

# Blank Motion Form

Please fill out this form and submit it to [gesvpint@uoguelph.ca](mailto:gesvpint@uoguelph.ca).

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

<b>Title:</b>	Updating responsibilities of the VP Finance for maintenance of Shopify
<b>Mover:</b>	Aaron Black
<b>Secunder:</b>	
<b>Spirit:</b>	Creating of Shopify store adds new responsibilities for council.
<b>Whereas:</b>	<p>10. <u>Responsibilities of the Vice President of Financial Affairs:</u></p> <ul style="list-style-type: none"><li>a. The Vice President of Financial Affairs (VP Finance) shall serve as the primary financial officer of the Society and act as primary authority on all finances of the Society.</li><li>b. The VP Finance shall have direct responsibility and authority over the following elements of the society:<ul style="list-style-type: none"><li>i. the Merchandise Coordinator.</li></ul></li><li>c. The VP Finance shall also:<ul style="list-style-type: none"><li>i. ensure that all bills sanctioned by Council are paid,</li><li>ii. have primary cheque co-signing authority along with the President and the Vice President of Internal Affairs on the General Account and Publications Account,</li><li>iii. keep financial documentation and maintain any other records as necessary, including but not limited to cheque documentation, expense reports, actual spending, monthly till balances, to be made available to any undergraduate student within 10 days upon request,</li><li>iv. receive all subscriptions and hold all funds for the Society,</li><li>v. prepare a budget, including a club budget, with the help of the President, Vice President of External Affairs, and Vice Presidents of Social Affairs, for Council approval, no later than two weeks after approval,</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>vi. submit the budget to the CEPS Student Council within one week of approval by Council,</li> <li>vii. maintain the required float for the beginning of each semester,</li> <li>viii. keep an accurate account of each year's graduation fund,</li> <li>ix. ensure that the Council adheres to all financial practices outlined in the Constitution,</li> <li>x. train all incoming Council Members on cash handling procedures,</li> <li>xi. make reports to Council from time to time regarding the financial state of the Society, and,</li> <li>xii. at the final meeting of each semester, present the initial budget and actual spending throughout the semester.</li> <li>xiii. ensure that any money transferred from the Society in any form other than signed cheque be accompanied by a completed Money Transfer Form, which can be found in the Policy Manual: Cash Handling Procedures, and,</li> <li>xiv. invoice any debt owed to the Society within five (5) business days of the debt, using net-30 day terms.</li> <li>xv. Act as member of the Lab Fund Committee</li> </ul>
<b>And Whereas:</b>	
<b>BIRT:</b>	<p>10. <u>Responsibilities of the Vice President of Financial Affairs:</u></p> <ul style="list-style-type: none"> <li>d. The Vice President of Financial Affairs (VP Finance) shall serve as the primary financial officer of the Society and act as primary authority on all finances of the Society.</li> <li>e. The VP Finance shall have direct responsibility and authority over the following elements of the society: <ul style="list-style-type: none"> <li>i. the Merchandise Coordinator.</li> </ul> </li> <li>f. The VP Finance shall also:</li> </ul>

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|  | <ul style="list-style-type: none"><li>i. ensure that all bills sanctioned by Council are paid,</li><li>ii. have primary cheque co-signing authority along with the President and the Vice President of Internal Affairs on the General Account and Publications Account,</li><li>iii. keep financial documentation and maintain any other records as necessary, including but not limited to cheque documentation, expense reports, actual spending, monthly till balances, to be made available to any undergraduate student within 10 days upon request,</li><li>iv. receive all subscriptions and hold all funds for the Society,</li><li>v. prepare a budget, including a club budget, with the help of the President, Vice President of External Affairs, and Vice Presidents of Social Affairs, for Council approval, no later than two weeks after approval,</li><li>vi. submit the budget to the CEPS Student Council within one week of approval by Council,</li><li>vii. maintain the required float for the beginning of each semester,</li><li>viii. keep an accurate account of each year's graduation fund,</li><li>ix. ensure that the Council adheres to all financial practices outlined in the Constitution,</li><li>x. train all incoming Council Members on cash handling and Shopify procedures,</li><li>xi. make reports to Council from time to time regarding the financial state of the Society, and,</li><li>xii. at the final meeting of each semester, present the initial budget and actual spending throughout the semester.</li><li>xiii. ensure that any money transferred from the Society in any form other than signed cheque be accompanied</li></ul> |
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	<p>by a completed Money Transfer Form, which can be found in the Policy Manual: Cash Handling Procedures, and,</p> <p>xiv. invoice any debt owed to the Society within five (5) business days of the debt, using net-30 day terms.</p> <p>xv. Act as member of the Lab Fund Committee</p> <p>xvi. Act as the Store Owner of the Guelph Engineering Shopify account</p> <p>xvii. In conjunction with the Merchandise Officer and applicable Officers, determine pricing of new merchandise and tickets</p>
<b>BIFRT:</b>	
<b>Result:</b>	
<b>Discussion:</b>	

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.