

CONSTITUTION FOR THE UNIVERSITY OF GUELPH ENGINEERING SOCIETY

Adopted 2017-11-15

Ratified by Council 2018-03-21

ARTICLE I: THE SOCIETY

1. Naming:
 - a. There shall exist an association known as “The University of Guelph Engineering Society”, hereinafter called “the Society”.
2. Colour:
 - a. The official colour of the Society shall be blue.
3. Definition of School of Engineering:
 - a. For the purposes of this document, the term “School of Engineering” shall refer solely to the University of Guelph School of Engineering, an academic unit of the College of Engineering and Physical Sciences.

ARTICLE II: OBJECTIVES OF THE SOCIETY

1. Communication:
 - a. The Society shall develop and maintain effective lines of communication between the Society and the School of Engineering, the University of Guelph as a whole, the community of the City of Guelph, and all other engineering and student-related organizations that share the goals of the Society, for the benefit of all members.
2. Programs and Events:
 - a. The Society shall promote and initiate programs and events centered on engineering education and engineering student social life.
3. Advocacy:
 - a. The Society shall respond to issues which directly impact its membership, and will advocate in the best interests of the membership.
 - b. The Society shall collect input from the membership in various ways, including but not limited to the Year and Discipline representatives, town hall meetings, online surveys, polls, and petitions.
4. Service:

- a. The Society shall promote the School of Engineering, its students, and the engineering profession in general, both at the University of Guelph campus and elsewhere, through charitable activity, fundraising, and community service.

ARTICLE III: MEMBERSHIP IN THE SOCIETY

1. Eligibility:

- a. Membership in the Society shall be granted to all University of Guelph students who are registered in the School of Engineering.

2. Fees:

- a. The Society shall obtain a compulsory fee from each full-time Member, each semester. The fee shall be collected as an undergraduate student fee by the Bursar and through the College of Engineering and Physical Sciences Student Council.

ARTICLE IV: OFFICERS OF THE SOCIETY

1. Officers:

- a. The Society shall be led by a Council consisting of Officers, comprised of Executive Officers and Year Representatives as Elected Officers, and General Officers as Appointed Officers.
- b. Officers shall hold their positions for a one-year service term, beginning on May 1 and ending on April 30 of the next year.
- c. No person may hold more than one office in the Society at the same time.

2. Executive Officers:

- a. The Executive Officers shall consist of the following positions:
 - i. President
 - ii. Vice President of Internal Affairs
 - iii. Vice President of External Affairs
 - iv. Vice President of Social Affairs (2)
 - v. Vice President of Financial Affairs
 - vi. Vice President of Academic Affairs
 - vii. Vice President of Student Affairs
- b. Executive Officers must be registered as students in the School of Engineering for all semesters of their service term.

- c. Executive Officers shall serve for fourteen months, beginning from their election in March and serving until the end of the winter semester of the next year, attending all Society meetings, observing executive meetings, and shall be made privy to internal communications (e.g. Facebook groups, OneDrives).
 - d. Notwithstanding clause (c), if a newly-elected Executive Member cannot attend meetings due to geographical limitations, this requirement shall be waived.
 - e. Any candidate for President must have previously held an Elected Officer or Appointed Officer position with the Society.
 - f. Notwithstanding clause (e), in the event no qualified candidate is nominated for President, any Member of the Society shall be considered eligible to stand for election for President.
 - g. Any student who will be on a co-op term at any point throughout their service term, excluding the summer semester, is ineligible to hold an Executive Officer position.
 - h. Executive Officers shall be elected from the membership as prescribed in Article V.
 - i. Two people shall hold the position of Vice President of Social Affairs in a given year.
 - j. Any person holding the position of Vice President of Student Experience Affairs shall not be a member of any Engineering Club as defined in Article XI.
3. Year Representatives:
- a. The Year Representatives shall consist of the following positions:
 - i. First Year Representative (two at-large positions, each with one vote)
 - ii. Second Year Representative (two at-large positions, each with one vote)
 - iii. Third Year Representative (four positions: one per Discipline with two votes between all four members for votes on budget-related items)
 - iv. Fourth Year Representative (four positions: one per Discipline with two votes between all four members for votes on budget-related items)
 - b. Each Third and Fourth Year Representative represents a set of Engineering programs, as defined in Schedule 1.2.(b). of this document and must be majoring in the Discipline they intend to represent."
 - c. Year Representatives must be Members of the Society for all semesters of their service term.

