

DISCIPLINE POLICY

CRÉIQ - Confederation for Student Engineering Outreach in Quebec

QCESO - Quebec Confederation for Engineering Student Outreach



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Hybrid

DISCIPLINE POLICY

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CHAPTER I

PURPOSE OF THE POLICY

Object

1. The purpose of the Discipline Policy is to establish standards of conduct for participants, including volunteers, partners, officers and any other person present at any QCESO event. It also sets out the sanctions that may or must be imposed, and establishes the procedure to be followed in this regard.

Legal framework

2. This policy is adopted by the Board of Directors in accordance with the *General Powers* section of the *General By-law of the Confederation for Student Engineering Outreach in Quebec* and section 91 of the *Companies Act* (RLRQ, c. C-38).

CHAPTER II**GENERAL PROVISIONS****Application**

3. The President of QCESO is responsible for the application of this policy.

Definitions

4. In this policy, unless the context otherwise requires, the following definitions apply:
 - i. Student: Any person enrolled in an engineering program offered by a Quebec institution of higher learning and accredited by the Canadian Engineering Accreditation Board (CEAB).
 - ii. Participant: Any person who takes part, in any way (including volunteers and partners), in events or bodies organized or overseen by QCESO.
 - iii. Major events: Major events include the Engineering Games, the Québec Engineering Competition and the IngénieurE au féminin conference.
 - iv. Events : Events include major events, regular conferences, the annual conference and the CREIQ training camp.
 - v. Organizer: A member of the organizing committee of one of the two major events.
 - vi. BOD: Board of Directors
 - vii. Active disciplinary board: Disciplinary board in place based on a specific, ongoing complaint.
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viii. QEC: Québec Engineering Competition

CHAPTER III

PARTICIPANT RESPONSIBILITIES

Eligibility

5. Only people aged 18 and over are eligible to take part in QCESO events.
6. Notwithstanding article 5, a waiver may be requested from the QCESO Board of Directors for a student under 18 years of age to attend a QCESO training camp or regular congress. No derogation may be requested for Eng games or QEC.
7. Notwithstanding article 5, everyone is eligible to take part in IngénieurE au féminin congress.
8. Only those who have signed the discipline policy are eligible to participate in QCESO events.
9. To be eligible to take part in events, participants agree to attend the mandatory training courses imposed by the presidency responsible for the event in question before the event takes place.

CHAPTER IV

IMPROPER BEHAVIOR

Definition

10. At any QCESO event, any behavior that could harm the physical or psychological integrity of a person, or the property of another, as well as any behavior that could offend public decency, will not be tolerated by QCESO and will be subject to sanctions.

Examples

11. Without limiting the generality of the foregoing, reprehensible conduct includes, but is not limited to, the following.
 - a. Damaging anyone else's property, including event venues, QCESO equipment or host association equipment.

- b. Any vexatious behaviour in the form of repeated, hostile or unwanted behaviour, words, actions or gestures, which affects a person's dignity or psychological or physical integrity.
- c. Any manifestation of sexual violence (cyber-violence; repeated sexist, heterosexist, homophobic, biphobic, transphobic, misogynistic behavior, etc.; production or distribution of images with sexual connotations without consent; sexual harassment; voyeurism or exhibitionism; sexual assault; repeated and unwanted comments, allusions, jokes or insults of a sexual nature.
- d. Any violent act, whether directed against a participant, an organizer or a third party.
- e. Any attempt to compel a person, by force or authority, to undergo ritualized practices, tests or treatment involving sexual or otherwise degrading aspects.
- f. Any voluntary consumption by a participant of drugs or alcohol that is manifestly unreasonable or illegal, and any behavior by others that encourages consumption.
- g. Any failure to comply with the rules set out and distributed by the people in charge of the various events.
- h. Any behavior that contravenes the standards and regulations in force at the time of the event.
- i. Any behavior that may constitute a criminal act under applicable laws.

CHAPTER V

DISCIPLINARY COMMITTEE

Mandate and responsibility

12. A permanent Disciplinary Committee is formed at the beginning of each term to deal with any disciplinary matter submitted to it concerning members of a QCESO member association or participants in a QCESO event under the terms of the present policy.
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13. The Disciplinary Committee must be neutral and simply stick to the facts presented to it during its investigation.
14. Committee members must be in office for the entire duration of major events, regardless of the time of day.
15. The mandate of the Disciplinary Committee ends with the appointment of new directors.
16. Notwithstanding article 15, if a complaint is pending at the end of the mandate, the mandate of the Disciplinary Committee is extended until a judgment is rendered.

