

GUELPH ENGINEERING SOCIETY

SAGM

October 24, 2019

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Attendance:

POSITION	NAME	PRESENT	POSITION	NAME	PRESENT
President	Catherine Dang	✓	Communications	Jadelyn Appleby	✓
VP Internal	Hugh Peters	✓	Athletics	Jenna Rotondi	X
VP External	Talha Tariq	✓	Athletics	Daniel Sherman	✓
VP Academic	Loreta Chan	✓	Secretary	Grace Ly	✓
VP Finance	Aaron Black	✓			
VP Student	Thomas Coulson	✓	1st Year Rep	Hank Cummings	✓
VP Social	Tiana Bressan	✓		Tony Davelman	✓
VP Operations	Elena Wong	✓	2nd Year Rep	Natalie Mayer	✓
Faculty	Matt Demers	X		Lucy Gardner	X
			3rd Year Water/Enviro	Aiden Mallany-Stanley	✓
THRN Manager	Katherine Baron	X	3rd Year Bio/Biom	Domenique Mastronardi	✓
Chair	Owen Crystal	✓	3rd Year ESC/Comp	Fabio Sedki	X
O'Snap Fall	Patrick Linton	X	3rd Year Mech	Craig Dick	X
O'Snap Winter	Emily Miller	X	4th Year Water/Enviro	Luke Foster	X
Merch	Joshua Sieger	✓	4th Year Bio/Biom	Scott Ackerl	X
Arts	Vanessa Cristini	✓		Amanda Nason	✓
Special Events	Andrew Shepherd	✓	4th Year ESC/Comp	Paige Phillips	X
	Cassidy Morgan	X	4th Year Mech	Daniel Igra	✓

EngSoc Accountability

Discussion:

Internal Team:

- *Aaron: Have there been any difficulties aside from attracting more attention*
- *Hugh: Not particularly but we want to move to a more digital system*

Social Team:

- *Aaron: What happened to the generator*
- *Tiana: It got stolen, if found please contact me*

Club Management in the SOE

Mover: Catherine Dang

Secunder: Hugh

Spirit: To further formalize the process of club management and allow EngSoc to work in conjunction with the SOE. Additionally, major adjustments will be to the Club Affiliation Form, and two new major documents will be introduced in the form of policy manuals: An Overview of Club Management and Emergency Procedures.

Whereas: Currently, both EngSoc and the SOE are responsible for certain aspects of club management, each managing separate policy documents that do not communicate.

BIRT: Moving forward, the SOE's Club Liaison and EngSoc's VP Student Life will collaborate to implement the new documents.

See attached: SOE Club Affiliation, SOE Club Policy, SOE Club Emergency

[SOE Club Policy Manual](#)

[SOE Club Affiliation Policy](#)

[SOE Club Emergency Procedure](#)

Motion to split to three motions

Owner: Catherine

Secunder: Tiana

Majority approve motion

Motion to just look at the document called emergency procedures – SCANTRON 1

Secunder: Tiana

- Referring to club emergency procedures
- Before, no procedure in place so now they have to put procedures in place.
- See the document
- Document contains resources on campus that clubs should know about

Result: **PASSED**

Club Policy Manual – SCANTRON 2

Owner: Catherine

Secunder: Tom

- Definition of an engineering club
- New parts:

- SOE would like each club to have an emergency action plan
- New alcohol and drug policies
- Club list – clubs need to give us a list of updates
- Now have self-categories of clubs, technical and non-technical
- Technical need workspace in a lab and need a technical advisor
- Another change is annual report for renewal to the VP of student affairs

Evan: I would like to motion for an amendment from yearly to semesterly

Motion to amend yearly to semesterly

Secunder: Tom

BIRT:

ANNUAL REPORT AND YEARLY RENEWAL

At the end of every school year ~~year~~ **semester** (typically April or depending on the annual Club Schedule as late as August) each Club is expected to meet with the faculty advisor to review the year. Failure to adhere to this procedure may result in the loss of official Club status as well as loss of Club space and support. Each Club is expected to submit a written year-end report to the Society. The Society will then provide these reports along with a written summary of the year management of the Clubs to the administration of the School of Engineering on or before the start of the next fall semester. Failure of a Club to submit an annual -end report to the Society will result in the loss of their official Club affiliation status with the Society and associated space.

