

**GUELPH ENGINEERING SOCIETY  
POLICY MANUAL: CONFERENCES**

*Adopted 2017-11-15*

*Ratified by Council 2018-01-15*

1. Policy Manual:
  - a. This Policy Manual shall contain policies regarding attendance at Society-endorsed conferences for all student delegates selected to represent the Guelph Engineering Society.
  
2. Conference Funding Requests:
  - a. The Society shall set aside funds from the Engineering Equipment Fund for the purpose of sending student delegates to Society-endorsed conferences and competitions.
  - b. Any Member of the Society, or Club accredited by the Society, may request from the Society conference and/or competition funding.
  - c. The Society shall prioritize funding for the Vice President of External Affairs or designated alternative to attend the annual general meetings of the Engineering Student Societies' Council of Ontario (ESSCO) and the Canadian Federation of Engineering Students (CFES), to the following amounts:
    - i. CFES Congress: up to \$1000
    - ii. ESSCO AGM: up to \$300
  - d. Any selected delegate who fails to attend a conference funded by the Society must reimburse the Society in full for all costs incurred.
  - e. Notwithstanding subsection (d), and particularly for compassionate reasons, Council may choose to waive the required reimbursement.
  
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.
  
4. Expectations of Delegates:
  - a. Each delegate shall:
    - i. behave in a manner that positively reflects on the University of Guelph and the Society,
    - ii. dress appropriately for the conference, as specified by the conference organization committee,

- iii. attend and be fully able to actively participate in all sessions assigned to the by the Head Delegate, including but not limited to all workshops and discussions, and,
      - iv. be fully financially responsible to the Society to cover all damages, and fines incurred as a result of their actions.
    - b. Delegates, under the supervision of the Vice President of External Affairs, must create and submit a Conference Summary Report to Council within two (2) weeks of the end of the conference attended.
5. Consequences
- a. Delegates that fail to adhere to this code must attend a hearing held by the Society.

### **SCHEDULE I: REIMBURSEMENT FOR TRAVEL COST AND DELEGATE FEES**

1. The portion of travel cost for which a delegate will be expected to pay is as follows:
  - a. For a total cost of travel less than \$30, the delegate must pay the entire cost of travel.
  - b. For a total cost of travel between \$30.01 and \$60, the delegate must pay \$30.
  - c. For a total cost of travel between \$60.01 and \$200, the delegate must pay half of the cost of travel.
  - d. For a total cost of travel greater than \$200.01, the delegate must pay \$100.
2. The Society shall pay the remaining portion of the travel cost.
3. Notwithstanding section 1, reimbursement for travel in a personal vehicle to conferences or for other Society business will be calculated with the following equation, as determined at the Winter 2013 General Meeting:

$$\left( \text{Gas Price} \left( \frac{\$}{L} \right) * 0.17 \left( \frac{L}{km} \right) \right) + \frac{\$0.05}{km} = \frac{\text{Price} (\$)}{km}$$

$$\frac{\text{Price} (\$)}{km} * \text{kilometers travelled} = \text{Reimbursement for Travel}$$

4. A delegate shall be expected to pay \$10 per day of conference attendance, with the remainder of conference fees and lodging paid by the Society.