for ensuring that all events and initiatives of the Society are captured in images and/or video
 - d. IT Commissioner(s)
 - i. Responsible for maintaining and assisting with any virtual affairs of the Society including items referenced in Article 8, Sections 2-3
 - e. Marketing Commissioner
 - i. Responsible for aiding the Chief Marketing Officer in the development and release of professional and social media publication
 - f. Academic Commissioner(s)
 - i. Responsible for providing professional development opportunities
 - ii. Assist the Vice President Academic with planning Professional Development Week
 - iii. Assist the Vice President Academic with planning High School Design Competition
 - iv. Assist the Vice President Academic with planning Windsor Engineering Competition
 - g. Mental Health Commissioner(s)
 - h. Responsible for planning initiatives regarding mental health awareness within our faculty
 - i. Orientation Week Commissioner(s)
 - i. There shall be no less than two (2) Orientation Week commissioners directors of the Society to be appointed by the Executive Committee.
 - ii. The Orientation Week directors are responsible for ensuring the proper organization and execution of Orientation Week during the first week of class in the fall semester
 - j. Internal Equity Commissioner(s)

- i. Would work under the vice president external to plan events related to building equity on campus, as well as working with the WIE engiQueers director, attend engiQueers conferences, and bring back information.
- ii. Responsible for ensuring that the Society takes on and participates in charitable events throughout the year
- iii. Responsible for aiding the Executive Committee with coordinating for charities

Article 5: Meetings of the Society

1. During all Society meetings, a version of Robert's Rules of Order shall be adopted and explained at the commencement of each meeting
2. Executive Meetings of the Society
 - a. Meetings of the Executive Committee shall be held at a time and place to be determined by the President of the Society with notice of said meeting being given at least two (2) days in advance
 - i. Under special circumstances to be determined by the Executive Committee, the President may call a meeting where no prior notice needs to be given
 - b. Two thirds (2/3) of elected Executive Officers shall constitute a quorum.
 - c. Each elected Executive Officer present at said meeting is authorized to exercise one (1) vote
 - i. In the event that an elected Executive Officer is unable to attend, a proxy vote shall be granted to an appointed Executive Officer present at said meeting, only in the situation to satisfy quorum
 - ii. A proxy must be presented via email to the Chief Returning Officer prior to said meeting
 - d. If all Executive Officers consent, an officer may participate in an executive meeting by means of teleconference or other electronic devices
 - i. An Executive Officer participating in a meeting by such means is deemed to be present at said meeting
3. Board of Directors Meetings of the Society
 - a. A Board of Directors meeting, also known as a BoD meeting, is open for all undergraduate engineering students to attend
 - i. Students can use these meetings to present issues to engineering student representatives
 - ii. All non-Board of Director members shall not engage in conversation unless called upon by the discretion of the Board
 - iii. All non-Board of Director members may be asked by the Chair to temporarily leave during a vote
 - b. Meetings of the Board of Directors shall be held at a time and place determined by the Executive Committee with at least seven (7) days of notice given
 - c. Quorum shall be $\frac{2}{3}$ of BoD voting members present. In the event that a voting Board of Directors member is unable to attend a proxy vote shall be granted to a full member of the Society in the voting member's representation, as chosen by said voting member
 - d. If a Board of Director member cannot attend, a proxy must be presented via email to the Chief Returning Officer prior to the meeting
 - i. In the event that an emergency Board of Directors vote must be held, an email vote may be used