Amendment approved.

Result: PASSED

Student Club Affiliation Manual – SCANTRON 3

Owner: Catherine

Secunder: Aaron

- All info clubs to know to be affiliated with EngSoc
- Section 3 – clubs need preliminary approval from the director
- New section on page 3 called club affiliated grace period
 - For clubs created in September, made a grace period for clubs that can't make it in time
- Appendix C = drug and alcohol policy
- Appendix E = club space allocation

Evan: I would to amend this document section 4 under Category B motion to add new point i, seeing that the club must be accredited with CEPS

Motion to amend the document so that Section 4, Category B, i. states “Proof that the club has started the accreditation process with CEPS”

Secunder: Tom

BIRT:

b. The Year Zero Plan shall contain the following information:

- i. Proof that the club has started the accreditation process with CEPSSC.
- ii. the purpose, to include the general goals, objectives, and direction of the group

Amendment approved.

Evan: I would like to motion to amend the Club Affiliation Grace Period to say if they were accredited in the previous semester but has not yet been re-accredited in the present semester.

Motion to to amend the Club Affiliation Grace Period to say if they were accredited in the previous semester but has not yet been re-accredited in the present semester

Secunder: Tom

BIRT:

- a) A club is said to be in the Club Affiliation Grace Period if they were accredited in the previous semester **or is currently pursuing accreditation** but has not yet been re-accredited in the present semester.

Discussion:

Hugh: Clubs tend to know by week 7 if they're accredited

Evan: We've been looking for accreditation for a while, so it technically doesn't apply here

Hugh: So just speaking as a LabFund person, we have internal deadlines and we need to release our funding around week 7, if CEPS does accredit the club by that time, we can't give them funding, just wanted to say that, since it is an issue

Against: 2

For: 6

Abstain: 8

Amendment has passed.

Loreta: I didn't want to vote for it because I know people were voting against it

Aaron: This amendment was passed but if you look at what was previously written, the club asking for the period needs to have history, but now it's not as clear

Tom: I think it's okay because they need to prove quite a bit to be affiliated

Evan: Even they don't have quite a history, it doesn't mean that they haven't put in quite a bit of sweat

Result: PASSED

Adjusting the Engineering Society's Constitution to Account for the Student Choice Initiative – Scantron #4

Mover: William Hugh Peters

Seconder: Loreta

Spirit: The Engineering Society's Constitution does not account for Student Choice Initiative.

Whereas:

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.

BIRT:

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 **and have paid their student fees.**
2. Fees:
 - a. ~~The Society shall obtain a compulsory fee from each full-time Member, each semester.~~ **The** All University of Guelph students shall have the option of paying the membership fee to become a member of the Guelph Engineering Society. fee shall be collected as an undergraduate student fee by the Bursar and through the College of Engineering and Physical Sciences Student Council.

Result: PASSED

Adjusting the LabFund Constitution for the Creation of the Engineering Equipment Library (EEL) – Scantron #5

Mover: William Hugh Peters

Seconder: Loreta

Spirit: The EEL has finally gotten off the ground this semester and the LabFund Constitution needs to be updated for its existence. This motion introduces policy around the how the EEL shall be managed. The following is introduced.

- Adding management of the Equipment Library as a shared responsibility between the VP Internal and THRN Manager.
- Setting in place policy for failure to return equipment (Students will not be able to make a future LabFund request if they have an outstanding loan or have not returned equipment from a previous request).
- Establishing Office Hour Responsibilities for the EEL.

BIRT:

Article 11 Engineering Equipment Library

Clause 1 The Engineering Equipment Library (EEL) shall be a place in THRN where retrievable items shall be stored from previous LabFund requests to be reused by various members of the student body.

Clause 2 The Primary Managers of the EEL shall be the VP Internal and THRN Manager. The VP Internal will be responsible for ensuring that the inventory is kept up to date. The THRN Manager is responsible for preparing the schedule of the EEL.

Clause 3 Each member of the LabFund Committee will be expected to perform one office hour at the EEL.

Clause 4 Students, who have opted-in to LabFund, may borrow equipment a for design courses. The return date must be no later than the first week of exams.