Selection

17. Anyone wishing to sit on the Disciplinary Committee must send a letter of introduction to the Chairman of the Board before May 1 of each year.

Composition

18. The Permanent Disciplinary Committee is made up of three members and three substitutes appointed by QCESO's Board of Directors at the first meeting of the directors' year of mandate.
19. The appointment of at least one independent, professional external player should be the preferred option.
20. The Disciplinary Committee must include at least one member of QCESO's Board of Directors.
21. The active disciplinary committee may not comprise more than 2 members from the same university.
22. If one of the positions on the Discipline Committee is vacant, the persons having the following roles under QCESO bylaws are automatically appointed in interim order until a permanent member is appointed by the Board.
 - a. President of QCESO
 - b. Executive Vice President of QCESO
 - c. Sage on QCESO's Board of Directors
 - d. Vice President Finance of QCESO

- e. Free student as defined in the RG sitting on the QCESO Board of Directors
 - f. Representative of all associations on QCESO's Board of Directors
 - g. Small association representative on QCESO's Board of Directors
 - h. Representative of the major associations on QCESO's Board of Directors
 - i. QEC's Vice President for Social Responsibility or any person in a similar position
 - j. Eng games Vice President for Social Responsibility or anyone in a similar position
23. Notwithstanding article 21, if the list in article 22 has been completed and there is still no eligible person, there may be 3 members from the same university on the active disciplinary committee.

Eligibility

24. Any person appointed by the Board is eligible to become a member of the Disciplinary Committee.
25. A member of the Disciplinary Committee may serve a maximum of three terms.
26. Anyone found guilty by the Board of Directors of sharing confidential information will automatically be expelled from the Disciplinary Committee forever.

Power

27. The Disciplinary Committee can only recommend sanctions to the Board, and has no disciplinary powers.
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CHAPTER VI

REPORT

Definition

28. A report is the action of informing a member of QCESO's Board of Directors or a member of the organizing committee of one of the major events by a person who witnesses reprehensible behavior.

Eligibility

29. Anyone who is a witness or a victim may make a written, verbal or electronic report about a participant in QCESO events.
30. Reports can be made anonymously, but must at least include the name of the person concerned, a brief description of the situation and a chronology of events.

Privacy

31. Confidential information gathered in the course of a report and subsequent investigation, if any, must be accessible only to the Executive Vice President of QCESO, the President of QCESO and the Disciplinary Committee.
32. Notwithstanding article 31, confidential information may be shared with external persons who are obliged to keep the information confidential.
33. The identity of any person making a report within the meaning of the preceding article must remain confidential, unless the person consents in writing to the contrary.
34. The identity of any witness or person against whom a report is made must also remain confidential unless the witness or person against whom the complaint is made consents in writing to the contrary.
35. Notwithstanding section 33, the person who is the subject of the report may have access to the identity of the person who filed the complaint.

Treatment

36. Anyone who receives a report must inform the QCESO Chair as soon as possible, who must then mandate the Disciplinary Committee as soon as possible.
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37. If the Committee is mandated by the report, a meeting of the Disciplinary Committee must be held no later than 3 hours after receipt of the report when major events are in progress, or 72 hours after receipt of a report when major events are not in progress, in order to begin processing the report.
38. At the committee's first meeting concerning a report, the Disciplinary Committee must determine whether or not the report is admissible. If the report is not admissible, the Disciplinary Committee must present the reasons for its decision to the person who filed the report. If the report is deemed admissible, an investigation is automatically launched.
39. At the committee's first meeting concerning a report, it must determine whether or not the person concerned by the report should be suspended for the duration of the investigation. If the person is to be suspended, the person representing the Board on the Disciplinary Committee must convene an extraordinary meeting of the Board within a maximum of 120 hours to make the recommendation to the Board.
40. Notwithstanding article 37, if the report is received during major events, the Disciplinary Committee must issue the recommendation to the President of the Confederation and the President of the event in question within a maximum of 1 hour after the end of the first meeting.
41. A report must be submitted to the Board of Directors within 60 calendar days of receipt of the report.

