

**CONSTITUTION FOR THE UNIVERSITY OF GUELPH  
ENGINEERING EQUIPMENT FUND**

*Amended 2019-01-27*

**Article 1**

Clause 1 This Fund shall be called "The University of Guelph Undergraduate Engineering Society Equipment Fund", hereinafter called the "Lab Fund".

Clause 2 This Fund shall be financed by means of a student fee collected as part of each Engineering Student's tuition.

Clause 3 The amount of this fee shall be \$50 per semester.

**Article 2 Objectives of the Lab Fund**

Clause 1 The objective of the Lab Fund is to enhance the quality of the undergraduate education and to improve services to the undergraduate student body through the purchase of items deemed necessary by the students.

Clause 2 A further objective of the Lab Fund is to generate interest, awareness and support for the School of Engineering.

**Article 3 Lab Fund Committee**

Clause 1 The Lab Fund Committee is comprised of the President, VP External, VP Internal and VP Finance of the Undergraduate Engineering Society.

Clause 2 The objective of the Committee is to verify that all applications follow the requirements of the application forms outlined in Article 5.

Clause 3 The Lab Fund Committee must meet the Monday prior to the lab fund meeting.

**Article 4                    Lab Fund Meetings**

- Clause 1            There is to be one meeting per semester to allocate the money. This date shall be set by the VP Internal of the Undergraduate Engineering Society.
- Clause 2            Meetings are open to all registered undergraduate and graduate engineering students as well as all engineering faculty and staff members.
- Clause 3            Voting is limited to all registered undergraduate engineering students who are in attendance at the meeting and who have not requested the Lab Fund refund as per Article 8 during any semester in his/her undergraduate degree.
- Clause 4            All voting during the Lab Fund meeting is done by traceable, but non-public voting.
- Clause 5            The voting is to be broken down into a vote of 1 through 5 and abstain for the ballot. An average vote of 3 or higher must be met of all votes for the item to be passed.
- Clause 6            Each semester, a portion of the collected funds must be transferred directly into the Undergraduate Engineering Endowment Fund. In the fall semester this amount shall be thirty-two (32) percent of the collected funds, and in the winter semester this amount shall be eighteen (18) percent of the collected funds. Of the available funds (post removal of the endowment fund allotment described in Article 4, Clause 6) there will be a split between club and academic application. Up to forty-five (45) percent of the available funds will be allocated directly to clubs in the Fall semester, and up to twenty-five (25) percent in the Winter semester. Only clubs accredited through the Undergraduate Engineering Society may apply for the club funds. The remaining funds will be allocated for academic specific needs, including design groups and labs.
- Clause 7            In the case that the voting allows for more items to be passed than there is available money for the lab fund meeting then the lowest voted items will then be

rejected until enough money has been saved.

Clause 8 The chair of the Lab Fund meeting shall be the chair of the Undergraduate Engineering Society, who will conduct the meeting using “Robert’s Rules of Order”. In the event that the chair cannot attend another member will be appointed as Lab Fund Chair by the society.

Clause 9 Representatives in lieu of applicants must present themselves to the Lab Fund Committee prior to the Monday before the meeting to be approved to present and outline their proposal as well as to answer any questions that may arise. Failure to be in attendance will result in the application being nullified with final decision being left to the Lab Fund chair.

Clause 10 Notwithstanding Clause 1 of this article, should a funding request for the creation or furnishing of a new lab come to the Lab Fund Committee per Article 5, Clause 1, Section 7, the Lab Fund Committee may, at its discretion, invoke one of the three voting options outlined in that section

## **Article 5 Valid Requests and Funding Restrictions**

Clause 1 Requested equipment will be divided into one of six categories

### Section 1 – Funding Request for Final Design Groups

- Subsection 1 – “Consumable” Equipment
  - o Is defined as equipment that is to be used by a final design group and will not be used in the future by other students.
  - o A maximum of half of each group member’s Lab Fund donation over the course of their study will be allocated.
- Subsection 2 – “Retrievable” Equipment
  - o Is defined as equipment that can be reacquired by the student body upon completion of its declared purpose. It will then be made available to other members of the student body on a “first-come, first-serve” basis.

- o Any value for this equipment will be considered.
- Subsection 3 – “Research” Equipment
  - o Is defined as equipment applied for by a student with the intention that it will later be made available to the student body via a faculty or staff member.
  - o The sponsoring professor or staff member must co-sign the application indicating his/her support for the purchase of said equipment and acknowledging the planned implementation of the equipment.