- d. Any student who will be on a co-op term at any time during their service term, excluding the summer semester, is eligible to be elected to a Year Representative position, but must be elected alongside a second eligible student who will not be on a co-op term at that time. Only one person will be active in a given Officer role at any time; the second person is only active when the first person is on co-op.
 - e. Eligibility for a Year Representative role shall be determined by the candidate's current Cohort, as defined in Schedule I.2.
 - f. Year Representatives shall be elected from the membership as prescribed in Article V.
4. General Officers:
- a. The General Officers shall consist of the following positions:
 - i. Merchandise Coordinator
 - ii. Special Events Coordinator (2)
 - iii. Athletics Coordinator
 - iv. Thornbrough Manager
 - v. Communications Coordinator
 - vi. OSNAP Coordinator
 - vii. Professional Development Manager
 - viii. Arts Coordinator
 - b. The following General Officer positions shall also exist, as External Officers with no speaking or voting rights at Society meetings:
 - i. Chair
 - ii. Secretary
 - c. General Officers must be selected from Members of the Society.
 - d. In the event that the candidate is scheduled to have a co-op semester during the council term, they may run for any non-executive position on Council provided they run as a team.
 - e. General officers shall be selected prior to the start of their service term by majority vote at a Meeting of the current Council.
5. Faculty Advisor:
- a. One Faculty member of the College of Engineering and Physical Science shall be appointed as a Faculty Advisor.

- b. The Faculty Advisor shall be the most recent winner of the Professor of the Year award.
 - c. Notwithstanding subsection (b), should the most recent winner of the Professor of the Year award be unable to serve, Council may, at its discretion, offer the position to another eligible faculty member.
 - d. The Faculty Advisor shall be consulted regarding any conflicts between Council members, including security concerns regarding cash handling.
6. Vacancy in Elected Positions:
- a. Should the position of President be vacant, two Executive Officers shall be chosen by a majority vote of council to oversee the duties of the President until an election can be arranged.
 - b. Should a Vice President position be vacant, any members in their team as defined in the *Policy Manual: Officer Job Descriptions* may be selected by a majority vote of Council to oversee the duties of that Vice President until an election can be arranged.
 - c. Any person acting as a Vice President under subsection (b) shall not be permitted to vote on budget matters as described in VI.7.(b).

ARTICLE V: ELECTIONS

1. Election of Elected Officers:
- a. Executive Officers shall be elected by majority vote of the Membership of the Society.
 - b. Each Year Representative shall be elected by the majority vote of the Membership of the Society who belong to the Cohort represented by that Year Representative, as determined by Schedule I.
2. Chief Electoral Officer:
- a. The Vice President of Internal Affairs shall act as Chief Electoral Officer for all Officer elections.
 - b. Should the Vice President of Internal Affairs be a candidate in an election, a Council member shall be appointed by Council as interim Chief Electoral Officer for the duration of that election.
3. Voter Eligibility:
- a. All Members of the Society are eligible to vote for elections of Executive Officers.

- b. Members of the Society are eligible to vote for the Year Representative for the Year and/or Discipline to which they belong, as determined by Schedule I.
4. Election Procedures:
- a. Elections for all Elected Officers shall be by secret ballot vote.
 - b. Elections shall be held annually.
 - c. Elections shall be held in three Stages, as follows:
 - i. Presidential nomination and election.
 - ii. Vice President nominations and elections.
 - iii. Year Representative nominations and elections.
 - d. Each stage shall last eleven days, consisting of a five-day nomination period, a four-day campaign period, and a two-day voting period, and follow the following rules:
 - i. During the nomination period nominees may request support for and discuss the election,
 - ii. During the campaign period nominees may promote their campaign through methods that include but are not limited to social media, signs, and posters, provided they do not violate the spirit of the election,
 - iii. Nominees may post a maximum of ten posters total within the Thornbrough and Richards buildings,
 - iv. Campaigning is prohibited during the two-day voting period,
 - v. All campaign material must be taken down before 5 pm the day prior to the election, and,
 - vi. Nominees shall not damage the University of Guelph or any of its affiliates or their reputations in their campaign.
 - e. An uncontested election with only one eligible nominee must be acclaimed by a majority vote on a yes/no ballot.
 - f. Should no person be nominated for President before the end of the nomination period, a second nomination period must be held, with eligibility requirements as prescribed in Article IV.2.(f).
 - g. Should no person be nominated before the end of the nomination period, the position shall remain vacant until a by-election can be held at the beginning of the Fall semester.
5. Election Timing:

