**Guelph Engineering Society**

SAGM Meeting Minutes

W24



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# SAGM Meeting– March 4th, 2024 @ 5:30 pm

**Location:** RICH 3504

**Faculty Advisor:** Dr. Ryan Clemmer

**Attendance:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION** | **NAME** | **PRESENT (Y/N)** | **POSITION** | **NAME** | **PRESENT (Y/N)** |
| President | Katherine Haines | Y | 2nd Year Rep | Charles Koshman | Y |
| VPI | Dominique Lafond | Y | 1st Year Rep | Jaren Martinson | Y |
| VPX | Vanessa Dinh | Y | 1st Year Rep | Giuliana Koledin | Y |
| VPF | Melissa Cheng | Y | International Rep | Abhilasha Banik | Y |
| VP EDI | Mya Simpson | Y | Chair (F) | Isabella Wilches Mendoza | Y |
| VP Student Affairs | Florence Ian Tohoy | N | Chair (W) | Hank Cumming | Y |
| VPA | Zohrah Bee Versally | Y | Secretary (F) | Daniel De Santis | Y |
| VP Social | Philip McMorran | Y | Secretary (W) | Francesca Curlook | N |
| VP Social | Sasha Paquette | Y | Thorn Manager (F) | Jaypee James Mero | N |
| VP Comms | Gaurav Bhatia | Y | Thorn Manager (W) | Alexandra MacKay | Y |
| 4th Year Enviro/Water (F) | Maegan Segne | N | EEL Manager | Humza Anwar | Y |
| 4th Year Enviro/Water (W) | Taylor Szubert | N | Merch Coordinator (F) | Hannah Smyth Liu | N |
| 4th Year Mech (F) | Sydney Winnett | N | Merch Coordinator (W) | Martin Thach | N |
| 4th Year Mech (W) | Jasmine Monique Vergara | N | SEC (F) | Rachel Tait | N |
| 4th Year Bio/BioM | David Willerding | N | SEC (W) | Jeffery Lim | Y |
| 4th Year ES&C/Comp (F) | Shaan Saharan | N | SEC (W) | *Not Elected Yet* |  |
| 4th Year ES&C/Comp (W) | Sheetal Mannan | Y | Athletics Coordinator | Janice Cheng | N |
| 3rd Year Enviro/Water (F) | Emma Sanderson | Y | Athletics Coordinator | Matthew Kazemi | N |
| 3rd Year Enviro/Water (W) | Maham Nawaz | Y | Arts Officer | Eila O'Neil | Y |
| 3rd Year Mech (F) | Rafael Saltos | Y | Marketing Coordinator | Elena Gogic | N |
| 3rd Year Mech (W) | Benjamin Rouzes | Y | O’SNAP Coordinator (F) | Jane Wright | N |
| 3rd Year ES&C/Comp | Liam Holt | Y | O’SNAP Coordinator (W) | Sashwat Sridhar | Y |
| 3rd Year Bio/BioM (F) | Sage Van Kooten | N | Sustainability Commissioner | Alexa Bates | Y |
| 3rd Year Bio/BioM (W) | Madison Kennedy | N | Sustainability Commissioner | Lillian Collis | Y |
| 2nd Year Rep | Sydney Yott | Y |  |  |  |

**Accountability Presentation (VP Internal – Dominique Lafond)**

* Please see SAGM PowerPoint in VP Internal folder on Microsoft Teams
* Discussion:
	+ Raf: communication with clubs?
	+ Katherine: support VPs with club affairs
	+ Raf: LabFund improvement tips?
	+ Dom: meeting with SOE admin, purchasing and IT on a weekly basis
	+ Raf: EEL troubles and improvements
	+ Humza: lots of details with the MyTurn website, easier to train people, not feasible to have that many people be well-versed, 2 roles would help
	+ Jeff: from previous experience, 2 main issues, disorganization and lots of new inventory/backlog, I don’t know how long 2 people would be feasible, better website than MyTurn?
	+ Raf: too in depth, let’s table
	+ Jeff: not a permanent role, just until backlog is cleared
	+ Raf: how often is merch inventoried?
	+ Melissa: not sure but, it is updated now
	+ Raf: Shopify being outdated?
	+ Melissa: mostly managed by merch
	+ Raf: Student Affairs? What can be done if someone if unable to do their duties, how can we avoid this?
	+ Katherine: in the past, it gets divided by other members of the team, could improve by making a clause for this case
	+ Raf: VP Social workload split?
	+ Sasha: biggest events are Corn Roast, O-Week and Banquet, from there it is split among the rest of the officers
	+ Raf: coordinating with clubs?
	+ Gaurav: we hold monthly meetings and discuss needs and areas of help/assistance, helping exposure with the student body
	+ Student: O’Snap stats?
	+ Gaurav: available to the entire student body and is kept up to date on the website, hopefully the student body is interacting with it
	+ Sashwat: I’ve heard of lots of engagement with meeting
	+ Student: these motions should be sent out ahead of time

