

GUELPH ENGINEERING SOCIETY
POLICY MANUAL: CLUB / TEAM / ORGANIZATION AFFILIATION

Adopted 2018-09-01

Ratified by Council 2018-03-21

Amended 2019-10-24

1. Policy Manual:

- a. This Policy Manual shall contain policies regarding the affiliation process by the Society, of Engineering Clubs / Teams and Student Organizations.

2. Definition of an Engineering Club / Team or Student Organization:

An Engineering Club / Team or Student Organization (“Club”) is a non-discriminatory, organized student group that is recognized by the Engineering Society (“Society”) and governed by a constitution designed to cater to the specific interests of students enrolled in the School of Engineering and advances at least one of the objectives of the Society as defined in the Constitution of the Guelph Engineering Society (Appendix A).

3. Probationary Affiliation:

- a. A Club which has expressed interest in becoming accredited with the Engineering Society must meet the following milestones:
 - i. Completion of the accreditation process from the Engineering Society, (Appendix B)
 - ii. written confirmation that a member of the School of Engineering faculty has accepted the role of faculty advisor,
 - iii. ratification of a constitution containing a voting procedure and a succession plan,
 - iv. Preliminary 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. provide written agreement to abide by the Alcohol and Drug Policy (Appendix C),

4. 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. the purpose, to include the general goals, objectives, and direction of the group
 - ii. a definition of membership requirements including a listing of officer titles and duties
 - iii. quorum requirements for conducting official business
 - iv. a procedure outlined to allow the club members to approve any changes to the constitution
 - v. executive position holders for the current academic year, including contact information.
 - vi. a summary of its planned activity in the first semester,
 - vii. a written emergency action plan for practices, competitions, or other Club events (Appendix D)
 - viii. a cost breakdown and all projected revenues for the semester,
 - ix. 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,
 - x. any logistical information/requirements including room bookings, speakers, food, or project equipment.
- c. After the presentation to the Society Council of evidence of the completion of each of these probationary accreditation milestones, the Council may vote to approve the club affiliation.
- d. Upon successful completion of all the above, the Society may then request approval for the Club to receive SOE recognized Probationary Club Status from the Office of the Director of the School of Engineering,

5. Resources

- a. The Vice President of Student Affairs and the School of Engineering Club Liaison will manage, in conjunction with the SOE administration, the spaces distributed to

Clubs who successfully submit a Club Space Application Form (Appendix E). Access to allocated Club space will be granted after the allocation process is complete.

- b. Clubs are required to submit a complete inventory list of all equipment belonging to the Club at the beginning of the fall semester. All inventory that is purchased with Lab Fund or school funds is to be recorded and barcoded into the school's inventory tracking system.
 - c. Funding resources are available to clubs once they have become accredited affiliates with the Society. Funding may be provided to Engineering Clubs based on a budget submitted to the Engineering Society at the beginning of each semester, based on approval by a majority vote by Council up to a maximum of 20% of the previous academic semester's student fees returned to the Society.
 - d. Clubs are also eligible to apply to the Engineering Equipment Fund for large purchases such as equipment. Refer to Constitution of the Engineering Equipment Fund.
6. Club Affiliation Grace Period
- a. A club is said to be in the Club Affiliation Grace Period if they were accredited in the previous semester but has not yet been re-accredited in the present semester. This grace period is valid until the deadline for accreditation as set by the Society.
 - i. While a club is in the grace period, they may make a club budget request,
 - ii. Funding will not be released until re-accreditation occurs and full affiliation standing resumes with the Society.

Appendix A: The Objectives of the Guelph Engineering Society as per the Constitution

1. Communication:

- a. The Society shall develop and maintain effective lines of communication between the Society and the School of Engineering, the University of Guelph as a whole, the community of the City of Guelph, and all other engineering and student-related organizations that share the goals of the Society, for the benefit of all members.

2. Programs and Events:

- a. The Society shall promote, and initiate programs and events centered on engineering education and engineering student social life.

3. Advocacy:

- a. The Society shall respond to issues which directly impact its membership and will advocate in the best interests of the membership.
- b. The Society shall collect input from the membership in various ways, including but not limited to the Year and Discipline representatives, town hall meetings, online surveys, polls, and petitions.

4. Service:

- a. The Society shall promote the School of Engineering, its students, and the engineering profession in general, both at the University of Guelph campus and elsewhere, through charitable activity, fundraising, and community service.

Appendix B: Club Affiliation Form

GUELPH ENGINEERING SOCIETY

Club / Team / Organization Affiliation Form

Club/Team: _____

Executive Members (contact information and position):

Primary Contact (for communication with The Council):

Number of Active Members:

Number of Members on ListServe:

Brief Description/Mission Statement (200 words maximum):

By completing this form, I, _____, agree to the following:

I understand that an Engineering Club, Team or Organization (“the Club”) is defined as one that is specific to the interests of students enrolled in the School of Engineering and follows the objectives of the Engineering Society (“the Society”). The objectives shall include the promotion and initiation of programs/events centred on engineering education and engineering student social life. A further objective is the promotion of the School of Engineering, its students and Engineering in general, both at the University of Guelph campus and the City of Guelph through charities, fundraisers and community service. A Club must have at least 5 active members to operate. An active member participates in at least one event per semester.