- a. The Presidential election stage shall occur within the winter semester, prior to the winter mid-semester break.
 - b. The Vice President election stage shall occur after the winter mid-semester break.
 - c. The Year Representative election stage nomination period shall begin during the Vice President election stage voting period.
6. Nominations:
- a. Nominees for positions must meet all eligibility requirements for the position as prescribed in Article IV.
 - b. Nominations for Executive Officer positions must be submitted to the Society in writing during the nomination period, and must be seconded, in writing, by at least ten other people.
 - c. Nominations for Year Representative positions must be submitted to the Society in writing during the nomination period, and must be seconded, in writing, by at least one other person.
 - d. Nominees may not nominate or second themselves.
 - e. The Chief Electoral Officer shall make a list of nominees publicly available within twenty-four hours of the end of the nomination period.
7. Voting:
- a. Voting shall take place electronically by secret ballot.
 - b. The Chief Electoral Officer shall, at the close of voting, tally the ballots and announce the winner.
8. Ratification:
- a. Council shall ratify election results at the second-to-last meeting of the winter semester.
9. By-Elections:
- a. Should a position become vacant during a service term, the position shall be filled in a by-election.
 - b. By-elections shall follow the election procedures as prescribed in this Article.
 - c. The nomination stage of a by-election must begin within fourteen days of the beginning of the vacancy.
10. Disqualification:
- a. Candidates in elections must compete while following all standard rules of etiquette.

- b. The following actions are expressly prohibited and, upon presentation of sufficient proof to the President and the Chief Electoral Officer, will result in the immediate disqualification of a candidate:
 - i. encouraging ineligible voters to vote in an election"

ARTICLE VI: MEETINGS

1. Robert's Rules of Order:
 - a. All Meetings of the Council shall follow *Robert's Rules of Order*.
2. Regular Meetings of the Council:
 - a. Regular Meetings shall be held weekly at a time prescribed by Council.
 - b. Regular Meetings shall be chaired by the Chair.
3. Special Meetings of the Council:
 - a. The Council may, from time to time, hold Special Meetings at a time other than the regular prescribed Regular Meeting time.
 - b. A special meeting of Council may be called by three Officers of the Council.
 - c. Special Meetings may appoint their own Chair.
4. General Meetings of the Society:
 - a. General Meetings shall be held at least once per semester.
 - b. General Meetings shall be announced publicly to the Membership of the Society at least four days prior to the meeting.
 - c. General Meetings are open meetings in which all Members of the Society shall be granted speaking and voting rights.
 - d. General Meetings shall be chaired by the Vice President of Internal Affairs.
 - e. Motions may be submitted for consideration by any Member of the Society.
 - f. A General Meeting may be called by any Elected Officer of the Society. A call for a General Meeting must be seconded by four other Officers of the Society, at least one of which is an Executive Officer.
 - g. Should a petition bearing the signatures of at least ten (10) percent of the undergraduate student enrolment be brought before the Council, a general meeting must be held within two weeks.
 - h. All motions which are passed at a General Meeting will be effective as of the beginning of the semester that immediately follows the meeting.
5. Resolutions:

- a. Council may, as it sees fit, issue resolutions to authorize actions of the Society, including resolutions to authorize the disbursement of Society monies (“budget resolutions”).
 - b. Resolutions shall be raised as motions and passed by vote.
 - c. Resolutions shall only be issued at a Council Meeting, and only if a Quorum exists.
6. Vetoing Resolutions:
- a. Resolutions of Council may be vetoed by the Membership of the Society.
 - b. Upon presentation to Council of a petition bearing the signatures of at least ten percent of the Membership of the Society, the Council must reopen debate on the motion at the next Regular Meeting.
 - c. All Members of the Society shall have speaking and voting rights during the debate of the veto motion.
 - d. Should one-third of the Members present at the meeting vote in favour of the veto, the resolution shall be vetoed.
7. Voting:
- a. All Officers of the Society shall have the right to vote on resolutions at Council meetings, with the exception of External Officers as defined in IV.4.(b).
 - b. Notwithstanding clause (a), for budget resolutions, only Elected Officers shall be considered Eligible Voting Officers, and be permitted to vote, with Year Representative votes distributed per Article IV.3.(a).
 - c. Council Resolutions shall be issued by majority consent of the eligible voting Officers present at a Council Meeting.
 - d. Council may vote by voice vote, show of hands, or roll call vote.
 - i. Voice vote: the Chair shall first ask all Officers in favour of the motion to verbally indicate their assent, and then ask all Officers against the motion to verbally indicate their dissent. The Chair shall then estimate the support for the motion and indicate the result. In the event of uncertainty, any Officer may request another vote, by show of hands or roll call.
 - ii. Show of hands: the Chair shall ask all Officers in favour of the motion to raise their hand, and the Secretary shall count the result. The Chair shall then ask all Officers opposed to the motion to raise their hand, and the Secretary shall count the result. The counts shall be announced by the

Secretary and the Chair shall indicate the result. In the event of uncertainty, any Officer may request another vote, by roll call.

iii. Roll call: Each Officer shall be called in turn by the Secretary and declare their position. Each Officer's vote shall be recorded in the Minutes and tallied by the Secretary, and after all votes are counted, the Secretary shall announce the result.

e. Proxy voting shall be not be permitted.

8. Quorum:

a. To pass a resolution at a Council Meeting, two-thirds of the eligible voting Officers must be present at the Meeting.

9. Minutes:

a. The Minutes of a Meeting shall list the Officers present at the meeting, a summary of the discussion, and the text and vote totals of each resolution brought to a vote.

b. The Minutes shall be published publicly by the Secretary within 48 hours from the end of a Meeting.

10. Gallery:

a. Regular Meetings and Special Meetings shall be open to the public. Members of the public, including Members of the Society who are not Officers, shall constitute the Gallery.

b. The Gallery shall not have speaking rights at Regular Meetings or Special Meetings.

c. Speaking rights and/or voting rights at a Meeting may be extended to a member of the Gallery by majority vote of the Council.

11. Closed Meetings:

a. Council may, by majority vote, declare a meeting to be closed.

b. Council may declare a meeting to be closed to non-members of the Society, or,

c. Council may declare a meeting to be closed to all non-Officers of the Society.

12. Confidential Meetings:

a. A closed meeting may be declared confidential with a two-thirds majority vote of the Council.

b. Minutes shall be recorded at a confidential meeting and kept by the Society, but shall not be published publicly.

13. Attendance at Meetings:

- a. All Officers of the Society shall be present at each Regular Meeting and General Meeting.
- b. Notwithstanding clause (a), absence of an Officer from a Meeting for valid or compassionate reasons must be accompanied by a notice of regret, which shall be submitted to the Chair prior to the meeting.

ARTICLE VII: POLICY MANUALS

1. Policy Manuals:

- a. A series of Policy Manuals shall be attached to the Constitution for the purpose of providing rules of the operation of the Society.
- b. The following Policy Manuals shall be enforced by the Society:
 - i. Engineering Society Office Rules
 - ii. Officer Job Descriptions
 - iii. Procedures for Removal from Office
 - iv. Cash Handling Procedures
 - v. Conferences
 - vi. Club Accreditation
- c. The following University of Guelph policy documents shall be followed by the Society and any group recognized by the Society:
 - i. Student Organizational Policy
 - ii. Student Risk Management Policy
- d. Policy Manuals may be amended at a Regular Meeting with a majority vote by Council, or at a General Meeting with a majority vote of Members present at the meeting.