## **Guelph Engineering Society General Assembly Motion 1: Katherine Haines**

|  |  |
| --- | --- |
| **Title:**  | Clearing Up Definition of Clubs |
| **Date Motioned:** | March 4th, 2024 |
| **Mover:**  | Katherine Haines |
| **Seconder:**  | Vanessa Dinh |
| **Spirit:**  | Ensuring that our definition of clubs aligns with school policy. |
| **Whereas:**  | **ARTICLE XI: ENGINEERING CLUBS** 1. Definition:
2. An Engineering Club is a club that is specific to the interests of students enrolled in the School of Engineering and advances at least one of the objectives of the Society as defined in Article II.
3. The Society reserves the right to grant or deny accreditation to any Engineering Clubs.
4. All Club activities must adhere to all relevant policies in the Policy Manuals as prescribed in Article VII.
5. To be eligible for accreditation by the Society, a club must have written approval from the Director of the School of Engineering or designate.
 |
| **And Whereas:** | The requirements to be affiliated with the Society will be made more clear. |
| **BIRT:** | **ARTICLE XI: ENGINEERING CLUBS** * 1. Definition:
1. An Engineering Club is a club that is specific to the interests of students enrolled in the School of Engineering and advances at least one of the objectives of the Society as defined in Article II.
2. To be affiliated with the Society, clubs must be accredited by the Office of Student Affairs under the College of Engineering and Physical Sciences Student Council.
3. The Society reserves the right to grant or deny ~~accreditation~~ affiliation to any Engineering Clubs.
4. All Club activities must adhere to all relevant policies in the Policy Manuals as prescribed in Article VII.
5. To be eligible for ~~accreditation~~ affiliation by the Society, a club must have written approval from the School of Engineering od designate.
6. All club presidents must attend an EDI training session hosted by the society or equivalent.
7. A club executive must be present at Fall and Winter SAGM to remain affiliated with the society.
 |
| **Discussion:** | * Alexa: how many execs must attend SAGM
* Katherine: I said a member to be as general as possible
* Student: changing wording to make better to read and consistent

Motion to amend motion to simplify article referencing * Katherine, seconded by Dom

Motion to retract amendment motion * Katherine, seconded by Charles
* Charles: asks more motion clarification
* Katherine: clarifies
* Clemmer: do not have to vote on all amendment, votes to amend and pass motion at once
* Student: list of all accredited clubs?
* Katherine: that’s on GyrphLife
* Student: questions about line B
* Katherine: clarifies with the school’s club policy
* Student: is it possible to deny funding if this motion has not passed
* Katherine: funding comes through accreditation
* Student: is CSA accreditation different that CEPS accreditation?
* Katherine: yes but, we count any accreditation
* Student: talks about different ways to accredit
* Student: so what if a club is CSA accreditation vs. CEPS accreditation
* Katherine: can change, trying to clear up constitutions and manuals
* Student: CEPS accreditation is different than CSA accreditation
* Student: talks about accreditation affecting time of funding
* Katherine: clarifies
* Student: points out lack of communication with EngSoc about accreditation at meetings
* Clemmer: table and have this conversation offline
 |
| **Result:** | **MOTION TO APPROVE THE MOTION AND AMEND LINE E*** Approve Motion: Katherine, seconded by Vanessa
* Amend Motion: Katherine, seconded by Charles
* For: 91%
* Against: 0%
* Abstain: 9%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 2: Katherine Haines**