Clause 5 Organizations affiliated with Guelph Engineering may borrow equipment for reasons approved by a member of the LabFund committee. The items must be returned once their usefulness to a club has ended as determined by a member of the LabFund Committee.

Result: PASSED

Changing Our Reselling Policy in the LabFund Constitution – Scantron #6

Mover: William Hugh Peters

Second: Aaron

Spirit: The current resell policy is not capable of dealing with the mass amount of incoming equipment that will be entering the EEL. There is only so much space in the EEL and not all of the returned equipment will be worth keeping.

Whereas:

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.

BIRT:

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** be done at the discretion of the VP Internal and two other members of the LabFund Committee who are executives of the Guelph Engineering Society.

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

Result: **PASSED**

Clarifying Ambiguity Around Travel Expenses in the LabFund Constitution – Scantron #7

Mover: William Hugh Peters

Seconder: Aaron

Spirit: Currently the LabFund Constitution is very ambiguous around travel expenses and policy on travel expenses very year. This motion is intended to clarify the constitution’s policy on travel expenses. Particularly there is confusion around whether or not travel expenses are considered consumable equipment or not.

Whereas:

Article 5, Clause 1

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 the total lab fund fees paid by the group (number of members*number of semester paying fees*fees in each semester) may be spent on consumable items.
- 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.

BIRT:

Article 5, Clause 1

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 the total lab fund fees paid by the group (number of members*number of semester paying fees*fees in each semester) may be spent on consumable items.
 - o [Travel expenses are not considered consumable.](#)
- 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
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- 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.

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 - 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.

Discussion:

Aaron: If it's not a consumable then where does it fit on there

Hugh: It wouldn't fit anywhere. The main way that most clubs get travel reimbursed with LabFund. Every year we get gas refund, sometimes the council approves it, sometimes it doesn't. Removes the ability for people not going to a conference to be reimbursed.

Talha: As VP external we apply to LabFund for travelling expenses, wouldn't this limit my ability to send delegates as well?

Hugh: If you look at the constitution, it says 5% of the LabFund budget post endowment, it allows the rest to be used for conferences.

Talha: So, what you're saying that other people for clubs cannot apply to LabFund for travel expenses

Hugh: Basically yes, this is about student groups requesting funding for travelling for 41x projects

Talha: So, based on that as EngSoc if I can get lab fund for travel expenses

Hugh: It's not clubs

Talha: I'm not really sure, we do it on case by case

Aaron: This is for funding request for final design groups only, so only final groups can't apply for travel, nothing to do with clubs or teams

Talha: My point stands, different projects have different requirements, I think it's too restrictive

Result: REJECTED

Policy for Late Club Reimbursements – Scantron #8

Mover: Catherine Dang

Second: Tiana

Spirit: To accommodate for extenuating circumstances in which clubs are unable to claim their reimbursements during the designated semester.

Whereas: **Currently, the policy is inflexible and only allows for claims to be made before the last day of the semester with no exceptions.**

BIRT: **The policy manual will modify the clause concerning timing of reimbursements to allow clubs to still have an opportunity to claim their reimbursements past the last day of the semester.**

ARTICLE XI: ENGINEERING CLUBS

3. Funding:

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 **unless the club successfully submits a Late Reimbursement Form to the Society that must be approved by a majority vote within 30 days of the last day of the semester.**

Discussion:

Aaron: I think that one of the issues we'll face is that a lot of these are going to come in the summer where majority vote is not possible

Changing approve by majority vote to approve by signed authorities

BIRT:

3. Funding:

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 **unless the club successfully submits a Late Reimbursement Form to the Society that must be approved by signed authorities within 30 days of the last day of the semester.**

Against: 0

Amendment is passed

Result: PASSED

Leftover Funding from Guelph Hosted Conferences – Scantron #9

Mover: Aaron Black

Seconder: Loreta

Spirit: Funding leftover from conferences hosted on behalf of groups like ESSCO and CFES may have control over the funding rather than the Society.

Whereas:

ARTICLE XII: FINANCES

4. Conferences Hosted by the Guelph Engineering Society:

d. Any funds remaining from the conference shall be transferred to the Guelph Engineering Societies commercial bank account within two months after the conference.