ARTICLE VIII: GRIEVANCES

1. Grievance Committee:

- a. The Council may form, as required, a Grievance Committee for the purpose of mediation and conflict resolution.
- b. A Grievance Committee shall be formed in the event of:
 - i. Dereliction of Duty of an Officer of the Society
 - ii. Poor representation of the Society
 - iii. Conflict between members of the Society
- c. The Committee shall be chaired by the Chair.

- d. The Committee shall be formed of the Chair, one other Officer of Council, and three Members of the Society who are not Officers of Council.
 - e. Any person mentioned in the grievance shall not be asked to serve on the Grievance Committee.
2. Formation of a Grievance Committee:
- a. A grievance committee may be formed upon a majority vote of Council.
 - b. Committee members shall be appointed by majority vote of Council.

ARTICLE IX: GRADUATION FUND

1. Graduation Fund:
- a. The Society shall save, as a separate Fund, Graduation Dues for each graduating class.
 - b. The Graduation Fund may be disbursed only for an organized class event or activity comprising at least fifty percent of the graduating class population following submission of a budget to Council.
2. Graduation Dues:
- a. As Graduation Dues, Council shall allocate from the Society's general budget, per year, an amount determined by multiplying that year's ENGG*41X0 enrollment by \$16.00.

ARTICLE X: NEWSPAPER

1. OSNAP:
- a. The Society shall support a student-run newspaper, hereinafter called OSNAP, both financially and ethically.
 - b. The OSNAP Coordinator, a General Officer of the Society, shall have editorial control of OSNAP.

ARTICLE XI: ENGINEERING CLUBS

1. Definition:
- a. An Engineering Club is a club that is specific to the interests of students enrolled in the School of Engineering and advances at least one of the objectives of the Society as defined in Article II.
 - b. The Society reserves the right to grant or deny recognition to any Engineering Clubs.

- c. All Club activities must adhere to all relevant policies in the Policy Manuals as prescribed in Article VII.
 - d. To be eligible for accreditation by the Society, a club must have written approval from the Director of the School of Engineering or designate.
2. Events:
- a. Each Engineering Club must create and run Events open to all students.
 - b. Club Events must adhere to all relevant policies in the Policy Manuals as prescribed in Article VII.
3. Funding:
- a. Funding may be provided by the Society to Engineering Clubs.
 - b. Clubs must present to Council, at the beginning of each semester, a budget representing the cost of the foreseen club expenses.
 - c. Clubs may not request more than \$100 per year for office supplies.
 - d. Each club may request additional funding of no more than \$200 for marketing purposes. This request may be made no more than once every two years.
 - e. Anticipated expenses related to travel to conferences must be submitted as a separate and distinct Conference Budget at the beginning of the semester.
 - f. Approval for a Club's Semester Budget is granted by majority vote of the Elected Officers of the Society.
 - g. The total sum of all approved Club Semester Budgets in a Council Term shall not exceed twenty percent of the previous Council Term's student fees returned to the Society.
 - h. A club must be an accredited sub-organization of the Society to receive funding from the Society's allotted club budget.
 - i. Funding from the allotted Club Semester Budget may only be used for chapter dues, competition fees, and event expenses including event food, and may not be used to purchase items which will not remain in possession of the club from term to term.
 - j. Clubs shall not be reimbursed for items approved by the Society in the Club Semester Budget after the final class day of that semester.
 - k. Any amendment made to a Club Semester Budget, including amendments to line items which do not change the total budgeted amount, must be approved by a majority vote of Elected Officers of Council."
4. Constitution:

- a. All Engineering Clubs must submit a Club Constitution to the Society, defining the objectives, purposes, and internal organization of the Club.
 - b. Each Club must have an Executive, the composition of which shall be determined by the Club Constitution, but must provide for the following positions:
 - i. A President or similar, who shall have overall responsibility for the activities of the club.
 - ii. A Treasurer, who shall be responsible for maintaining accurate financial records for the club, to be made available to the Society at any time upon request.
 - c. Each club must have at least five active members to maintain recognition with the Society. An active member is defined as a person who participates in at least one event per semester.
 - d. Each club must have a faculty advisor from the College of Engineering and Physical Sciences to be accredited and affiliated with the Society.
5. Accreditation by the Society:
- a. All clubs seeking accreditation will receive accreditation according to the Policy Manual: Club Accreditation.