|  |  |
| --- | --- |
| **Title:**  | Clearing Up Club Funding Clauses in the Constitution |
| **Date Motioned:** | March 4th, 2024 |
| **Mover:**  | Katherine Haines |
| **Seconder:**  | Mya Simpson |
| **Spirit:**  | There is lots of ambiguity and outdated information about club funding in the constitution. |
| **Whereas** | 3. Funding: 1. Funding may be provided by the Society to Engineering Clubs.
2. Clubs must present to Council, at the beginning of each semester, a budget representing the cost of the foreseen club expenses. Clubs can submit a full year budget in the fall semester to help with CEPSSC accreditation. Amendments can be made at the beginning of the winter semester.
3. Clubs may not request more than $100 per year for office supplies.
4. Each club may request additional funding of no more than $200 for marketing purposes. This request may be made no more than once every two years. These funds should be used for materials such as poster printing, stickers, pamphlets, etc., that are to be distributed at no cost to promote the clubs’ affairs. Permitted materials are subject to the Society’s discretion.
5. Ten percent of collected student fees shall be set aside each semester as the Travel Budget to be used for reimbursements to delegates attending approved conferences.
6. Approval for a Club’s Semester Budget is granted by majority vote of the Elected Officers of the Society.
7. The total sum of all approved Club Semester Budgets in a Council Term shall not exceed twenty percent of the previous Council Term's student fees returned to the Society.
8. A club must be an accredited sub-organization of the Society to receive funding from the Society's allotted club budget.
9. Funding from the allotted Club Semester Budget may only be used for chapter dues, competition fees, and event expenses including event food, and supplies such as tools and resuseable materials that will stay within the club. It may not be used to purchase items which will not remain in possession of the club from term to term.
10. Clubs will provide a semesterly or yearly budget and an independent bank account statement (if applicable) outlining account activity as part of their annual report to the Engineering Society. If clubs choose to have financial transactions be conducted through the University’s financial system, clubs must provide their project account number with the school.
11. Clubs shall not be reimbursed for items approved by the Society in the Club Semester Budget after the final class day of that semester unless the club successfully submits a late Reimbursement Form to the Society that must be approved by signing authorities within 30 days after the last day of the semester.
12. Any amendment made to a Club Semester Budget, including amendments to line items which do not change the total budgeted amount, must be approved by a majority vote of Elected Officers of Council."
13. Fundraising initiatives, with the intent to sell or re-sell products or services to collect funds in support of a Club, are encouraged by the Society. Any costs incurred to operate an initiative of this nature shall not be included in a Club budget as a cost and will not be reimbursed by the Society, whether said initiative is profitable or not. Initiatives falling into this category will be subject to the discretion of the Society.
14. In order to receive funding from the Society, an executive member of each affiliated club must attend both Semi-Annual General Meetings (SAGM) that happens in the fall and winter semesters.
	1. Accreditation by the Society:
15. All clubs seeking accreditation will receive accreditation according to the Policy Manual: Club Accreditation.
 |
| **And Whereas:** | Travel funding shall be up to the discretion of the team each year. This clause discourages people from paying delegate fees for conferences and encourages paying for travel. This also has not been done in recent years. The travel Funding Policy Manual shall also be removed.Updates made on accreditation versus affiliation and what falls under club funding. Attending SAGM moved into definition of clubs section. Accreditation/affiliation requirements outlined in the definition of clubs. |
| **BIRT:** | 1. Funding:
2. Funding may be provided by the Society to Engineering Clubs.
3. Clubs must present to Council, at the beginning of each semester, a budget representing the cost of the foreseen club expenses. Clubs can submit a full year budget in the fall semester to help with CEPSSC accreditation. Amendments can be made at the beginning of the winter semester.
4. Clubs may not request more than $100 per year for office supplies.
5. Each club may request additional funding of no more than $200 for marketing purposes. This request may be made no more than once every two years. These funds should be used for materials such as poster printing, stickers, pamphlets, etc., that are to be distributed at no cost to promote the clubs’ affairs. Permitted materials are subject to the Society’s discretion.
6. ~~Ten percent of collected student fees shall be set aside each semester as the Travel Budget to be used for reimbursements to delegates attending approved conferences.~~
7. Approval for a Club’s Semester Budget is granted by majority vote of the Elected Officers of the Society.
8. The total sum of all approved Club Semester Budgets in a Council Term shall not exceed twenty five percent of the previous Council Term's student fees returned to the Society.
9. A club must be ~~an accredited sub-organization of~~ affiliated with the Society to receive funding from the Society's allotted club budget.
10. Funding from the allotted Club Semester Budget may only be used for chapter dues, competition fees, and event expenses including event food, and supplies such as tools and reusable materials that will stay within the club. It may not be used to purchase items which will not remain in possession of the club from term to term. It shall be noted that just because request is made in club budget or lab fund, does not mean that the funding will be granted. Clubs are encouraged to search for alternate funding and not to pay for things before they know they will be reimbursed.
11. ~~Clubs will provide a semesterly or yearly budget and an independent bank account statement (if applicable) outlining account activity as part of their annual report to the Engineering Society. If clubs choose to have financial transactions be conducted through the University’s financial system, clubs must provide their project account number with the school.~~ The Society reserves the right to ask clubs for financial information at any time.
12. Clubs shall not be reimbursed for items approved by the Society in the Club Semester Budget after the final class day of that semester unless the club successfully submits a late Reimbursement Form to the Society that must be approved by signing authorities within 30 days after the last day of the semester.
13. Any amendment made to a Club Semester Budget, including amendments to line items which do not change the total budgeted amount, must be approved by a majority vote of Elected Officers of Council."
14. Fundraising initiatives, with the intent to sell or re-sell products or services to collect funds in support of a Club, are encouraged by the Society. Any costs incurred to operate an initiative of this nature shall not be included in a Club budget as a cost and will not be reimbursed by the Society, whether said initiative is profitable or not. Initiatives falling into this category will be subject to the discretion of the Society. Fundraising initiatives include, raising money for the club hosting the fundraiser or an external organization.
15. ~~In order to receive funding from the Society, an executive member of each affiliated club must attend both Semi-Annual General Meetings (SAGM) that happens in the fall and winter semesters.~~
	1. ~~Accreditation by the Society:~~
16. ~~All clubs seeking accreditation will receive accreditation according to the Policy Manual: Club Accreditation.~~
 |
| **Discussion:** | * Mya: Point J clarification?
* Student: clarification and transparency on how EngSoc money is used, where a club event makes money
* Katherine: referring to Cheers and Gears, they use the EngSoc bank account but, this can be clarified
* Mya: move to Fall SAGM
* Student: yes, that works
* Student: does our club fall under section I
* Katherine: specific scenario, can be discussed offline
 |
| **Result:** | **MOTION TO APPROVE THE EDITTED MOTION*** Approve Motion: Katherine, seconded by Mya
* Amend Motion: Mya, seconded by Charles
* For: 92%
* Against: 0%
* Abstain: 7%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 3: Katherine Haines**

