

CONSTITUTION FOR THE UNIVERSITY OF GUELPH ENGINEERING EQUIPMENT FUND

Article 1

Clause 1 This Fund shall be called "The University of Guelph Undergraduate Engineering Society Equipment Fund", hereinafter called the "Lab Fund".

Article 2 Objectives of the Lab Fund

Clause 1 The objective of the Lab Fund is to enhance the quality of the undergraduate education and to improve services to the undergraduate student body through the purchase of items deemed necessary by the students.

Clause 2 A further objective of the Lab Fund is to generate interest, awareness and support for the School of Engineering.

Clause 3 The mandate of Lab Fund is charged to promote and support with funding for new initiatives rather than continuing income for engineering groups and clubs.

Article 3 Lab Fund Committee

Clause 1 The Lab Fund Committee is comprised of the President, VP External, VP Internal, VP Finance, VP Academic and VP Social of the Undergraduate Engineering Society.

Clause 2 The objective of the Committee is to verify that all applications follow the requirements of the application forms outlined in Article 5.

Clause 3 The Lab Fund Committee must meet the Monday prior to the lab fund meeting.

Article 4 Lab Fund Meetings

Clause 1 There is to be one meeting per semester to allocate the money. This date shall be set by the VP Internal of the Undergraduate Engineering Society.

Clause 2 Meetings are open to all registered undergraduate and graduate engineering students as well as all engineering faculty and staff members.

Clause 3 Voting is limited to all registered undergraduate engineering students who are in attendance at the meeting and who have not requested the Lab Fund refund as per Article 8.

Clause 4 All voting during the Lab Fund meeting is done by secret ballot.

- Clause 5 The chair of the Lab Fund meeting shall be the VP Internal of the Undergraduate Engineering Society who will conduct the meeting using “Robert’s Rules of Order”.
- Clause 6 Representatives in lieu of applicants must present themselves to the Lab Fund Committee prior to the Monday before the meeting to be approved to present and outline their proposal as well as to answer any questions that may arise. Failure to be in attendance will result in the application being nullified with final decision being left to the Lab Fund chair.
- Clause 7 Active members of clubs/groups should declare conflict of interest on requested items that would directly benefit their clubs and abstain from voting on those items.

Article 5 Valid Requests and Funding Restrictions

- Clause 1 Requested equipment will be divided into one of four categories

Section 1 – Funding Request for Final Design Groups

- Subsection 1 – “Consumable” Equipment
 - o Is defined as equipment that is to be used by a final design group and will not be used in the future by other students.
 - o A maximum of half of each group member’s Lab Fund donation over the course of their study will be allocated.
- Subsection 2 – “Retrievable” Equipment
 - o Is defined as equipment that can be reacquired by the student body upon completion of its declared purpose. It will then be made available to other members of the student body on a “first-come, first-serve” basis.
 - o Any value for this equipment will be considered.
- Subsection 3 – “Research” Equipment
 - o Is defined as equipment applied for by a student with the intention that it will later be made available to the student body via a faculty or staff member.
 - o The sponsoring professor or staff member must co-sign the application indicating his/her support for the purchase of said equipment and acknowledging the planned implementation of the equipment.

Section 2 – Funding Request for Organizations Affiliated with Guelph Engineering

- Subsection 1 – Large Requests
 - o Should groups request more than 1000 dollars, they must provide their organizations operating budget from the previous semester from which a decision will be made.
- Subsection 2 – “Consumable” Equipment
 - o Is defined as un-retrievable materials or supplies required by an

- organization to aid in the realization of their goals.
 - Any value for this equipment will be considered.
 - The materials and/or supplies cannot be purchased with the intent to donate or sell, nor sold or donated after the by the Organization Affiliated with Guelph Engineering.
- Subsection 3 – “Organization-Specific” Equipment
 - Is defined as equipment required by an organization to aid in the realization of their goals that is to be permanently kept by that organization.
 - This equipment must be made available to any member of the student body on request provided it is available.
 - A catalogue of this equipment is to be kept by the VP Internal of the Undergraduate Engineering Society.
 - Any value for this equipment will be considered.

Section 3 – Funding Request for Laboratory Equipment

- These are applications made by faculty or staff for laboratory equipment and/or supplies.
- The ability for the requested equipment to be used by the undergraduate student body must be clearly demonstrated as per Article 6.2.3.
- Funding requests for equipment that is to be used by final design group(s) should be applied for in conjunction with a student group as per Article 5.1.1.3.

Section 4 – Funding Request for “Future Considerations”

- Applications may be entertained for allocating funds for use in future Lab Fund meetings.
- The application for “future considerations” shall include, in addition to those requirements of 6.2, a discussion as to how much funding shall be required at future Lab Fund meetings such that the equipment may be purchased, as well as the date at which said funds will have accrued. Considerations such as interest and obsolescence at the future date should also be discussed.
- The application must be reviewed at each subsequent Lab Fund meeting until its completion such that the interest and dedication of the student body in the requested equipment can be reaffirmed. Amendments to the original proposal may be considered. If, at any point, this review is declined, all funds accrued to that point shall be allocated directly to the Endowment Fund and the proposal shall be nullified.

Section 4 – Funding Request for Engineering Building Accoutrements

- If funds for furnishings in the engineering student space are required, proposals only from members of the student body may be considered.