BIRT:

d. Any funds remaining from the conference shall be transferred to the Guelph Engineering Society's commercial bank account within two months after the conference **unless otherwise stated by ESSCO, CFES, or the body's policy governing the conference.**

Result: PASSED

Impartiality of the Executive Team – Scantron #10

Mover: William Hugh Peters

Seconder: Cathy

Spirit: Several executive officers have positions of power which they could use to unfairly benefit other clubs in the school of engineering. It is important that as an Executive that we are impartial.

Whereas:

Article IV, 2

- 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. One to two people shall hold the position of Vice President of Social Affairs in a given year. The candidates may run in a pair, or individually and will campaign as such.
- 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.
- k. Neither the VP Finance nor the VP Student Experience shall be an Executive on another engineering club.

BIRT:

Article IV, 2

- a. The Executive Officers shall consist of the following positions:
 - i. President
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- i. One to two people shall hold the position of Vice President of Social Affairs in a given year. The candidates may run in a pair, or individually and will campaign as such.
- 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.
- k. ~~Neither~~ The VP Finance, VP Internal, the President, ~~nor~~ the VP Student Experience shall be an Executive on another engineering club.

Discussion:

Amanda: So, we had this last AGM it got brought up that EngSoc is volunteer experience so why are we limiting their experience

Hugh: We made it VP Finance because they control an incredible amount of money and club budget. Similarly, VP Internal with LabFund works with 25000 with clubs and the President assists with budgeting and LabFund

Cathy: I don't think there's a conflict of interest because they always abstain when approving

Talha: Also, we make most important decisions based on majority votes and we limit the power an individual as a whole

Tiana: A lot of these people can't be on another club anyways

Amanda: And now that VP Student Experience can't be part of budgeting

Hugh: VP Student Experience does manage clubs as their primary job, it looks poorly on us if the VP Student Experience is in a club

Talha: I just want to put thing in perspectives and that VP Student Affairs has a conflict of interest. For the other positions I think if we use good practice, we don't need to limit people's contributions

Hugh: On VP Internal's power, it's not really that checked, and I think that's worth amendment in the future. And VP Internal and admin are the only people that see exact result from LabFund and there's nothing stopping them from messing with the votes

Result: REJECTED

LabFund Committee Membership – Scantron #11

Mover: Catherine Dang

Seconder: Talha

Spirit: To delegate a portion of the heavy burden of the Lab Fund review process as well as allow year representatives be better advocates and more knowledgeable of the process for their classmates.

Whereas: Currently, the Lab Fund Committee is only comprised of the following members: VP Internal, VP Finance, VP Academic, VP External, and the President.

BIRT: The policy manual will the listed membership of the Lab Fund Committee.

ARTICLE 3 OF THE CONSTITUTION OF THE ENGINEERING EQUIPMENT FUND

Clause 1

The Lab Fund Committee is comprised of the President, VP External, VP Internal, VP Student Life, VP Academic, ~~and~~ VP Finance, THRN Manager, Secretary, Chair and the 4th year representatives (Biomedical/Biological Representative, Engineering Systems & Computing/Computer Representative, Mechanical Representative, and Environmental/Water Resources Representative) of the Undergraduate Engineering Society.

Discussion:

Josh: I would like to amendment, at the end of it we add the 3rd year reps

Sherman: can we amend the sentence in BIRT to make sense

Hugh: So the reason we decided to only 4th years is because we changed to how requests are being made so anything not 41x is not going to be made in groups. If you look at the list of people we have, it brings the number from 7 to 13, if you add 3rd year mech reps, you have to add the other 3 then you have to bring it up to 17 so we chose to go with those 13 people.

Against: 12

For: 1

Abstain: 3

Amendment has not been passed

Result: **PASSED**

Office Hours of the Society – Scantron #12

Mover: William Hugh Peters

Second: Aaron

Spirit: To better balance the office hour requirements of Members of Council with the Members of the LabFund Committee

Whereas:

Policy Manual: Engineering Society Office Rules, 4

- a. Office hours will be assigned to each Officer on Council by the Vice President of Internal Affairs, with no officer being responsible for more than two (2) hours per week.
- b. Executive Officers shall be responsible for one (1) Office Hour in the Office and two (2) Office Hours in the Executive Office.
- c. The O'Snap Coordinator shall be exempt from Office Hours.