|  |  |
| --- | --- |
| **Title:**  | Policy Manuals Outdated |
| **Date Motioned:** | March 4th, 2024 |
| **Mover:**  | Katherine Haines |
| **Seconder:**  | Mya Simpson |
| **Spirit:**  | Ensure that all policy manuals make sense with our jurisdiction and the constitution. Some policy manuals are repetitive and address things that are outside the jurisdiction of the engineering society, such as club emergency procedures. |
| **Whereas:**  | **ARTICLE VII: POLICY MANUALS**1. Policy Manuals:
	1. A series of Policy Manuals shall be attached to the Constitution for the purpose of providing rules of the operation of the Society.
	2. The following Policy Manuals shall be enforced by the Society:
		1. Engineering Society Office Rules
		2. Officer Job Descriptions
		3. Procedures for Removal from Office
		4. Cash Handling Procedures
		5. Conferences
		6. Club Affiliation
		7. Club Emergency Procedures
		8. Club Policy
	3. The following University of Guelph policy documents shall be followed by the Society and any group recognized by the Society:
		1. Student Organizational Policy
		2. Student Risk Management Policy
	4. Policy Manuals may be amended at a Regular Meeting with a majority vote by Council, or at a General Meeting with a majority vote of Members present at the meeting.
 |
| **BIRT:** | **ARTICLE VII: POLICY MANUALS**1. Policy Manuals:
	1. A series of Policy Manuals shall be attached to the Constitution for the purpose of providing rules of the operation of the Society.
	2. The following Policy Manuals shall be enforced by the Society:
		1. Engineering Society Office Rules
		2. Officer Job Descriptions
		3. Procedures for Removal from Office
		4. Cash Handling Procedures
		5. Conferences
		6. Clubs
		7. ~~Club Affiliation~~
		8. ~~Club Emergency Procedures~~
		9. ~~Club Policy~~
	3. The following University of Guelph policy documents shall be followed by the Society and any group recognized by the Society:
		1. Student Organizational Policy
		2. Student Risk Management Policy
	4. Policy Manuals may be amended at a Regular Meeting with a majority vote by Council, or at a General Meeting with a majority vote of Members present at the meeting.
 |
| **Discussion:** | * Emma: who will govern these sections if removed?
* Katherine: clarifies, combining documents
* Clemmer: clubs should have their own safety plan, especially when working with tools
* Student: Race team does that through SERM
* Katherine: reenforces it is an SERM responsibility
* Clemmer: making sure safety procedure aren’t lost
* Humza: if this is done by SERM, can’t we reference it in our policy manuals?
* Katherine: amend to referring SERM?
* Humza: yes
* Katheine: can we pass constitution now and policy manual in next week’s EngSoc meeting
* Student: club reps are here now, might the best time
* Katherine: policy manual can be amended next week
 |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Katherine, seconded by Mya
* For: 90%
* Against: 8%
* Abstain: 2%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 4: Katherine Haines**

|  |  |
| --- | --- |
| **Title:**  | That’s not how conferences work |
| **Date Motioned:** | March 4th, 2024 |
|  **Mover:**  | Katherine Haines |
| **Seconder:**  | Charles Koshman |
| **Spirit:**  | VPO hasn’t existed for years, we have a conference fund account and any money above the float amount goes back to ESSCO/CFES. This section still refers to VPO. It also has a clause that does not align with the operations of ESSCO and the CFES. |
| **Whereas:**  |  **ARTICLE XII: FINANCES** 1. Conferences Hosted by the Guelph Engineering Society:
2. Pertains to any ESSCO or CFES conference The Guelph Engineering Society has successfully secured a bid and will host within the School of Engineering.
3. It is the role of the Vice President of Operations to ensure a qualified team to host the conference by appointing commissioners and/or Members from the Society before the bid is presented.
4. All society policies are followed at all times, enforced by the council member who oversees the completion of the organizers duties.
5. Any funds remaining from the conference shall be transferred to the Guelph Engineering Society’s commercial bank account within two months after the conference unless otherwise stated by ESSCO, CFES, or the body’s policy governing the conference.
 |
| **BIRT:** |  **ARTICLE XII: FINANCES** 1. Conferences Hosted by the Guelph Engineering Society:
2. Pertains to any ESSCO or CFES conference The Guelph Engineering Society has successfully secured a bid and will host within the School of Engineering.
3. It is the role of the ~~Vice President of Operations~~ President and VP External to ensure a qualified team to host the conference by appointing commissioners and/or Members from the Society before the bid is presented.
4. All society policies are followed at all times, enforced by the council member who oversees the completion of the organizers duties.
5. ~~Any funds remaining from the conference shall be transferred to the Guelph Engineering Society’s commercial bank account within two months after the conference unless otherwise stated by ESSCO, CFES, or the body’s policy governing the conference.~~ A float of the same amount present prior to hosting the conference will remain in the Guelph Engineering Conference Fund account. All surplus money will be returned to the CFES/ESSCO depending on the conference being hosted.
 |
| **Discussion:** |  |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Katherine, seconded by Charles
* For: 100%
* Against: 0%
* Abstain: 0%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 5: Katherine Haines**