ARTICLE XII: FINANCES

1. Funding:
 - a. The Society shall be funded by a compulsory student fee, collected from each member of the Society through Student Financial Services at the University of Guelph.
 - b. The Student Fee shall be set at \$11.92 per undergraduate student per semester.
2. Allocation:
 - a. Money shall be allocated as described in IX.1 and XI.3.
 - b. Any unallocated funds shall be kept by the Society for the purpose of fulfilling the Society's functions.
 - c. A float of at least \$15,000 must be present at the time of council turnover.
 - d. A minimum float of \$5,000 must be available at the start of the winter semester.
 - e. A minimum of \$1000 from the winter semester budget must be allocated to the Engineering Society scholarship.
3. Debt:

- a. No member shall incur debt to the Society.
4. Merchandise
- a. The Society shall ensure that any supplier of merchandise have no financial ties to any person employed by the School of Engineering. This includes but is not limited to: having a stake in the supplying company, or having a spouse or relative with a stake in the supplying company.

ARTICLE XIII: APPOINTMENT OF COMMISSIONERS

1. Commissioners:
- a. Commissioners may be appointed by Council for specified functions or purposes.
 - b. Commissioners must include, but are not limited to, the following positions:
 - i. Commissioner of the Engineering Competition, to coordinate with the Professional Development Manager and the Vice President of External Affairs to oversee the organization and execution of the GEC. Council shall appoint the president of CoCreCo as Commissioner of the Engineering Competition, subject to a confirmation vote by a majority of Council. Should the position be declined, Council shall be free to select an alternate candidate
 - ii. Big Buddy Commissioner, to coordinate with the Vice Presidents of Social Affairs and other members of the Orientation Week committee to choose and act as the direct support person between the Society and all Orientation Week Big Buddy volunteers.
 - 1. Professional Development Conference Commissioner(s)/Chairs, to (co-) chair the annual Professional Development Conference and coordinate with the VP Student Experience Affairs on planning and executing the conference and choosing the following year's PDC chairs alongside the Professional Development Manager.
 - c. The Council member who oversees a Commissioner shall ultimately be responsible for the completion of their duties, and shall ensure all Society policies are followed at all times.
2. Appointment:
- a. Commissioners must be appointed for a limited period of time, which must be less than a full Council term (one year).

- b. Open commissioner positions must be advertised to all students within the School of Engineering. Commissioners will be selected by the committee responsible for the function.
 - c. Notwithstanding (b), if the committee responsible has less than four members, the candidates must also be approved by a Council vote.
3. Attendance at Meetings:
- a. Commissioners shall be required to attend Council meetings as determined by Council at the time of appointment.
 - b. Commissioners shall be classified as external described in IV.4.(b). Officers of the Society, as described in IV.4.(b), for the duration that they hold the commissioner position.

ARTICLE XIV: REMOVAL FROM OFFICE

1. Removal of Executive Officers
- a. An executive officer who is judged to be in dereliction of duty may be relieved of duty by a two-thirds majority vote of Council.
2. Removal of Elected and Appointed Officers
- a. An elected or appointed officer who is judged to be in dereliction of duty may be relieved of duty by a majority vote of Council.
3. Prohibition to Serve on Council after Removal
- a. An officer relieved of duty by Council per section 1 or 2 shall be forbidden to hold a position on Council in the following Council term.
 - b. An officer relieved of duty by Council who, by violation of federal, provincial, or municipal law brings harm to the Society, may, with a two-thirds majority vote of Council, be forbidden forever from holding a Council office.
4. Policy Manual
- a. Actions taken to remove an officer from their position must be taken in accordance with the *Policy Manual: Procedures for Removal from Office*.

ARTICLE XV: AMENDMENTS TO THE CONSTITUTION AND POLICY MANUALS

1. Procedure for Constitutional Amendment
- a. The constitution of the Society may be amended by a two-thirds majority vote of all Members present at a General Meeting.