## Section 2 – Funding Request for Organizations Affiliated with Guelph Engineering

- Subsection 1 – “Consumable” Equipment
  - o Is defined as un-retrievable materials or supplies required by an organization to aid in the realization of their goals.
  - o Any value for this equipment will be considered.
- Subsection 2 – “Organization-Specific” Equipment
  - o Is defined as equipment required by an organization to aid in the realization of their goals that is to be permanently kept by that organization.
  - o This equipment must be made available to any member of the student body on request provided it is available.
  - o A catalogue of this equipment is to be kept by the VP Internal of the Undergraduate Engineering Society.
  - o Any value for this equipment will be considered.

## Section 3 – Funding Request for Laboratory Equipment

- These are applications made by faculty or staff for laboratory equipment and/or supplies.
- The ability for the requested equipment to be used by the undergraduate student body must be clearly demonstrated as per Article 6.2.3.
- Funding requests for equipment that is to be used by final design

group(s) should be applied for in conjunction with a student group as per Article 5.1.1.3.

#### Section 4 – Funding Request for “Future Considerations”

- Applications may be entertained for allocating funds for use in future Lab Fund meetings.
- The application for “future considerations” shall include, in addition to those requirements of 6.2, a discussion as to how much funding shall be required at future Lab Fund meetings such that the equipment may be purchased, as well as the date at which said funds will have accrued. Considerations such as interest and obsolescence at the future date should also be discussed.
- The application must be reviewed at each subsequent Lab Fund meeting until its completion such that the interest and dedication of the student body in the requested equipment can be reaffirmed. Amendments to the original proposal may be considered. If, at any point, this review is declined, all funds accrued to that point shall be allocated directly to the Endowment Fund and the proposal shall be nullified.

#### Section 5 – Funding Request for Engineering Building Accoutrements

- If funds for furnishings in the engineering student space are required, proposals only from members of the student body may be considered.

#### Section 6 – Funding Request for Conferences

- Any requests pertaining to conference funding, can be made through this section. Funding for conferences relates to clubs requesting funds to send delegates, individual student(s) requests to attend an engineering based conference or event, and for supporting individual engineering students in running conferences. Any conference request less than or equal to \$300 will be directed to the Guelph Engineering Society for funding as outlined in Article 9

Clause 3. For funding requests greater than \$300 a conference request form as outlined in article 6 Clause 3 must be filled out and submitted.

#### Section 7 – Funding Request for Creation of New Labs and Other Large Equipment Purchases

- Any requests pertaining to large construction projects, including but not limited to the creation of new undergraduate teaching laboratories or the refurbishment of old undergraduate teaching laboratories, may ask for Lab Fund funding outside of the Lab Fund semester meeting as described in Article 4.
- To qualify for funding under this section, the following conditions must be met:
  - the request must have written confirmation of support from the Director of the School of Engineering,
  - the Director of the School of Engineering must guarantee space will be made available for the new resources,
  - the Director of the School of Engineering must guarantee that the equipment is exclusively for undergraduate access,
  - the amount requested from the Equipment Fund must be greater than \$10,000, and,
  - the Engineering Equipment Fund shall not provide more than twenty-five (25) percent of the required funding for the project, with the remainder coming from the School of Engineering or other external sponsors.
- Should an application for funding under this section be received by the Lab Fund Committee, it must be communicated to the student body and then a motion must be brought to all undergraduate students who have contributed to Lab Fund. Motions under this section may be approved in one of three ways as chosen by the Lab Fund Committee:
  - a two-thirds majority-approval yes/no vote at the start of a Lab Fund semester meeting,

- a yes/no vote at an Engineering Society Semi-Annual General Meeting, or,
- a yes/no vote in a dedicated Referendum (Quorum of 20% of undergraduate engineering student enrolment must be reached to pass)
- Prior to a vote, the Lab Fund committee must provide a detailed accounting of the expected Lab Fund balance for the semester the funding is expected to be paid.
- Should a motion brought under this section be passed, the allocated funding must be set aside from Lab Fund student fees and Endowment Fund interest.
- All successful funding requests of this nature must be catalogued in a Schedule attached to this Constitution, for record-keeping in perpetuity.
- A Schedule shall be attached to the Lab Fund Constitution, titled "Record of Large Projects Funded through the Equipment Fund", which shall list all projects, their location, and the date of funding

## **Article 6                      Application Forms**

Clause 1                      All application forms are to be made available three weeks prior to the Lab Fund meeting and must be submitted to the Undergraduate Engineering Society Office no later than ten days prior to the Lab Fund meeting.