|  |  |
| --- | --- |
| **Title:**  | Graduation Fund – The Math Isn’t Mathing |
| **Date Motioned:** | March 4th, 2024 |
| **Mover:**  | Katherine Haines |
| **Seconder:**  | Dominique Lafond |
| **Spirit:**  | The Graduation Fund has not existed for the past several years. Also the amount that is supposed to be put aside is more than the student fees coming from the graduating students. The Engineering Society is supposed to put aside $16 dollars for each student enrolled in 41x for a class event with 50% of the graduating class. This is more than the student fees from the graduating class. This motion will remove Article IX: Graduation Fund from the constitution. |
| **Whereas:**  | **ARTICLE IX: GRADUATION FUND**1. Graduation Fund:
	1. The Society shall save, as a separate Fund, Graduation Dues for each graduating class.
	2. The Graduation Fund may be disbursed only for an organized class event or activity comprising at least fifty percent of the graduating class population following submission of a budget to Council.
2. Graduation Dues:

As Graduation Dues, Council shall allocate from the Society’s general budget, per year, an amount determined by multiplying that year’s ENGG\*41X0 enrollment by $16.00. |
| **BIRT:** | **~~ARTICLE IX: GRADUATION FUND~~**1. ~~Graduation Fund:~~
	1. ~~The Society shall save, as a separate Fund, Graduation Dues for each graduating class.~~
	2. ~~The Graduation Fund may be disbursed only for an organized class event or activity comprising at least fifty percent of the graduating class population following submission of a budget to Council.~~
2. ~~Graduation Dues:~~

~~As Graduation Dues, Council shall allocate from the Society’s general budget, per year, an amount determined by multiplying that year’s ENGG\*41X0 enrollment by $16.00.~~ |
| **Discussion:** | * Jeff: does it mean Iron Ring party?
* Katherine: it is unclear, I don’t think so
 |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Katherine, seconded by Dom
* For: 94%
* Against: 6%
* Abstain: 0%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 6: Katherine Haines**

|  |  |
| --- | --- |
| **Title:**  | The(Lab Fund) Constitution’s a Mess So It Needs Amendments |
| **Date Motioned:** | March 4th, 2024 |
| **Mover:**  | Katherine Haines |
| **Seconder:**  | Vanessa Dinh |
| **Spirit:**  | The lab fund constitution does not follow what has been happening in recent years based on a combination of EngSoc changes and Purchasing Office Changes. Clarifying some articles that require it and removing some things that no longer make sense with the SOE and the Society. |
| **Whereas:**  | **Article 2**  **- Objectives of the Lab Fund** **Article 3 -**  **Lab Fund Committee**  Clause 1 - The Lab Fund Committee is comprised of the President, VP External, VP Internal, VP Finance, THRN Manager, Secretary, Chair, and the 4th year representatives (Biomedical/Biological Representative, Engineering Systems & Computing/Computer Representative, Mechanical Representative, and Environmental/Water Resources Representative) of the Undergraduate Engineering Society. **Article 4 -** Clause 5 - The voting is to be broken down into a vote of 1 through 5 and abstain for the ballot. An average vote of 3 or higher must be met of all votes for the item to be passed. Clause 6 - In the case that the voting allows for more items to be passed than there is available money for the lab fund meeting then the lowest voted items will then be rejected until enough money has been saved. Every Request must be reviewed if the lab fund requests are overbudget Clause 7 - In the case that the available money for the Lab Fund Meeting is greater than the total amount of funding requests, the requests will be approved on the terms that all requesters must review each submission before approving all requests. **Article 5 -**  **Valid Requests and Funding Restrictions**  Clause 1 - Requested equipment will be divided into one of six categories   Section 2 – Funding Request for Organizations Affiliated with Guelph Engineering * Subsection 1 – “Consumable” Equipment
* 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.