BIRT:

Policy Manual: Engineering Society Office Rules, 4

- a. Office hours will be assigned to each Officer on Council by the ~~Vice President of Internal Affairs~~ THRN Manager, with no officer being responsible for more than two (2) hours per week.
- b. Executive Officers who are also members of the LabFund Committee shall be responsible for one (1) Office Hour in the Office.
- ~~c. The O'Snap Coordinator shall be exempt from Office Hours.~~

Discussion:

Tom: I just like to add in "EEL in lieu of 1 of 2 hours in the main office"

Motion to amend b. to Executive Officers who are also members of the LabFund Committee shall be responsible for one (1) Office Hour in the EEL in lieu of 1 of 2 hours in the main office

Owner: Tom

Second: Daniel

BIRT:

Policy Manual: Engineering Society Office Rules, 4

- a. Office hours will be assigned to each Officer on Council by the ~~Vice President of Internal Affairs~~ THRN Manager, with no officer being responsible for more than two (2) hours per week.
- b. Executive Officers who are also members of the LabFund Committee shall be responsible for one (1) Office Hour in the EEL in lieu of 1 of 2 hours in the main office
- c. ~~The O'Snap Coordinator shall be exempt from Office Hours.~~

Amendment Approved.

Loreta: So mathematically is it possible

Hugh: Right now, we're doing it and it works fine. This should be fine, keep this does not affect regular officers, just Execs. It does mathematically work

Result: PASSED

One VP Social – Scantron #13

Mover: William Hugh Peters

Seconded: Talha

Spirit: This year and last year we have had 1 VP Social and there hasn't been any issues. Having two VP Socials is unnecessary.

Whereas:

Article IV, 2

- a. The Executive Officers shall consist of the following positions:
 - i. President
 - ii. Vice President of Internal Affairs
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 - 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. One to two people shall hold the position of Vice President of Social Affairs in a given year. The candidates may run in a pair, or individually and will campaign as such.
- 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.
- k. Neither the VP Finance nor the VP Student Experience shall be an Executive on another engineering club.

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- i. ~~One to two people shall hold the position of Vice President of Social Affairs in a given year. The candidates may run in a pair, or individually and will campaign as such.~~
- 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.
- k. Neither the VP Finance nor the VP Student Experience shall be an Executive on another engineering club.

Discussion:

Tiana: I think we should leave it open because it is a huge job but I think we should it open because for one person to take it on, it might be good

Talha: Section I said 1 or 2 people can run and have the position. The reason we have one VP Social is because we only had one person run for it. As a former VP Social, I think it is a lot of work so having that option open is good

Hugh: Any exec position is a lot of work. None of the exec position have two people. And you then do to have one primary position

Tiana: I think that there's a lot of value in having a second person

Tom: on top of that, the position has a lot of freedom so I want to see what two people can do

Evan: from the outside looking in, two sets of hands is better than one

Sherman: I'm just not really seeing the evidence behind the argument, I don't see why it's unnecessary and why one person planning a big event is better than two. I know from my experience two people has been useful to bounce off ideas. I think having the options to have two people is good.

Result: REJECTED

Procedure for the Amendment of Policy Manuals – Scantron #14

Mover: William Hugh Peters

Seconded: Tiana

Spirit: Policy manuals are often used as a direct extension of the constitution and have the same authority. It therefore does not make sense for the required votes to amend these documents to be different. (THIS WILL NOT AFFECT THE RESULTS OF THIS SAGM)

Whereas:

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.

BIRT:

ARTICLE XV: AMENDMENTS TO THE CONSTITUTION AND POLICY MANUALS

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 - 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 $2/3$ majority vote of all Members present at a General Meeting.

Result: **PASSED**

Ratification Timing – Scantron #15

Mover: William Hugh Peters

Second: Loreta

Spirit: Ratification of elections is currently the 2nd last week of the winter semester. This doesn't leave anytime to rerun an election in the event of an issue.

Whereas:

Article 5, Clause 8

- a. Council shall ratify election results at the second-to-last meeting of the winter semester.

BIRT:

Article 5, Clause 8

Council shall ratify election results at the ~~second-to-last meeting of the winter semester~~ regular meeting following the election.