- b. All passed motions to amend the Constitution must be reviewed by the Standing Committee on Constitution and Policy Manuals to ensure that passed motions do not create contradictions within the governing documents.
 - c. The Standing Committee on Constitution and Policy Manuals has the right to adjust the wording of the governing documents to eliminate contradictions, ensuring in all cases that the intent of each change is consistent with the passed motion.
 - d. The final amended documents must be approved by a majority vote of Council.
2. Standing Committee on Constitution and Policy Manuals
- a. A standing committee shall annually review the Constitution and Policy Manuals to ensure they are up-to-date.
 - b. This committee shall be comprised of the President, the Vice President of Internal Affairs, at least one other Executive Officer, and any other member of Council.
 - c. The committee shall be chaired by the Vice President of Internal Affairs.
3. Procedure for Amendment of Policy Manuals
- a. Any Policy Manual for the society may be amended by a majority vote of all Members present at a General Meeting.

ARTICLE XVI: THE ENGINEERING SOCIETY SCHOLARSHIP

1. Commitment of Financial Support
- a. The Society shall financially support a Scholarship for a minimum of five years, starting in Fall 2018.
2. Award
- a. The scholarship shall be awarded annually in the amount of one thousand dollars (\$1000) to one (1) student each year starting in the 2018-2019 school year and until the 2023-2024 school year,
 - b. The scholarship shall be titled, 'Engineering Society Scholarship'.
 - c. The application for the scholarship will be made available on the University of Guelph in-course scholarship directory.
 - d. Applications will be due May 15 of each year, or the same date as the

other CEPS scholarships offered with due dates in the spring, as decided by the committee overseeing the award.

3. Selection Criteria

- a. The scholarship shall only be awarded to an undergraduate student enrolled in the School of Engineering.
- b. The selection criteria for the scholarship must be based solely on the student's extra-curricular involvement.
- c. The award must not be awarded to a student that has already won other merit-based in the current school year.

4. Award Selection Committee

- a. The scholarship shall be awarded by the CEPS Awards Committee.
- b. Notwithstanding section (a) above, current undergraduate students shall not be permitted to be members of the award selection committee.

5. Presentation

- a. The scholarship is to be presented to the student in person at the annual CEPS Awards Banquet.
- b. The award shall be presented to the student by the incumbent Engineering Society President."

SCHEDULE I: DEFINITIONS OF ENGINEERING COHORTS

1. Purpose:
 - a. Members of the Society shall be grouped into Cohorts for the purposes of determining Year Representatives.
2. Definitions of Cohorts:
 - a. The Cohorts shall be defined as follows:
 - i. First Year: containing those students who are registered in the School of Engineering who have not successfully completed ENGG*1100 Engineering and Design I at the beginning of the Service Term.
 - ii. Second Year: containing those students who are registered in the School of Engineering and have successfully completed ENGG*1100 Engineering and Design II, but have not successfully completed ENGG*2100 Engineering and Design III, at the beginning of the Service Term.
 - iii. Third Year: containing those students who are registered in the School of Engineering and have successfully completed ENGG*2100 Engineering and Design II, but have not successfully completed ENGG*3100 Engineering and Design III.
 - iv. Fourth Year: containing those students who are registered in the School of Engineering and have successfully completed ENGG*3100 Engineering and Design III.
 - b. The Third Year and Fourth Year Cohorts shall each be split into Disciplines, as follows:
 - i. Biological / Biomedical: containing those Third Year or Fourth Year students who are registered in the BENG.BIOE, BENG.BIOE:C, BENG.BME, or BENG.BME:C degree programs.
 - ii. Computer / Systems and Computing: containing those Third Year or Fourth Year students who are registered in the BENG.CENG, BENG.CENG:C, BENG.ESC, or BENG.ESC.C programs.
 - iii. Environmental / Water Resources: containing those Third Year or Fourth Year students who are registered in the BENG.ENVE, BENG.ENVE:C, BENG.WRE, or BENG.WRE:C programs.

- iv. Mechanical: containing those Third Year or Fourth Year students who are registered in the BENG.MECH or BENG.MECH:C programs.
- 3. Clarification regarding in-progress Engineering and Design courses:
 - a. A student who anticipates the successful completion of an Engineering and Design course prior to the official start date of the next Service Term shall be considered, for the purpose of elections, to have successfully completed the course and is eligible to vote in the election associated with that Cohort.