  Section 6 – Funding Request for Conferences * Any requests pertaining to conference funding, can be made through this section. Funding for conferences relates to clubs requesting funds to send delegates, individual student(s) requests to attend an engineering-based conference or event, and for supporting individual engineering students in running conferences. Any conference request less than or equal to $300 will be directed to the Guelph Engineering Society for funding as outlined in Article 9 Clause 3. For funding requests greater than $300 a conference request form as outlined in article 6 Clause 3 must be filled out and submitted.

**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 ten days prior to the Lab Fund meeting. **Article 13** Clause 2 - The Lab Fund Semester Fee shall only be amended following a referendum of all students registered in the School of Engineering, requiring majority approval and attaining a quorum of 20% of eligible voters.  |
| **BIRT:** | **Article 2**  **- Objectives of the Lab Fund** Clause 3 – There is no limit on how much any one group can request from the lab fund. It is the students responsibility to convince the student body that it investing in their project is beneficial for all students of the School of Engineering.**Article 3 -**  **Lab Fund Committee**  Clause 1 - The Lab Fund Committee is comprised of the President, VP External, VP Internal, VP Finance, VP Academic, Eel Manager, THRN Manager, Secretary, Chair, and the 4th year representatives (Biomedical/Biological Representative, Engineering Systems & Computing/Computer Representative, Mechanical Representative, and Environmental/Water Resources Representative) of the Undergraduate Engineering Society. Article 4 - Clause 5 - The voting is to be broken down into a vote of 1 through 5 and abstain for the ballot. An average vote of 3 or higher must be met of all votes for the item to be passed. Clause 6 - In the case that the voting allows for more items to be passed than there is available money for the lab fund meeting then the lowest voted items will then be rejected until enough money has been saved. Every Request must be reviewed if the lab fund requests are overbudget Clause 7 - In the case that the available money for the Lab Fund Meeting is greater than the total amount of funding requests, the requests will be approved on the terms that all requesters must review each submission before approving all requests. **Article 5 -**  **Valid Requests and Funding Restrictions**  Clause 1 - Requested equipment will be divided into one of six categories   Section 2 – Funding Request for Organizations Affiliated with Guelph Engineering * Subsection 1 – “Consumable” Equipment
* 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.
* Consumable equipment cannot be reused after it was used for it’s intended purpose.

  Section 6 – Funding Request for Conferences * Any requests pertaining to conference funding, can be made through this section. Funding for conferences relates to clubs requesting funds to send delegates, individual student(s) requests to attend an engineering-based conference or event, and for supporting individual engineering students in running conferences. Any conference request less than or equal to $300 will be directed to the Guelph Engineering Society for funding as outlined in Article 9 Clause 3. For funding requests greater than $300 a conference request form as outlined in article 6 Clause 3 must be filled out and submitted.

**Article 6 -**  **Application Forms**  Clause 1 - All application forms are to be made available ~~three~~ two weeks prior to the Lab Fund meeting and must be submitted to the Undergraduate Engineering Society Office no later than ~~ten~~ five days prior to the Lab Fund meeting. **~~Article 13~~** ~~Clause 2 - The Lab Fund Semester Fee shall only be amended following a referendum of all students registered in the School of Engineering, requiring majority approval and attaining a quorum of 20% of eligible voters.~~ |
| **Discussion:** | * Student: should be as soon as possible and processed as late as possible
* Katherine: yes, that is fair, this can be negotiated
* Dom: speaks on experience with Lab Fund dates
* Clemmer: say at least 2 weeks, making more flexible
* Student: questions Article 13, Clause 2
* Katherine: clarifies
* Charles: is there a set time for SAGM
* Katheirne: no, until meetings are done
 |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Approve Motion: Katherine, seconded by Vanessa
* Amend Motion: Katherine, seconded by Charles
* For: 88%
* Against: 6%
* Abstain: 6%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 7: Mya Simpson**