Discussion:

Talha: More of clarification. According to our election timeline, that's just the way it is

Hugh: So, the way it tend to work for year reps, but the way it's written says the President and the Execs so we're just changing it so we don't have to restrict it to the last two weeks

Aaron: So, this mean that the outcoming President would transition out before reading week

Hugh: this would not affect that, so you will still serve your term months, so as VP you would still serve your 14 months

Talha: So we have elections start in February, so if they're ratified immediately, then will we have more people ratified

Aaron: That's what I was thinking too and I think it's just for the results

Result: PASSED

Updating Constitution to Reflect Reimbursements and Purchase Requests – Scantron #16

Mover: Aaron Black

Seconded: Hugh

Spirit: The constitution currently does not have any information regarding reimbursements. This motion is to ensure reimbursements are processed correctly. In addition to amending the constitution, this motion also includes a new policy manual and reimbursement form.

BIRT:

ARTICLE XII: FINANCES

5. Reimbursement and Purchase Requests

- a. The requested expense must not exceed the approved value in the approved budget.
- b. Notwithstanding clause (a), an expense exceeding 20% of the approved budget amount may be approved by majority of signing authorities provided the budget has a projected surplus.
- c. Items exceeding 20% of the approved budget item must be brought to a vote by elected council members at a regular meeting and receive majority support.
- d. Reimbursement and purchase requests complying with Article XII Section 5 are eligible for funding through the procedure outlined in Policy Manual: Reimbursements and Purchases.
- e. The Vice President of Financial Affairs must keep record of all reimbursement and purchase request forms including corresponding invoices or receipts for their term and hand them over to the incoming Vice President of Financial Affairs during transition.
- f. A reimbursement or purchase request must be fulfilled by the Vice President of Financial Affairs within 10 business days.
- g. Reimbursements must be made prior to the last day of exams in a given semester.

Result: **APPROVED**

Removal of “Research Equipment” Requests from LabFund – Scantron #17

Mover: William Hugh Peters

Seconder: Tom

Spirit: Since professors have a variety of methods for obtaining funding for research equipment it does not make sense to also allow them to be funded through LabFund. This type of request is also not considered consumable but is still not tracked like retrievable equipment.

Whereas:

- 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.

BIRT:

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 - 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.

Discussion:

Daniel: So, some 41x do research projects as their final design, will that affect them to not be able to fund their projects as they’re doing research for their professors?

Hugh: No, they can still put in the requests, they have to retrievable or consumable. The problem with research is we don’t track what happens after the request. For re

Daniel: I just want to make sure groups for 41x are not being discriminated against, then if their requests are viable, I just want to make sure their nature of their process is not causing them to get any money

Loreta: I think Hugh's main spirit is that a lot of money used for the research is that students or professors keep the equipment afterwards

Daniel: Will the end of semester due date inhibit professors from students for making these requests for their 41x projects

Hugh: So, the end of semester collection date is decided by the LabFund committee and made for the 41x group in mind. Typically, first week of exams so should inhibit a course

Daniel: The main point is that if the group was making the research project for the prof and they need it after the course ends then they're not inhibited

Hugh: So, they'll make it as a retrievable and the if the professor wants it, they can apply as resell and the student body can vote on this

Result: PASSED

Changing How Non 41x and 4000 courses make requests – Scantron #18

Mover: William Hugh Peters

Seconder: Cathy

Spirit: Due to difficulties with non 41X and 4000 groups not being sure how much to ask for their projects it is recommended to force courses such as Machine Design and Bio Instrumentation to make Laboratory Equipment Requests instead of individual requests

Whereas:

Article 5, Clause 1, Section 1

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 the total lab fund fees paid by the group (number of members*number of semester paying fees*fees in each semester) may be spent on consumable items.
- 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.

BIRT:

Article 5, Clause 1, Section 1

Section 1 – Funding Request for ~~Final Design~~ ENGG 4000 and 41X 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 the total lab fund fees paid by the group (number of members*number of semester paying fees*fees in each semester) may be spent on consumable items.
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- Any value for this equipment will be considered.
- Subsection 3 – “Research” Equipment
 - 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.
 - 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.

Reimbursement and Purchase Form

Discussion:

Daniel: What about the not big courses like bio reactor design, is this only 4000 and 41x to make a request. Are they still able to have individuals is what you're doing is making things simpler for bioinstrumentation and machine design while not impeding other courses?

