

GUELPH ENGINEERING SOCIETY
POLICY MANUAL: CLUB ACCREDITATION

Adopted 2018-09-01

Ratified by Council 2018-03-21

Amended 2018-09-03

1. Policy Manual:

- a. This Policy Manual shall contain policies regarding the accreditation, by the Society, of Engineering Clubs.

2. Probationary Accreditation:

- a. A club which has expressed interest in becoming affiliated with the Society must meet the following milestones:
 - i. completion of an affiliation form,
 - ii. written confirmation that a member of the faculty has accepted the role of faculty advisor,
 - iii. ratification of a constitution containing a voting procedure and a succession plan,
 - iv. written approval from the Office of the Director of the School of Engineering,
 - v. preparation of a Year Zero plan, following the Year Zero Policy, and,
 - vi. completion of the Gryphlife accreditation process.

3. Year Zero Policy:

- a. Prior to becoming an accredited affiliate organization of the Society, a club must prepare a Year Zero Plan, defined as a strategic document outlining a plan for the first academic semester of operation.
- b. The Year Zero Plan shall contain the following information:
 - i. executive position holders for the current academic year,
 - ii. a summary of its planned activity in the first semester,
 - iii. a cost breakdown and all projected revenues for the semester,
 - iv. a breakdown of funding sources which may include, but are not limited to, the estimated incoming funds from the Society, the University of Guelph Student Life Fund, and any external sponsorship, and,

- v. any logistical information including room bookings, speakers, food, or project equipment.
- c. After the presentation to Council of evidence of the completion of each of these probationary accreditation milestones, the Council may vote to approve the club accreditation.