Article 6

Application Forms

Clause 1 All application forms are to be made available three weeks prior to the Lab Fund meeting and must be submitted to the Undergraduate Engineering Society Office no later than four days prior to the Lab Fund meeting.

Clause 2 Application format may be different for each of the categories of application discussed in Article 5, Clause 1 but should contain at least the following sections.

Section 1 – Requested Equipment

- This section must include a list of all specific items to be purchased.

Section 2 – Reasons for Purchasing Equipment

- This section must explain the specific applications of the equipment and why that particular model/choice was made.

Section 3 – Impact on Student Body

- This section must clearly explain how this equipment will be used as well as how many people it will affect and how.

Section 4 – Availability of Other Funding Sources

- This section should include a discussion as to how funding has been searched for to date as well as what other groups might have the capacity to aid in funding.

Section 5 – Detailed Equipment Specifications

- This section must include the specifications for all items outlined in Article 5, Clause 2, Section 1.

Section 6 – Detailed Implementation Plans

- This section must include detailed plans as to where the equipment will be stored (if applicable), as well as any relevant safety concerns, etc. If specific plans are presented, include the signatures of relevant staff who are referenced and who have been contacted in this section.

Section 7 – Suppliers

- This section must include a list of potential suppliers (at least three) from which the items outlined in Article 5, Clause 2, Section 1 are to be purchased.

Section 8 – Equipment Price(s)

- This section must include an itemized price list of all items outlined in Article 5, Clause 2, Section 1 as well as a total price including all taxes. This section must also include a written price quotation from at least three different suppliers listed in Article 5, Clause 2, Section 6.

Section 9 – Applicant

- This section must include the name of the person(s) that will be

implementing the items requested in Article 5, Clause 2, Section 1.

Section 10 – Signatures

- This section must include the signature of the applicant and the date signed. If a student application is to be co-signed by a faculty or staff member, the faculty/staff must sign in this section as well.

Clause 3 The validity of the application is based on Article 2, Clause 1 and 2 as well as Article 5, Clause 2. All applications that do not fulfil these requirements will be deemed unacceptable by the Lab Fund Committee and will be discarded. These applicants will be notified with opportunity to make corrections to the application and resubmit it within twenty-four (24) hours to the Lab Fund Committee.

Clause 4 After the Committee meeting, items under consideration will be emailed to the student body.

Article 7 Purchasing Policy

Clause 1 Once the requested items have been approved at the Lab Fund meeting, each applicant must purchase the items by the end of the current semester unless granted an extension by the Lab Fund Committee. An extension may be considered if received in writing at least two weeks prior to the end of the semester and must include detailed reasons justifying the extension.

Clause 2 Failure to follow Article 7 Clause 1 will void the applicant’s approved request.

Clause 3 The items approved for purchase are traceable through a provided professional receipt.

Article 8 Accountability

Clause 1 A written report must be submitted to the Undergraduate Engineering Society by the end of the current semester confirming the purchase and its application within the School of Engineering.

Clause 2 Equipment declared as “retrievable” as per Article 5 Clause 1 shall be documented in a database administered by the VP Internal of the Undergraduate Engineering Society. This database shall contain details as to the location of the equipment as well as, if applicable, the current user of said equipment.

Clause 3 Equipment purchased for faculty or staff shall be documented in a database administered by the VP Internal of the Undergraduate Engineering Society. This

database shall contain details as to the original implementation plans as presented in Article 6.

Clause 4 Secondary to Article 8, Clauses 1 and 2, hard copies of original applications as well as purchase receipts shall be filed by the Secretary of Undergraduate Engineering Society for a period of not less than seven years.

Clause 5 If a group receiving funding is found to be in non-compliance of the stipulations of Article 8, Clauses 1 through 4 as determined by the standing Lab Fund Committee, the group may forfeit the opportunity for future funding at the sole discretion of the Lab Fund Committee. Written appeals will be considered.

Article 9 Fund Allocation

Clause 1 The amount of money available for allocation in each semester is calculated using the number of registered undergraduate engineering students minus the number of students requesting a refund (see Article 8, Clause 1) times forty (40) dollars.

Clause 2 The Undergraduate Engineering Endowment Fund exists to collect and accrue interest on unspent monies from the Lab Fund. When the total money requested at a Lab Fund exceeds the allocated amount outlined in Article 7, Clause 1, funds may be allocated from the interest of the Endowment Fund at the discretion of the Lab Fund Committee.

Clause 3 One thousand five hundred (1500) dollars each semester shall be given priority towards supporting student involvement at engineering conferences.

Article 10 Refund Policy

Clause 1 Each semester, all registered undergraduate engineering students may requested their donation back from the Lab Fund. This request may be made up to the tenth (10th) day of class.

Clause 2 Each request must be made in person at the Undergraduate Engineering Society office by filling out the “opt-out” form.

Clause 3 By choosing to receive the Lab Fund refund from Article 8, Clause 1, the student relinquishes all voting rights at the Lab Fund meeting, outlined in Article 4, for that semester.

Article 11 Amendments to the Constitution

Clause 1 The constitution of the Lab Fund may be amended by a two-thirds (2/3) majority vote of those present at a general meeting. Within two weeks of the posting of the amendment, if a petition bearing the signatures of 10% of the undergraduate engineering enrolment is brought to Lab Fund Committee, then the matter must be brought before the students at a general meeting.