Clause 2                      Application format may be different for each of the categories of application discussed in Article 5, Clause 1 but should contain at least the following sections for equipment related purchases.

### Section 1 – Requested Equipment

- This section must include a list of all specific items to be purchased.

#### Section 2 – Reasons for Purchasing Equipment

- This section must explain the specific applications of the equipment and why that particular model/choice was made.

#### Section 3 – Impact on Student Body

- This section must clearly explain how this equipment will be used as well as how many people it will affect and how.

#### Section 4 – Availability of Other Funding Sources

- This section should include a discussion as to how funding has been searched for to date as well as what other groups might have the capacity to aid in funding.

#### Section 5 – Detailed Equipment Specifications

- This section must include the specifications for all items outlined in Article 5, Clause 2, Section 1.

#### Section 6 – Detailed Implementation Plans

- This section must include detailed plans as to where the equipment will be stored (if applicable), as well as any relevant safety concerns, etc. If specific plans are presented, include the signatures of relevant staff who are referenced and who have been contacted in this section.

#### Section 7 – Suppliers

- This section must include a reliable supplier from which the items outlined in Article 5, Clause 2, Section 1 are to be purchased.

#### Section 8 – Equipment Price(s)

- This section must include an itemized price list of all items outlined in Article 5, Clause 2, Section 1 as well as a total price including all taxes.



#### Section 9 – Applicant

- This section must include the name of the person(s) that will be implementing the items requested in Article 5, Clause 2, Section

#### Section 10 – Caretaker

- This section need be filled out for all non-consumable purchases. It must include the name, contact email and signature of the faculty or staff member that will be responsible for the requested items after they are used for their intent and purpose. In the case of organizations being responsible for equipment then the name of the organization, contact email of the organization and the signature of the organization leader will be used.

#### Section 11 – Signatures

- This section must include the signature of the applicant and the date signed. If a student application is to be co-signed by a faculty or staff member, the faculty/staff must sign in this section as well.

Clause 3      The validity of the application is based on Article 2, Clause 1 and 2 as well as Article 5, Clause 2. All applications that do not fulfil these requirements will be deemed unacceptable by the Lab Fund Committee and will be discarded. These applicants will be notified with opportunity to make corrections to the application and resubmit it within twenty-four (24) hours to the Lab Fund Committee. Application format may be different for each of the categories of application discussed in Article 5, Clause 1 but should contain at least the following sections for conference based funding:

#### Section 1: Requested Funds.

- This section must include a list of all specific items transportation, lodging and fees applicable.

#### Section 2: Reasons for Attending the Conference.

- This section must explain the reasoning for attending the conference and a brief explanation about what the conference is about.

### Section 3: Impact on Student Body.

- This section must clearly explain how the conference will be used as well as how many people it will affect and how

### Section 4: Availability of Other Funding Sources.

- This section should include a discussion as to how funding has been searched for to date as well as what other groups might have the capacity to aid in funding.

### Section 5: Detailed Implementation Plans

- This section must include detailed plans as to where the conference is and preliminary itinerary as well as any relevant safety concerns, etc.

### Section 6: Funding Price(s)

- This section must include a price list of all costs outlined in Article 5, Clause 2, Section 1 as well as a total price including all taxes. This section must also include a written price quotation from the intended supplier.

### Section 7: Applicants

- This section must include the name of the person(s) that will be attending the conference mentioned in Article 5, Clause 2, Section 1.

### Section 8: Signatures

- This section must include the signature of the applicant and the date signed. If a student application is to be co-signed by a faculty or staff member, the faculty/staff must sign in this section as well.

Clause 4 After the Committee meeting, items under consideration will be emailed to the student body.

Clause 6 Requests may only be submitted by undergraduate students who have not opted out of Lab Fund any semester in their undergraduate degree.  
Clause 6 above shall only apply to students following the 2019-2020 academic calendar, or later years.