|  |  |
| --- | --- |
| **Title:**  | Clarifying EDI Training Requirements (Just attend training pls and thnx) |
| **Date Motioned:** | March 4th 2024 |
|  **Mover:**  | Mya Simpson |
| **Seconder:**  | Sasha Paquette |
| **Spirit:**  | Clarifying some possibly vague wording to solidify the requirement to ensure all our clubs are in good standing with the GES and reflect our message and values. |
| **Whereas:**  | **GUELPH ENGINEERING SOCIETYPOLICY MANUAL: CLUB / TEAM / ORGANIZATION AFFILIATION**1. Club Affiliation
	* + - 1. A club will be considered affiliated when they have received accreditation and the President(s) or similar leader(s) (Article XI, 4., b), i.) have completed an IEDI Training Session, similar to that which is required for members of the Society, at the beginning of each semester to ensure that the Society’s values are upheld by its student leaders.
 |
| **BIRT:** | **GUELPH ENGINEERING SOCIETYPOLICY MANUAL: CLUB / TEAM / ORGANIZATION AFFILIATION**1. Club Affiliation
	* + - 1. A club will be considered affiliated when they have received accreditation and the President(s) ~~or similar leader(s)~~ (Article XI, 4., b), i.) have completed an IEDI Training Session, similar to that which is required for members of the Society, at the beginning of each semester to ensure that the Society’s values are upheld by its student leaders.
 |
| **Discussion:** | * Student: what if you have multiple presidents?
* Mya: all presidents
* Clemmer: change to AND similar leaders, lead to multiple exec members attending
* Mya: we could change that
* Katherine: that would mean ALL exec members would have to attend
* ESW: that would be a bit unrealistic, logistically speaking
* Charles: change to a percentage of the exec team
* Alexa: VPs and President is feasible
* Mya: clarification of VP and Exec
* Alexa: clarifies
* Vanessa: great idea but, speaks to the feasibility of the training
* Student: is there only 1 session?
* Mya: yes but, we do hold a make-up
* Katherine: in constitution should be just president but we encourage the VPs and Execs as well
* Guiliana: online training?
* Mya: EngSoc does not have one, agrees with Katherine, speaking to the encouragement of bringing Execs
* Student: feasibility with VPs on co-op
* Student: multiple EDI workshops?
* Mya: very stressful on VP EDI to have many sessions
* Charles: make apart of O-Week
* Mya: is apart of Fall, Winter is the problem
* Alexa: ESW has mandatory EDI training for the entire club, making this an internal club affair
* Student: speaks to EDI club reps, President just attending is realistic
* Student: should be something we work towards
* Clemmer: making it an internal club affair might lose its merit
* Emma: this edit was made to help clubs, standardizing EDI training under EngSoc
* ESW: when will this be talked about again?
* Katherine: next SAGM is when this clause can be altered
* Mya: can be talked about at club meeting as well
 |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Mya, seconded by Sasha
* For: 91%
* Against: 2%
* Abstain: 5%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 8: Mya Simpson and Rafael Saltos**

|  |  |
| --- | --- |
| **Title:**  | Updating the VP EDI portfolio and officers  |
| **Date Motioned:** | March 4th, 2024 |
| **Mover:**  | Rafael Saltos and Mya Simpson |
| **Seconder:**  | Katherine Haines |
| **Spirit:**  | Adding the EngSoc EDI Circle to include more EDI perspectives on the Engineering Society and allow for a platform for EDI student advocacy. |
| **Whereas:**  | **GUELPH ENGINEERING SOCIETY****POLICY MANUAL: OFFICER JOB DESCRIPTIONS***Adopted 2017-11-15**Ratified by Council 2021-03-22**Amended 2021-03-22*12. Responsibilities of the Vice President of Equity, Diversity and Inclusion:1. The VP EDI shall have direct responsibility and authority over the following elements of the Society:
	1. The International Student Representative.

26. Responsibilities of the EDI and sustainability Commissioner:* 1. The EDI Coordinator shall be responsible for providing Equity, Diversity, and Inclusivity resources and recommendations to the Society to make all events and services accessible to all student groups
	2. The EDI Coordinator shall:
		1. Maintain relationships and, if applicable, attend club meetings of any and all clubs related to equity, diversity, and inclusion, including but not limited to WiSE, EngiQueers, and Guelph Black Professionals
		2. Act as the Society Representative on the University of Guelph Mental Well-Being Education Programming Committee
		3. Facilitate O-Week Committee/big buddy EDI training
		4. Assist VP Social and the social team in planning all events and ensuring they are accessible for all students
		5. Be a resource for referring students to Student Accessibility Services
		6. Responsible for the use of inclusive language and other content in all materials created and endorsed by the Society
		7. Provide resources and recommendations for land acknowledgements and EDI for relevant events
		8. Run one event per semester to educate on EDI
		9. Participate in EDI training before the start of their term
		10. Be responsible for sustainability initiatives, including but not limited to consulting for events to minimize waste production, encourage recycling in Thorn, inform the students and faculty of sustainability programs on campus, and consult with engineering clubs such as ESW and the Sustainability Office regarding sustainability matters
 |
| **BIRT:** | 12. Responsibilities of the Vice President of Equity, Diversity and Inclusion:1. The VP EDI shall have direct responsibility and authority over the following elements of the Society:
	1. The International Student Representative.
	2. The EngSoc EDI Circle
	3. The Sustainability Coordinator
2. The responsibility of the EngSoc EDI Circle shall include: Covering 4 areas of EDI, including accessibility, LGBTQ2S+ matters, BIPOC (Black, Indigenous, and People of Colour) matters and Mental Health/Wellness.