- ii. All emails relating to said vote as well as all of the votes on the issue at hand shall be archived and announced to the Board once a decision has been made
- e. A simple majority (50% +1 vote) is needed to pass a motion at a Board of Directors meeting
- f. In the event of a tie, the Chair will have the deciding vote
- 4. Internal Council Meetings of the Society
 - a. The President shall chair the Internal Council meetings of the Society
 - b. Business to be carried out during Internal Council meetings shall be:
 - i. To plan events for the Society
 - ii. To update the respective managers of the ongoings of the Internal Council
 - iii. To discuss issues as they relate to the respective roles' initiatives
- 5. General Meetings of the Society
 - a. The purpose of the General Meetings of the Society is to maintain involvement of the members of the Society
 - b. Business to be carried out during the General Meetings of the Society shall be:
 - i. To update the members on a regular basis of the progress of the Executive Committee and their mandates and initiatives
 - ii. To give the members a sense of participation with the Society over current affairs
- 6. Business to be carried out at the Annual General Meeting of the Society shall be:
 - a. The adoption of minutes to both the previous Annual General Meeting and any General Meetings which included a vote or motion of the fiscal year
 - b. Consideration of the following reports:
 - i. The President's Annual Report. This shall include:
 - 1. Updates on major initiatives, events, and changes within the society during the respective fiscal year
 - ii. The Annual Financial Report of the Society. This shall include:
 - 1. General overview of all accounts approaching the end of the fiscal year
 - 2. Overview of budget lines exceeding more than 10% of the original allocated funds
 - 3. Proposed budget changes and justifications
 - c. Review and update progress on mandates from the previous year
 - d. Proposal hearing, discussion and voting on mandates for the next year's Executive Committee to carry out
 - e. Elect the Board of Director representatives for the following year
 - i. If a student is unable to attend but wishes to run for a representative position, they may send a proxy to accept the nomination on their behalf, granted they have informed the Executive Committee in advance
 - f. Ratify the next years Executive Committee
- 7. During all voting processes, each full member present shall be allowed one (1) vote for each proposal and a simple majority vote (50% +1 vote) shall carry the motion

Article 6: Financial Matters of the Society

- 1. All new events or initiatives must have a proposed budget completed at least two (2) weeks before the scheduled event is to occur, which shall be reviewed by the Board of

Directors for approval, and signed by two of the three signing authorities of the Society as outlined in Article 12, Section 2 of the Constitution

- a. In addition, at the time of submission for refund, proper forms must be filled out as requested by the Vice-President Finance and Administration
2. All reimbursements for expenses must be submitted within two (2) weeks of the scheduled date of the event unless permission is granted by the Vice-President Finance and Administration. All reimbursements submitted after this date can be dismissed at the VPFA's discretion
3. Club Funding
 - a. Each individual engineering club or group is qualified to receive club funding once per semester
 - b. All applications must be approved by the Executive Committee followed by the Board of Directors with a simple majority vote
 - c. This funding will be for small projects and initiatives to improve and promote your club and attract new members
 - d. The clubs are required to submit a budget prior to the event, and a report summarizing the outcome after the event is held
 - e. Mileage Reimbursement
 - f. Any event deemed worthy by the Executive Committee is subject to a mileage reimbursement in accordance to the following rules:
 - i. The mileage reimbursement rate is to be determined by the Executive Committee at the beginning of their term based on current industry standards

Article 7: Engineering Conferences

1. Definition
 - a. A gathering by an officially recognized organization for engineering students in which the society has been invited to send delegates to attend
2. Delegates
 - a. The head delegate shall be:
 - i. The most appropriate candidate for the given conference, as appointed by the Engineering Student Society Executive Committee