#### **Article 7 Purchasing Policy**

Clause 1 Once the requested items have been approved at the Lab Fund meeting, each applicant must purchase the items by the end of the current semester unless granted an extension by the Lab Fund Committee. An extension may be considered if received in writing at least two weeks prior to the end of the semester and must include detailed reasons justifying the extension.

Clause 2 Failure to follow Article 7 Clause 1 will void the applicant's approved request.

#### **Article 8 Accountability**

Clause 1 A written report must be submitted to the Undergraduate Engineering Society by the end of the current semester confirming the purchase and its application within the School of Engineering.

Clause 2 Equipment declared as "retrievable" as per Article 5 Clause 1 shall be documented in a database administered by the VP Internal of the Undergraduate Engineering Society. This database shall contain details as to the location of the equipment as well as, if applicable, the current user of said equipment.

Clause 3 Equipment purchased for faculty or staff shall be documented in a database administered by the VP Internal of the Undergraduate Engineering Society. This database shall contain details as to the original implementation plans as presented in Article 6.

Clause 4 Secondary to Article 8, Clauses 1 and 2, hard copies of original applications as well as purchase receipts shall be filed by the Secretary of Undergraduate Engineering Society for a period of not less than seven years.

Clause 5 If a group receiving funding is found to be in non-compliance of the stipulations of Article 8, Clauses 1 through 4 as determined by the standing Lab Fund Committee, the group may forfeit the opportunity for future funding at the sole discretion of the Lab Fund Committee. Written appeals will be considered.

## **Article 9 Fund Allocation**

Clause 1 The amount of money available for allocation in each semester is calculated using the number of registered undergraduate engineering students minus the number of students requesting a refund (see Article 8, Clause 1) times the current semester fee.

Clause 2 The Undergraduate Engineering Endowment Fund exists to collect and accrue interest on unspent monies from the Lab Fund. Money cannot be withdrawn from the account until \$225,000 dollars is endowed. When reached only the interest may be withdrawn.

Clause 3 5% of the available funds (post removal of the endowment fund allotment described in Article 4, Clause 6) will be transferred to the engineering society to support student involvement at engineering conferences. The Society will not personally have a hold of this money in their account but can receive reimbursements from it after the conferences have occurred. Once the endowment is full, all conference requests must be through the lab fund request form as highlighted in Article 6 Clause 3 and EngSoc will make a conference request form for \$2000 for any extra sponsor support when the endowment is full.

Clause 4 2.5% of the available funds (post removal of the endowment fund allotment described in Article 4, Clause 6) will be transferred to the engineering society to support the Annual Professional Development Conference. The Society will not personally have a hold of this money in their account, but the PDC Committee may receive reimbursements prior to the conference. Once the endowment is full the flat sum of \$2000 for any extra sponsor support will be allocated towards the sponsorship of PDC to benefit the involvement of all engineering students in attaining professional skills to better their post graduate careers.

Clause 5 Any allocations made under this section will be calculated prior to the removal of any money allocated for large projects under Article 5, Clause 1, Section 7.

#### **Article 10 Refund Policy**

Clause 1 Each semester, all registered undergraduate engineering students may request their donation back from the Lab Fund. This request may be made up to the fifteenth (15<sup>th</sup>) day of class.

Clause 2 Each request must be made in person at the Undergraduate Engineering Society office by filling out the “opt-out” form.

Clause 3 By choosing to receive the Lab Fund refund from Article 8, Clause 1, the student relinquishes all voting rights at the Lab Fund meeting, outlined in Article 4, for that semester.

#### **Article 11 Reselling Policy**

Clause 1 Items may be resold after being purchased by lab fund if the purchaser believes the current caretaker of the item that it is no longer needed and can argue that the asking price is worth more than the benefit of the item is to the students.

Clause 2 This can only be done during the lab fund meeting and must be voted on by the

students and met with at least two-thirds of the votes.

Clause 3 All money generated through reselling must be put into the undergraduate endowment fund.

**Article 12                      Amendments to the Constitution**

Clause 1 The constitution of the Lab Fund may be amended by a two-thirds (2/3) majority vote of those present at a general meeting. Within two weeks of the posting of the amendment, if a petition bearing the signatures of 10% of the undergraduate engineering enrolment is brought to Lab Fund Committee, then the matter must be brought before the students at a general meeting.

Clause 2 The Lab Fund Semester Fee shall only be amended following a referendum of all students registered in the School of Engineering, requiring majority approval and attaining a quorum of 20% of eligible voters.