Hugh: In week 3 and 4 there will be a deadline. VP Internal will need to talk to requesting processes to classes and talking about their class. The VP Internal will need to go to classes and ask if they want to make requests. Part of it is making sure we know how much is being spent. No it should not impede other courses making requests. If the student or professor believes they need funding, the professor makes the request.

Jade: What if the professor refuses.

Hugh: If they don't approve, they probably won't cosign the request

Daniel: If this motion passes, how will the professors be notified that they need to make requests

Hugh: It is on the LabFund committee and VP Internal to advertise it. I will be going to faculty meetings to talk about this. I have been in contact with profs all semester to communicate. We can communicate this change

Jade: So who's responsibility it is to defend it at the LabFund meeting

Hugh: The request will be defended by the professors such as by the prof of bio instrumentation

Aaron: While it's the requesters right to defend it, all undergrad students can discuss

Daniel: Do design profs know about this amendment. If so, how do they feel about it

Hugh: I have spoken to John and he's very much in favor and I have talked to machine design professors about it and some of their concerns will be

Catherine: I would be comfortable if we brought this to one faculty meeting

Daniel: Before we vote, I just want to make a point of clarification is that if this motion passes will the only courses that can make individual request be 41x and 4000

Hugh: Yes

Result: REJECTED

Standardizing Rules Around Suppliers – Scantron #19

Mover: William Hugh Peters

Second: Amanda

Spirit: The goal of this motion is to resolve the discrepancy between purchasing requests and request forms for LabFund. Often time's groups end up using different suppliers than SOE Purchasing can use and this creates a discrepancy between what was originally requested and what was purchased which makes inventorying and growing the Equipment Library difficult.

Whereas:

Article 6, Clause 2

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.

BIRT:

Article 6, Clause 2

Section 7 – Suppliers

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

Result: PASSED

Moving Thornbrough Manager Under VP Internal – Scantron #20

Mover: Aaron Black

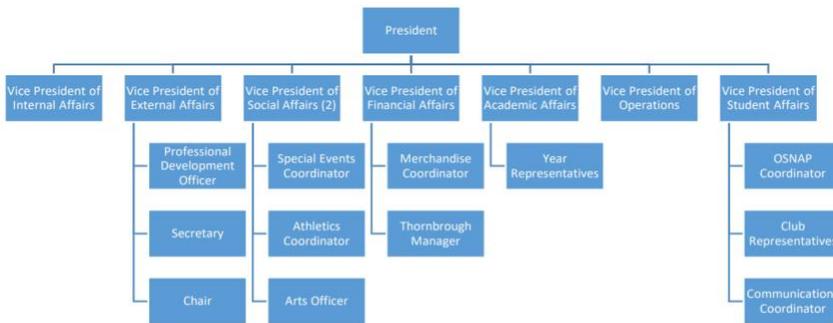
Second: Hugh

Spirit: Duties under Thornbrough Manager were previously under VP Internal making this role best suited to be under VP Internal’s guidance.

Whereas:

2. Leadership Tree:

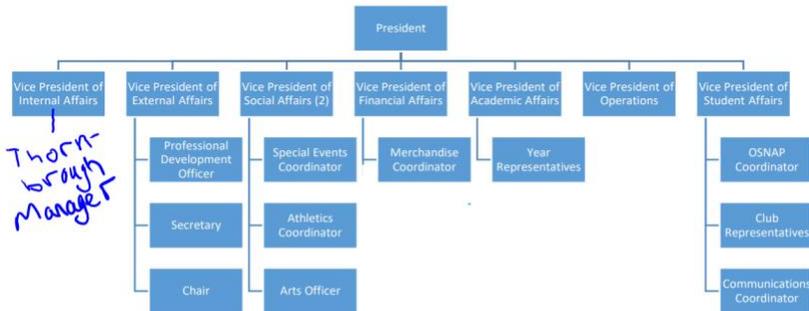
- a. The following Leadership Tree shall be used as a reference for which positions are responsible to which Executive Officer:



BIRT:

2. Leadership Tree:

- a. The following Leadership Tree shall be used as a reference for which positions are responsible to which Executive Officer:



Discussion:

Hugh: This will change a few points in the policy from VP Finance to VP Internal

Result: PASSED

Updating Travel Policy – Scantron #21

Mover: Aaron Black

Seconded: Daniel Igra

Spirit: The travel policy contains a loophole in the Conference policy manual which allows for travel reimbursements to be requested outside of the travel policy.

