

## **Engineering Club / Team / Student Affiliation Manual**

Revision: 1.0, 2019

### **OVERVIEW:**

This document is designed to provide direction for the creation, safe operation, management and provision of space for student led Clubs, Teams and Organisations (“Clubs”). This process is jointly governed and maintained by the School of Engineering and the School of Engineering Society. The Club policies and associated documents have been produced with the support and approval of both the office of the Director of the School of Engineering and the Council of the Engineering Society.

In order for a Club to be recognized as an official Club in the School of Engineering certain criteria must be met. These include that a Club must be recommended for official status by the Engineering Society (“the Society”) and receive written support from the office of the Director of the School of Engineering. The process to receive official Club status is outlined in detail in the document “GUELPH ENGINEERING SOCIETY, POLICY MANUAL: CLUB / TEAM / ORGANIZATION AFFILIATION”. This process is intended to protect all students and provide clear and organized steps to receive full Club recognition.

The Society will maintain an up to date listing of officially recognized Clubs, their associated executive and contacts and will provide that list to the School of Engineering Safety Representative, Administration Representative, and Directors Office.

### **DEFINITION OF AN ENGINEERING CLUB**

An Engineering Club is defined as a student organization designed to provide individuals motivated by a mutual interest the organizational support necessary to conduct their activities. An Engineering Club is defined as an organized student group designed to cater to the specific interests of students enrolled in the School of Engineering. For the full

# GUELPH

## ENGINEERING



definition, please refer to the Guelph Engineering Society Policy Manual: Club/Team/Organization Affiliation.

All clubs must have an Academic Advisor that is a current faculty member. The faculty member must act as the representative of the Club to the School of Engineering. All Clubs that are engaging in technical activities must also have a School of Engineering Technical Staff Advisor with their Club.

The School of Engineering will provide an administrative representative to the Clubs that will assist in space allocation, and other school administrative duties.

The Engineering Society's Vice President of Student Affairs will act as the Society representative to the Clubs and the school.

### **DEPARTMENT RESOURCES**

All approved Clubs have access to University resources and will be given appropriate shared office / activity space where available. These resources are a privilege. They are not guaranteed and are subject to availability, demand, and priorities.

Distribution of office / activity space will be at the discretion of the administration of the School of Engineering working in conjunction with the Society's Vice President of Student Affairs.

### **ANNUAL REPORT AND YEARLY RENEWAL**

At the end of every school year (typically April or depending on the annual Club Schedule as late as August) each Club is expected to meet with the faculty advisor to review the year. Failure to adhere to this procedure may result in the loss of official Club status as well as loss of Club space and support.

Each Club is expected to submit a written year-end report to the Society. The Society will then provide these reports along with a written summary of the year management of the Clubs to the administration of the School of Engineering on or before the start of the next fall semester. Failure of a Club to submit an annual year-end report to the Society will

# **GUELPH**

## **ENGINEERING**



result in the loss of their official Club affiliation status with the Society and associated space.

### **CLUB COUNCIL**

The club must elect or appoint a club president who is a current University of Guelph student. To be considered current the student must be part time or full time status.

### **MEMBERSHIP**

Clubs are non-discriminatory and an equal opportunity for all students to join. It is the responsibility of a Club executive council to enforce the following membership policies. Clubs found in violation of any of these conditions will have privileges suspended as well as any other sanctions deemed necessary by the School of Engineering administration. All clubs must provide equal opportunities for each individual and membership must not be in any way discriminatory.

All Club members are responsible under the University of Guelph's student code of conduct. While attending off campus events participants must remember that they represent the University of Guelph and any reports of misconduct or activity negatively reflecting on the University will result in disciplinary action. Misuse of equipment provided or facilities, as well as inappropriate conduct and actions while participating in any Club event will jeopardized the Club's status.

Logo usage approval (from the School of Engineering administration representative) is necessary for all Clubs wishing to use the Guelph Engineering logo on their website, documents or external and internal posters.

### **ACCESS TO SPACE**

Access to space will fall under 2 categories. This access will only be provided once official Club status has been approved by the Director of the School of Engineering as per the document "GUELPH ENGINEERING SOCIETY, POLICY MANUAL: CLUB / TEAM / ORGANIZATION AFFILIATION".

# **GUELPH**

## **ENGINEERING**



1) For Clubs that do not have any technical aspect to their activities, they will be provided with space access via a key box that is provided by the School of Engineering. The key box access code will be given to the Club President (or suitable alternate) at the beginning of the fall semester following a safety/operational orientation to each member by the Club President (or suitable alternate).

Access codes will be changed at the end of the winter semester, and further access will only be possible by prior arrangement. Access to the space for other members of the Club is then at the discretion of the Club President (or alternate).

2) For Clubs that are engaged in technical activities (use of equipment, etc.) access privileges will only be provided to authorized members of the Club. These individuals will be registered with the School of Engineering administration as the only authorized Club members with access privileges. Access to the general membership of the Club is then at the discretion of the authorized members. This is to ensure all safety training and procedures are in place and followed. The authorized Club member is then considered responsible for all activities that then occur in the Club space. Prior to being given access, each club member must attend a safety orientation conducted by the Technical Staff Advisor who will also maintain a list of dates and members who attended an orientation.

3) For rooms or labs with electronic access the club president will send a list of members to be given electronic access to the space to the School of Engineering Lab Manager who will enable the member's access. For large clubs not all members would be given access, only team leads determined by the Club President would be given access and only after all orientations have been completed.

### **INVENTORY LISTS**

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 registered in the school inventory system. The Club supervisor for the Society will set up a time at the beginning of the school semester to facilitate this.



### **EMERGENCY ACTION PLAN**

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. The plans are to be reviewed by the Club’s Faculty Advisor and the Technical Staff Advisor for Clubs that have one appointed to them. 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.

In the case of 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.

**ALCOHOL AND DRUG POLICY** The University of Guelph is committed to maintaining an alcohol and drug free environment. Alcohol and illegal drugs are not allowed in any engineering Club space. There will be no sale or consumption of alcoholic beverages at Club events to anyone under the age of 19. All offices and event spaces for the purposes of this policy will be considered extensions of the university campus and all the associated rules apply.

# **GUELPH**

## **ENGINEERING**



### **CLUB FUNDING**

Each Club is responsible for its own financial independence. 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 School of Engineering 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, are 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.

### **CLUB LIST**

The School of Engineering Society President or designate will maintain an up to date list of Clubs for the ENGSOC and SOE web sites. The list should include: Club Name, Allocated Rooms, Club President, Faculty Advisor and Technical Staff Advisor. This list will also be provided to the School of Engineering Lab Manager, Administration Representative, and Directors Office.