I understand that the Club is responsible for submitting a current Constitution, which must outline Objectives/Purpose, Promotion of Interests of Members, Membership, Standard Operating Procedures (including means of communication with the Society), Election of Officers, finances, and an emergency procedure plan. The executive council of the Club must include the President, who has overall responsibilities for activities of the club; and a Treasurer or Treasurer/Secretary, who is responsible for maintaining the financial records of the Club.

I understand that the Club is eligible for funding from the Society (for running of events, required office supplies, advertising, etc.). Funding may be provided to Engineering Clubs based on a budget submitted to the Engineering Society at the beginning of each semester, based on approval by a majority vote by Council up to a maximum of 20% of the previous academic semester’s student fees returned to the Society. I understand that the Club budget is to be presented by a representative to Society in the second General meeting of the semester for approval. In the event the Club requires no funding from the Society, I understand that an intent to abstain must be communicated to the VP Student Life.

I understand that an executive member of the Club is responsible for representing the Club to Society and required to present current club activity to the Society once a semester in the form of a year end report. A provision for delegating this responsibility should be included in the Club’s constitution. Members of Society who hold an executive position in the Club cannot vote on the Club matters.

I understand that the Club must follow the Student Organizational Policy (SOP) at all times to remain in good standing with the Society. The Society has the authority in administering the privileges associated with being an affiliated Club. The Club must create events for approval through the GryphLife SRM process two weeks prior to the event date.

I understand that advertising is available through the Society’s weekly announcement email. This must be submitted to the Communications Officer via engpub@uoguelph.ca by Friday (approximately 4 days) prior to the release of the email. Paper advertisements must be approved by the Society before display in designated spaces in the SOE, however do not need to be SRM approved prior to advertising.

Signature of President: _____ Date: _____

Appendix C: Alcohol and Drug Policy

The University of Guelph is committed to maintaining an alcohol and drug free environment. Students using club spaces, including offices, are expected to adhere to the University of Guelph smoke-free policy, which includes no smoking, vaping, or the use of cannabis. There will be no sale or consumption of alcoholic beverages at club events to anyone under the age of 19.

Each club is responsible for financial independence of their club. Self-support is an essential principle of the club program.

We encourage clubs to fundraise to help supplement their program. All fundraising cheques must be made payable to the University of Guelph and submitted to the administrative officer to be deposited into the club account. All fundraising activities must adhere to the policies and procedures outline by the University of Guelph. Clubs may not sell, distribute or promote alcohol or tobacco as a fundraiser. This includes drinking establishments allowing the clubs to raise money. Events such as keg parties, is not an acceptable funding opportunity. If a club is found using alcohol or tobacco as a fundraiser, the club will be deemed inactive and all activities will be canceled.

Clubs may secure a sponsor to help with their fundraising. All sponsorship proposals must have prior approval of the clubs supervisor. Ensure that the sponsors would not reflect negatively on the University of Guelph. Exchange of goods/gift certificates in exchange for major event sponsorship is permitted. All clubs must speak with staff and/or faculty advisor before starting to approach any business for sponsorship.

Appendix D: Emergency Action Plan Template from SOE Club Policy Manual

All Clubs must complete and post in an obvious location the document, “Student Club / Team / Organization Space Emergency Procedures”. This document outlines the procedures and provides necessary contact information to be used in case of emergencies.

All Clubs are required to develop an Emergency Action Plan for practices, competitions, or other Club events. Copies of this document will be given to the Society Club representative AND the office of the Director of the School of Engineering prior to participating. These plans should outline procedures to be followed in case of any emergency or injury. This document should include contact numbers for Emergency Services, Department Staff to be notified, and the individual Club member’s responsibilities. If international travel is also involved then current passport numbers must also be supplied to the SOE Director’s office.

Minor injuries, first aid kits are available at various spots in the engineering complex. First response can be called if additional help is required. If an ambulance is required, Emergency Services should be called at extension x52000 or campus police at (519) 840-5000. We recommend that each Club purchase their own First Aid Kit.

Any situation that requires first aid or the calling of emergency services personnel must be reported immediately as per the Student Club / Team / Organization Space Emergency Procedures. A summary of the situation must also be included in the Club’s yearend report.

Appendix E: Club Space Allocation Form

Please state your club name.

Please provide the contact information of the club President.

How many members do you expect to have?

Does your club require space? (Meeting spaces can be booked on the SOE website. This space refers to permanent spaces for the semester for storage or a work space.) Please specify what you will be using the space for.

If applicable, please give a description of the space your club had last year. Include the room #.

Do you require more or less space? Please state why.

Do you have a room preference?

Any other comments or concerns? Feel free to contact your Vp Student Affairs at gesvpstu@uoguelph.ca anytime.