Whereas:

Policy Manual: Conferences

3. Maximum Reimbursements:

- a) The maximum reimbursement for travel cost and delegate fees shall be as enumerated in Schedule I of this Policy Manual.
- b) Notwithstanding subsection (a), and to ensure the position of Vice President of External Affairs remains accessible to all Members regardless of financial situation, if funding is to be provided by the Society for the Vice President of External Affairs to attend a conference, the conference fees and travel costs must be paid in full by the Society or an external funding source secured by the Society.

And Whereas:

3. Funding:

e. Anticipated expenses related to travel to conferences must be submitted as a separate and distinct Conference Budget at the beginning of the semester.

BIRT:

3. Maximum Reimbursements:

- a) The maximum reimbursement for ~~travel cost and~~ delegate fees shall be as enumerated in Schedule I of this Policy Manual.

Notwithstanding subsection (a), and to ensure the position of Vice President of External Affairs remains accessible to all Members regardless of financial situation, if funding is to be provided by the Society for the Vice President of External Affairs to attend a conference, the conference fees ~~and travel costs~~ must be paid in full by the Society or an external funding source secured by the Society

BIFRT:

e) Ten percent of collected student fees shall be set aside each semester as the Travel Budget to be used for reimbursements to delegates attending approved conferences.

Discussion:

Aaron: What's happened in the past VP External will pass travel expense that was not in the budget and now it's like club how you budget

Talha: When you get rid of the travel costs I'm not sure if anything in the policy says that travel expenses are covered and I would like this to be in the policy. May leave room for misinterpretation

Aaron: Any given year, less than 10% is used for travelling. The travel policy goes into more detail for what is acceptable for travel costs

Talha: Propose an amendment to keep “and travel costs”

Motion to make an amendment to keep “and travel costs”

- **Would like concrete saying travel costs**
- **VP Externals have to attend**

Secunder: Hugh

BIRT:

3. Maximum Reimbursements:

- a) The maximum reimbursement for ~~travel cost and~~ delegate fees shall be as enumerated in Schedule I of this Policy Manual.

Notwithstanding subsection (a), and to ensure the position of Vice President of External Affairs remains accessible to all Members regardless of financial situation, if funding is to be provided by the Society for the Vice President of External Affairs to attend a conference, the conference fees **and travel costs** must be paid in full by the Society or an external funding source secured by the Society

Discussion:

Aaron: I think if you're following the travel policy correctly, you will be funded for. I wanted to get rid of it for unnecessary uses for travel such as uber to airport or travelling first class

Talha: I agree that what I'm saying is unlikely, but I want to ensure that 4-5 years down the road people aren't interpreting this a different way. Last year we included quotes saying we're being smart

Hugh: EngSoc is guaranteed 5% post endowment is for VP External travelling. So, I don't think VP External will ever have to pay out of pocket

Talha: What I'm trying to say is that just because it's unlikely doesn't mean we should take it out. I'm not arguing with the spirit.

Against: 1

For: 5

Abstain: 6

Amendment has been passed

Result: PASSED

VP Student Life Responsibilities – Scantron #22

Mover: Catherine Dang

Seconder: Hugh

Spirit: To solidify new the responsibilities required of the VP Student Life in regards to new club management procedures and working in conjunction with the SOE. The VP Student Life will be responsible for communicating all club paperwork to the Club Liaison of the SOE.

Whereas: Currently, there is no communication between EngSoc and the SOE for club matters.

BIRT: The Officer Job Descriptions Policy Manual will be adjusted so that the responsibilities will be reflected as shown in the Result.

Policy Manual – Officer Job Description

Vice President of Student Affairs section:

- d. The VP Student Affairs shall also:
 - i. facilitate and organize separate meetings with club representatives,
 - ii. create any student feedback surveys when needed, deciding on the survey topic and ensuring that any survey is conducted in the best interest of the School,
 - iii. ensure the Society provides all necessary support to clubs,
 - iv. communicate opportunities for club involvement to engineering students,
 - v. maintain a working relationship with the Leadership, Education, and Development Advisor, in the Office of Student Affairs at the University of Guelph,

Result: PASSED