

The Creation of an equipment classification policy manual for the Lab Fund Constitution

Please fill out this form and submit it to gesvpint@uoguelph.ca.

There is a detailed guide on how to fill out the form below.

Title:	The Creation of an equipment classification policy manual for the Lab Fund Constitution
Mover:	William Hugh Peters
Secunder:	
Spirit:	The Lab Fund constitution does not provide clear definitions on what is considered consumable or retrievable equipment. The goal of this motion is to create a policy manual that provides clear definitions and classifies various types of equipment.
Whereas:	<p>Article 5 Valid Requests and Funding Restrictions</p> <p>Clause 1 Requested equipment will be divided into one of six categories</p> <p style="padding-left: 40px;">Section 1 – Funding Request for Final Design Groups</p> <p style="padding-left: 80px;">o Subsection 1 – “Consumable” Equipment is defined as “equipment, items or services that cannot realistically be reused by future students” by the Equipment Classification Policy Manual.</p>
And Whereas:	
BIRT:	<p>Article 13 Policy Manuals</p> <p>Clause 1 A series of policy manuals shall be attached to the Constitution for the purpose of providing rules of operation for Lab Fund.</p> <p>Clause 2 The Following Policy Manuals shall be enforced by the Lab Fund Committee.</p> <p style="padding-left: 40px;">i. Equipment Classification</p> <p>Clause 3 Policy Manuals may be modified by the members of the Lab Fund Committee by a majority vote at any time or by a majority vote of members at a General Meeting.</p>

BIFRT:

**GUELPH ENGINEERING EQUIPMENT FUND
POLICY MANUAL: EQUIPMENT CLASSIFICATION**

Adopted:

Last Modified:

1. Policy Manual:

- a. This Policy Manual shall contain policies regarding the classification of equipment as either consumable or retrievable.

2. Definitions

- a. Retrievable Equipment is defined as equipment or items that can realistically be reused in the future.
- b. Consumable Equipment is defined as equipment, items or services that cannot realistically be reused by future students.

3. Equipment Types and Classifications

- a. The following sections defines various kinds of equipment, items or services as retrievable or consumable.
- b. Batteries
 - i. Rechargeable batteries shall be considered retrievable.
 - ii. Non-rechargeable batteries shall be considered consumable.
- c. Biological Materials
 - i. All biological materials shall be considered consumable
- d. Chemicals
 - i. All chemicals shall be considered consumable.
- e. Circuit Components
 - i. Circuit components including but not limited to resistors, capacitors, inductors and transistors shall be considered retrievable.
- f. Construction Material
 - i. Construction material including but not limited to beams, plates, pipes, sheet metal, supports and wood shall be considered consumable.
- g. Electronic Devices
 - i. Electronic devices including but not limited to h-bridges, micro controllers, motors and sensors shall be considered retrievable.
- h. Mechanical Components
 - i. Mechanical components including but not limited to couplers, gears, pulleys and wheels shall be considered retrievable.
- i. Services
 - i. Services shall be considered consumable or retrievable at the discretion of the Lab Fund Committee Chair.
- j. Software
 - i. Software shall be considered consumable.
- k. Power Supplies

	<ul style="list-style-type: none"> i. All power supplies shall be considered retrievable. I. <u>3D Printing Material and Services</u> <ul style="list-style-type: none"> i. 3D printing material and 3D printing service shall be considered consumable. <p>4. <u>Not Withstanding Clause</u></p> <ul style="list-style-type: none"> a. The Chair of the Lab Fund Committee shall hold the right to define equipment as consumable or retrievable if the equipment is not otherwise defined in this policy manual. b. The VP Internal may overrule the classification of this policy manual if they have majority support of the Lab Fund Committee.
Result:	
Discussion:	

Title: The title of the motion. Should sum up the goal of the motion in as few words as possible.

Mover: Your name.

Secunder: To be filled out at meeting. Please leave blank.

Whereas: What is currently written in the constitution.

And Whereas: What is currently written in the constitution in another place if you plan on amending it too.

Spirit: The goal of the motion. This is what you want to happen if the motion passes.

BIRT: The changes to the writing of the governing documents.

BIRFT: The changes to the writing in the constitution in the additional place you plan on amending

Result: Whether the motion passes. Will be filled out by the Guelph Engineering Society after SAGM.

Discussion: Discussion on the meeting. Will be filled out by the Secretary of the Guelph Engineering Society. Please leave blank.