CHAPTER V

COMPLAINTS MANAGEMENT

Eligibility

42. Anyone who has been the victim of misconduct may file a written or electronic complaint against a participant in QCESO events.
 43. To be eligible, it must include the name and contact details of the person filing the complaint, the name of the person who is the subject of the complaint, the chronology of events and details of the allegations.
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Receiver

44. All complaints are addressed to the Executive Vice-President of the QCESO, who refers them to the Disciplinary Committee.

Complaint form

45. At all times, a complaint form must be available on the QCESO website in the "Resource" section.

Privacy

46. Confidential information gathered in the course of a complaint and subsequent investigation may only be accessed by the executive vice-president of QCESO, the president of the QCESO and the disciplinary committee.
47. Notwithstanding article 46, confidential information may be shared with external persons who are bound by professional secrecy.
48. The identity of any person filing a complaint under the preceding section shall remain confidential, unless the witness or person against whom the complaint is made consents in writing to the contrary.
49. The identity of any witness or person against whom a complaint is made must also remain confidential, unless the witness or person against whom the complaint is made consents in writing to the contrary.
50. Notwithstanding section 48, the person who is the subject of the complaint may have access to the identity of the person who filed the complaint.

Treatment

51. If a complaint is referred to the committee, a meeting of the Disciplinary Committee must be held no later than 3 hours after receipt of the report when major events are in progress, or 72 hours after receipt of a report when major events are not in progress, in order to begin processing the complaint.
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52. At the committee's first meeting regarding a complaint, the Disciplinary Committee must determine whether or not the complaint is admissible. If the complaint is not admissible, the decision-making committee must present the reasons that influenced the decision to the person who lodged the complaint. If the complaint is deemed admissible, an investigation is automatically launched.
53. At the committee's first meeting concerning a complaint, it must determine whether the person against whom the complaint has been lodged should be suspended from his or her role within QCESO for the duration of the investigation or not. If the person is to be suspended, the person representing the Board on the Disciplinary Committee must call an extraordinary meeting of the Board within 120 hours to make the recommendation to the Board.
54. Notwithstanding article 53, if the complaint is received during major events, the Disciplinary Committee must issue the recommendation to the President of the QCESO and the President of the event in question within a maximum of 1 hour after the end of the first meeting.
55. A report on the complaint must be submitted to the Board of Directors within 60 days of receipt of the report.

Management

56. If a complaint implicates a member of QCESO's Executive Board or a member of the Major Events Organizing Committee, he or she is automatically suspended from his or her duties for the duration of the investigation.

Plaintiff's rights

57. The complainant has the right to refuse to participate in the investigation of the complaint in question at any time.

CHAPTER VIII

RIGHTS OF ACCUSED PARTICIPANTS

Audience

58. People who have received a complaint against them are entitled to a hearing to explain their actions.
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59. The Disciplinary Committee, depending on the situation, is responsible for organizing the hearing.

60. The subject of a complaint or report may refuse to participate in a hearing.

Explanations

61. Upon request, participants to whom a sanction has been imposed are entitled to a video meeting with the QCESO President for further explanation, if so desired.

CHAPTER IX

DIRECTORS' RIGHTS

Expulsion at QCESO events

62. QCESO presidents have the right to take legal action to expel any person from any event organized under their auspices, as well as to refuse or prohibit registration as they deem appropriate for the safety and smooth running of the event.

63. The president of the major event in question who expels a participant must justify this decision to the president of the confederation as soon as possible.

64. The president the QCESO event in question who expels a participant must justify this decision to the participant as soon as possible.

65. The president of the QCESO event in question who expels a participant must inform and justify the expulsion to the confederation's permanent disciplinary committee in writing as soon as possible to automatically initiate the reporting process.

CHAPTER X

SANCTIONS

With complaint or report

66. Following its investigation, the Disciplinary Committee may recommend sanctions to the Board.

67. The Board of Directors can decide whether or not to apply these recommendations.

Without complaint or report

68. The Board of Directors has the right to initiate an investigation even if no report or complaint has been received. The complainant on file must be registered as QCESO.
69. The Board of Directors has the right to prohibit the presence at its major events of a non-member of a member association without a complaint or report having been made.