- ii. The Vice-President External for any conference with a plenary or general assembly session
 - 1. The Vice-President External is exempt from submitting an application for said conferences
- iii. The Vice-President Internal for any conference presented by an internal association (i.e., UWSA)
- iv. The Vice-President Academic for any engineering competitions (i.e., OEC)
- v. Responsible for ensuring that all sessions at the conference have a Windsor delegate attending
- vi. Responsible for every other delegate of the Society at the Conference
- vii. Responsible for presenting themselves in a professional manner as they are the main representative of the Society
- viii. Responsible for informing the Executives of any business carried out at the conference that directly affects the Society
- b. The number of additional delegates will be determined in the following order:
 - i. The maximum delegates allowed to attend the specific conference
 - ii. The budget of the Society at the discretion of the Board of Directors
- c. A delegate shall:
 - i. Be a full member of the Society
 - ii. Send an application to the Society before a specified deadline including all relevant information pertaining to the specific conference and/or attend an interview
 - 1. The interview panel must include, but is not limited to, the Vice-President External and at least one other Board of Directors member
 - iii. Complete and submit the Conference Delegate Agreement Form to the Vice-President External prior to attending the conference
 - iv. Be required to compile a detailed report on the conference and submit it to the Vice President External within two (2) weeks of the final day of the conference. Acceptable reports are outlined in the "Delegate Report Guidelines" document
 - 1. If the Vice President External has given feedback - 3 weeks will be permitted
 - v. Pay an insurance deposit of \$50 which will be returned once a conference report is submitted, and they satisfied their duties as a delegate as approved by the Vice President External
 - 1. If the conference is held online, then a deposit of the amount the Society pays for each delegate is required prior to attending that conference
 - vi. Have been to less than 3 conferences per fiscal year (2 outside of Ontario)
 - 1. An exception to this clause if there are if there are not enough applicants
- d. The Executive Committee and the Board of Directors shall choose the delegates for all conferences based on:
 - i. The policies outlined in the Policy Manual Article 7, Section 2.a-c
 - ii. The potential delegate's qualifications, level of enthusiasm, and motives outlined in their application
 - iii. A fair and impartial decision process unaffected by personal bias or conflict of interest, whereas a standard of accountability is to be enforced

by the Board of Directors

3. Travel and Delegate Fees

- a. Each delegate is responsible for paying 50% of their delegate fee prior to departure of the conference. All travel costs will be covered by the Society
 - i. The delegate fees of the VP External are paid for regardless
- b. In the case of a student driver, the Society will pay the reimbursement rate for every kilometer driven, as well as any parking fees

Article 8: Online Affairs of the Society

1. The online affairs of the Society shall be moderated, and used by each executive member while there is deemed a need to host events and connect with students
 - a. The president will be responsible for delegating the following tasks to executives:
 - i. Updating the servers
 - ii. Managing and testing plug ins
 - iii. Ensuring the proper setup of Minecraft worlds for events
 - iv. The organization and creation of Discord channels
 - v. A designated executive to bring forth discrepancies to the executive board.
 - b. All executives and members of the board of directors shall be responsible for monitoring chats during office hours.
 - c. Server access should be limited to Engineering students, but access can be granted to University of Windsor students at the discretion of the executive board.
2. Discord
 - a. The Executive Board shall manage and uphold the use of the official 'UWindsor EngSoc' Discord server through the use of:
 - i. Announcements
 - ii. Rules
 - iii. General Chat
 - iv. Office Hours
 1. Only when applicable due to the location of the semester
 - b. The server will be sanctioned and will follow the rules surrounding Academic Integrity
 - c. The server will be overseen and moderated by IT Commissioners
 - i. The responsibilities of the IT Commissioners shall include but are not limited to:
 1. Adding students from the registration list
 2. Monitoring chats and alerting the executive board of any problems

Article 9: The Official Logo

1. The official logo of the Society shall only be used on merchandise and documents produced by the Society or organizations affiliated with the Society
2. Permission to use the official logo on any other product shall be granted by the Executive Committee
3. The official logo may not be altered in any way and should only be resized to fit so that its original proportions can be kept

Article 10: Amendments to the Policy Manual

1. This Policy Manual shall only be amended by:
 - a. Simple majority vote of Board of Directors at any Board of Directors meeting
 - b. Simple majority vote of Full Members at any General Meeting that meets quorum
 - c. Simple majority vote of Full Members at the Annual General Meeting
2. All such amendments are effective immediately
 - a. In the case of 1.a., the changes must be ratified at the next General Meeting which reaches quorum