

**Canadian Society for Civil Engineering
Carleton University Chapter**



POLICY MANUAL

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Office Policy

Section 1: Preamble

- 1.1 Objective:
 - 1.1.1 The purpose of the Office Policy section is to ensure the proper use of the Canadian Society for Civil Engineering, Carleton Student Chapter's office.

Section 2: Definitions

- 2.1 "Councilor" will refer to either Representative or Executive of CSCE.
- 2.2 "Office" shall refer to the room in which CSCE resides.
- 2.3 "Members" only refers to people who signed the membership form.

Section 3: Rules and Guidelines

- 3.1 The Office door shall remain closed when no on-shift Councilor is present in the room unless another Councilor has volunteered to take over.
- 3.2 Councilors will enforce the Office Rules and Guidelines.
- 3.3 Councilors on office hours shall remain in the room during the duration of their office hours.
- 3.4 Councilors will be given permission to use the Society Office key held by the Carleton Student Engineering Society.
- 3.5 Councilors are expected to clean the office of any garbage during their scheduled hours.
 - 3.5.1 Occupants who are responsible for garbage are expected to clean or remove it.
- 3.6 Storage shelves in the room are allowed to be used by the designated individuals the shelves are labeled for.
 - 3.6.1 Items are expected to be removed after 24 hours unless permitted by VP Internal.
- 3.7 Usage of the assets and utilities in the Office is permitted by Members as defined below:
 - 3.7.1 The Mini Fridge
 - 3.7.1.1 All items must be removed before the end of the scheduled office hours.
 - 3.7.2 The Microwave
 - 3.7.2.1 Must be cleaned if a mess is made.
 - 3.7.3 The Coffee Maker
 - 3.7.3.1 Must be cleaned if a mess is made.
 - 3.7.4 Textbook Library.
 - 3.7.4.1 Textbooks are not permitted to be taken out of the office.



- 3.8 Upon the office becoming overcrowded, Members may be given priority access to the office.
 - 3.8.1 Non-members that are already inside the room may be asked to leave if the office becomes overcrowded.

- 3.9 There will be zero tolerance of:
 - 3.9.1 Property damage to CSCE's property;
 - 3.9.2 Usage of non-prescription drugs, recreational drugs, or alcohol;
 - 3.9.3 Theft of CSCE's property.

- 3.10 Unprofessional mannerism is expected to be kept low within the office:
 - 3.10.1 This includes but is not limited to swearing, excessive volume, and vulgar language.
 - 3.10.1.1 Failure to abide by these restrictions can result in the individual being removed from the office by a Councilor.

- 3.11 Councilors are expected to attend all of their shift times unless communicated with a 12-hour notice to VP Internal.
 - 3.11.1 Failure to do so may result in that Councilor receiving a strike.
 - 3.11.1.1 If enough strikes accumulate Councilors may lose their VAP tickets, lose their office hours, or risk impeachment.



Discord Policy

Section 1: Preamble

- 1.1 Objective:
 - 1.1.1 The purpose of the Discord Policy is to outline how CSCE will maintain the upkeep of the Discord server for its users and students.

Section 2: Definitions

- 2.1 “Discord Server” refers to the CSCE Discord Server.
- 2.2 “User” is a person who is using the Discord.
- 2.3 “Moderator” is a person who has been given moderator powers.

Section 3: Rules and Guidelines

- 3.1 Councilors are required to moderate the Discord Server
 - 3.1.1 They are expected to:
 - 3.1.1.1 Moderate any communications within the Discord Server;
 - 3.1.1.2 Maintain professionalism on the Discord Server; and;
 - 3.1.1.3 Report any punishments given and the reason for said punishments.
- 3.2 Moderators:
 - 3.2.1 Are hired by VP Publications.
 - 3.2.2 Are in charge of moderating the Discord, which means;
 - 3.2.2.1 Ensure bots and spam are removed and deleted from the Discord;
 - 3.2.2.2 Enforce any punishments if rules are broken; and;
 - 3.2.2.3 Record any punishments given.
- 3.3 The following Punishments may be applied to any User who breaks the rules of the server;
 - 3.3.1 A User that breaks the Discord Server’s Rules, is given a warning.
 - 3.3.1.1 Once the individual has reached two warnings they may be removed from the server.
 - 3.3.2 A User may lose their CSCE membership.
- 3.4 The User agrees to these rules once they join the Discord;
 - 3.4.1 Users will not:
 - 3.4.1.1 Organize, participate, or encourage harassment of others;
 - 3.4.1.2 Organize, participate in, or encourage hate speech of any kind;
 - 3.4.1.3 Make threats of violence against anyone or anything;
 - 3.4.1.4 Evade server bans or kicks;



- 3.4.1.5 Send others viruses or malware;
 - 3.4.1.6 Send any not safe for work content;
 - 3.4.1.7 Send content that glorifies or promotes self-harm;
 - 3.4.1.8 Violate Carleton's academic integrity policy;
 - 3.4.1.9 Behave unprofessionally during any online events on the server; and;
 - 3.4.1.10 Fail to abide by the posted rules on the discord server (posted in welcome-and-rules).
- 3.5 Failing to abide by the Discord Server's rules may result in a punishment or warning being applied to the User.
- 3.5.1 Depending on the severity, a membership removal process may occur.