Eligibility

70. For a sanction to be imposed for misconduct, the person against whom the complaint has been lodged must have had the opportunity to be heard by the disciplinary committee, if he or she so wishes.
71. A sanction may be imposed on the person concerned if he or she is not a member of a member association of the confederation.
72. A penalty may be imposed on the person concerned if he or she has been found guilty in a court of law.

Possible penalties

73. Without limiting the generality of the foregoing, the following are possible sanctions:
- a. A verbal or written reprimand;
 - b. Expulsion from a competition or category;
 - c. The expulsion of the event.
 - d. Monetary compensation
 - e. Suspension of participation in QCESO events
 - f. A change of position
 - g. Any other measure deemed appropriate by the Board of Directors

Application

74. The President of QCESO is responsible for informing the individual and the President of his or her association of the sanctions imposed and the charges laid, by means of a signed letter.
75. The Chair of the Board of Directors is responsible for sending the letter from QCESO's Chair to the person who made the complaint or report, to the person who is the subject of the complaint or report, and to the President of the association of which the person is a member.
76. Sanctions imposed by the Board of Directors are final and without appeal.

Directors and officers

77. Any contravention of the principles established in this policy at regular or annual conferences of QCESO during the term of office of a director or officer may constitute just and sufficient cause for dismissal of a director or officer of the Confederation within the meaning of Articles 28 (Board of Directors - Dismissal) and 60 (Officers - Dismissal) - Dismissal of the General By-Laws of the Confederation for Student Engineering Outreach in Quebec.

CHAPTER XI**BREAKDOWNS DURING MAJOR EVENTS****Participants**

78. Any participant held responsible by the president of the event in question for material damage will be required to reimburse the invoice for the damage caused.
 79. If the president of the event in question deems that the breakage is not accidental, the chair must alert the executive vice-president and the reporting process, dictated by this policy, will be initiated.
 80. Any organizer of a major event held responsible by the Board of Directors for damage to equipment must reimburse the cost of the damage caused.
 81. Several participants and organizers may be held responsible for the same material damage, and if so, they must share the cost of the damage equally.
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No-fault breakage

82. The cost of any breakage for which no one is responsible must be borne by the organization of the major event in question.

Register

83. All participants and organizers held responsible for material damage over \$100 will have their names added to the "*Register of persons having caused material damage at major events*", for a period of 4 years. After 4 years, the name of the participant or organizer will be deleted from the register, but the total amount and the delegation represented at the time of the incident will remain in the register forever.
84. The names of participants and organizers found to be responsible for breakage must be forwarded to the Executive Vice President by the event chairmen. The executive vice-president will then update the "*Register of persons having caused material damage during major events*".
85. All entries in the "*Register of persons causing material damage at major events*" must include the name of the offending participant, the delegation he or she represents, the date of the incident and the location of the incident.
86. The history of the "*Register of people who have caused material damage during major events*" is accessible at all times to members of the Board of Directors.
87. The presidents of the member associations or a person designated by them may have access to the list of events of their own association registered in the "*Register of persons having caused material damage during major events*" by making a request to the executive vice-president.

CHAPTER XII**COMPLAINTS REGISTER****Description**

88. The complaints register is made up of unsuccessful complaints and related disciplinary measures.

Manager

89. The Executive Vice-President is responsible for updating the complaints register.
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Compositions

90. The register includes any complaint received and not rejected, any documentation of the investigation conducted, any recommendation by a president-organizer or the person designated by the latter as to the imposition of a sanction, any decision by the Disciplinary Committee, any decision by the Board of Directors taken in connection with the present policy, as well as a list of persons having received a sanction specifying their names, contact details, the sanction imposed and the date on which the sanction came into effect.

Accessibility

91. The register of complaints and disciplinary measures is confidential and is reserved for the exclusive use of QCESO directors and officers.

92. Presidents of member associations may have access to names, sanctions and a brief summary of the charges against the persons concerned, for students of their own association only.

Application

93. It is compulsory for the presidents of major events and the president of the confederation to familiarize themselves with the complaints register at the start of their term of office.

94. The presidencies of major events and the confederation presidency have a duty to ensure that the sanctions written in the complaints register are respected.

CHAPTER XIII**MISCELLANEOUS PROVISIONS****Modification**

95. This policy may be amended by resolution of the Board of Directors.

General regulations take precedence

96. The sections of the Confederation's General Regulations for Student Engineering Outreach in Quebec take precedence over the sections of this policy.
