



## Iron Ring Policy

### Version 1

Version	Description	Author(s)	Adoption
1	Initial Version	Sierra Campbell (VP of Academic Affairs)	January 24th, 2022

## ***Preamble***

The Iron Ring is worn by most Canadian-trained engineers, as a reminder of the obligations and ethics associated with their profession. Since 1922, the ring has been presented to engineering graduates in a closed ceremony known as "The Ritual of the Calling of an Engineer".

The ring symbolizes the pride that engineers have in their profession, while simultaneously reminding them of their humility. The ring serves as a reminder to the engineer and others of the engineer's obligation to live by a high standard of professional conduct.

The ECA hosts the cocktail and after-party that follow the Iron Ring obligation ceremonies held in November and March. Ultimately, this responsibility is under the Vice President of Academic Affairs. However, the aid of a planning committee and outlined tasks eases the volume of work associated with this event. A dedicated Iron Ring planning committee ensures that preparation for the event is executed smoothly leading to greater overall success. Furthermore, an appointed event coordinator establishes secure management of the committee and all responsibilities.

## ***Section 1 - Proposition***

### **1.1 Definitions**

1. Concordia Engineering and Computer Science Student Association (hereinafter referred to as "ECA") is the official representative of undergraduate students in the Gina Cody School.
2. The Board of Directors (hereinafter referred to as "BOD") is the administrative board of the ECA, composed of members as defined by the ECA bylaws.
3. VP is an abbreviation meaning Vice-President.

### **1.2 Creation of an Iron Ring Committee**

1. Composition: minimum 4 members, maximum 10 members
  - I. Mandatory 1 Appointed Event Coordinator
  - II. Mandatory VP of Academic Affairs
  - III. Mandatory Director of Academic Affairs (if applicable)
  - IV. Mandatory 2 or 3 ECA Executives or Representatives
  - V. Facultative rest of the ECA Executives
  - VI. Facultative 2 "Sages" - previous ECA Executives

## ***Section 2 - Scope***

### **2.1 Members**

1. The Event Coordinator is a student at large who will be appointed through the following application process:
  - I. The VP of Marketing and Communications will post on ECA platforms announcing the recruitment of an Iron Ring Event Coordinator. This announcement is to include all requirements for submitting a letter of intent to the BOD.
  - II. The VP of Academic Affairs will filter candidates by their letter of intent.
  - III. Selected candidates will be interviewed in front of the BOD.
  - IV. Selection for the position will be made by the BOD.
2. The VP of Academic Affairs will recruit other ECA Executives and Representatives to join the planning committee.
3. Should there be a Director of Academic Affairs of the association, they must participate in the committee.
4. ECA Representatives are particularly encouraged to participate in the committee.

### **2.2 Power and Responsibilities**

1. Decisions: all budgetary decisions with regards to the Iron Ring cocktail and after-party will be approved by the BOD - e.g. they will be discussed in the committee then presented to BOD for final approval.
2. Core Actions Taken by the Committee: this includes, but is not limited to;
  - I. Event schedule
  - II. Venue location
  - III. Food and beverage
  - IV. Furniture and decor
  - V. Volunteer recruitment
  - VI. Alcohol permits
  - VII. Photography/videography
  - VIII. Ticket sales
  - IX. Marketing and promotion
  - X. Waivers
  - XI. Professional printing

3. Management: the Event Coordinator is responsible for overseeing all core actions taken by the committee and assigning all relevant tasks to committee members. They shall ensure that meetings of the committee are held at regular intervals as they see fit.

### **2.3 Timeline**

1. Once the VP of Academic Affairs receives the confirmed date of the Iron Ring ceremony from the Corporation of the Seven Wardens, the planning committee will begin to organize event details.
2. Confirmation of the venue is the first step in event planning. Contract with the location shall be signed no later than four (4) weeks prior to the event date.
3. Alcohol permits must be obtained, if required, in accordance with timelines mandated by the Régie des Alcools, des Courses et des Jeux (RACJ).
4. All event logistics shall be completed no later than 1 (one) week prior to the event date unless extenuating circumstances permit this from being executed.
5. The committee must ensure that the ECA is in good financial standing with all vendors and that payments are made in a timely manner.

### **2.4 Refund Policy**

1. Refunds are to be issued at the discretion of the VP of Academic Affairs after consultation with both the President and VP of Financial Affairs.
2. Should the event be cancelled, all ticket holders are to be reimbursed for the entire ticket price. This must be resolved prior to the completion of the VP of Academic Affairs' mandate.

### **2.5 Post Mortem**

1. Following the completion of every event, the committee will meet to create a list of what went well and what did not work in preparation for the next event.
2. The VP of Academic Affairs will bring suggested updates to the Iron Ring policy to the BOD as they see fit.