xiii. Each area of the EDI Circle shall have one person hired and will serve a one year term. Their goal is to explore areas of improvement, listen and act on student concerns, advocate for their respective area of EDI within the Society and student body, and share educational resources with the student body. 26. Responsibilities of the ~~EDI and~~ Sustainability Coordinator1. ~~The EDI Coordinator shall be responsible for providing Equity, Diversity, and Inclusivity resources and recommendations to the Society to make all events and services accessible to all student groups~~
2. ~~The EDI Coordinator shall:~~
	* 1. ~~Maintain relationships and, if applicable, attend club meetings of any and all clubs related to equity, diversity, and inclusion, including but not limited to WiSE, EngiQueers, and Guelph Black Professionals~~
		2. ~~Act as the Society Representative on the University of Guelph Mental Well-Being Education Programming Committee~~
		3. ~~Facilitate O-Week Committee/big buddy EDI training~~
		4. ~~Assist VP Social and the social team in planning all events and ensuring they are accessible for all students~~
		5. ~~Be a resource for referring students to Student Accessibility Services~~
		6. ~~Responsible for the use of inclusive language and other content in all materials created and endorsed by the Society~~
		7. ~~Provide resources and recommendations for land acknowledgements and EDI for relevant events~~
		8. ~~Run one event per semester to educate on EDI~~
		9. ~~Participate in EDI training before the start of their term~~
		10. Be responsible for sustainability initiatives, including but not limited to consulting for events to minimize waste production, encourage recycling in Thorn, inform the students and faculty of sustainability programs on campus, and consult with engineering clubs such as ESW and the Sustainability Office regarding sustainability matters.
 |
| **BIFRT:** | **CONSTITUTION FOR THE UNIVERSITY OF GUELPH ENGINEERING SOCIETY***Adopted 2017-11-15**Ratified by Council 2021-03-22**Amended 2021-03-22*1. General Officers:
	1. The General Officers shall consist of the following positions:
		1. Merchandise Coordinator
		2. Special Events Coordinator (2)
		3. Athletics Coordinator
		4. Thornbrough Manager
		5. EEL Manager
		6. Marketing Coordinator
		7. Communications Coordinator
		8. OSNAP Coordinator
		9. Arts Coordinator
		10. Sustainability Coordinator
2. EngSoc EDI Circle:

a, Members of the EDI Circle will be selected through an interview process during which one other executive member must be present to maintain accountability and transparency. B, Members of the Circle will have a one-year term, beginning on May 1 and ending on April 30 of the next year.C, Members of the Circle will not be required to have General Officer responsibilities such as office hours |
| **Discussion:** | * Eila: is the permanent role a 1-person job?
* Charles: is EDI circle voluntary or new people
* Mya: new people
* Student: what if someone falls into many categories
* Mya: more the merrier
 |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Mya, seconded by Katherine
* For: 93%
* Against: 3%
* Abstain: 7%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 9: Ricardo Quadras (Riri)**

|  |  |
| --- | --- |
| **Title:**  | CoCreCo to return to organizing Guelph Engineering Competitions – This court case will be referred to as CoCreCo v EngSoc 2024 for all legal citations. |
| **Date Motioned:** | March 4th 2024 |
|  **Mover:**  | Ricardo Quadras, (Preferred name: Riri), President of the CoCreCo club. |
| **Seconder:**  | Rafael Saltos |
| **Spirit:**  | CoCreCo which was inactive from 2022 to 2023, would like to continue organizing the Guelph Engineering Competition (GEC) as this is part of existing club constitution. In the year 2022, CoCreCo trained previous student VP Professional Development Abdurafi to run the competition. CoCreCo organized GECs in all years prior to 2022 and this is part of the club’s constitution. This was done to prevent any possible bias from EngSoc organizing the engineering competitions and has been a major component of the club’s purpose. CoCreCo has procedures, materials, and prior experience that has been collected over years of organizing GECs. Previous to 2022, CoCreCo would work with other clubs to run the Engineering Competitions, primarily UGRT (Robotics club) for Senior Design, the Bachelor of Computing’s SOCIS (B.Comp) for the Programming category. We plan to work with further clubs and majors to theme and enrich student experience for future Guelph Engineering Competitions as previously done. |
| **Whereas:**  | Current procedure is for EngSoc’s VP of Student Affairs to hire a Commissioner of the Engineering Competition who will organize GEC. If no commissioner is hired, the VP will chair the competition. |
| **BIRT:** | CoCreCo will return to organizing and continue to organize future Guelph Engineering Competitions, this will involve our usual process of hiring of competition directors, and volunteers. EngSoc will alter its constitution to allow CoCreCo’s constitution as a club to unchanged.EngSoc’s Policy Manual – Officer Job Description 13.d., 7. D. vii will be deleted.**ARTICLE XIII: APPOINTMENT OF COMMISSIONERS**1. Commissioners:
	1. Commissioners may be appointed by Council for specified functions or purposes.
	2. ~~Commissioners can include, but are not limited to, the following positions:~~
		1. ~~Commissioner of the Engineering Competition, to coordinate with the Vice President of Operations and the Vice President of External Affairs to oversee the organization and execution of the GEC.~~
	3. The Council member who oversees a Commissioner shall ultimately be responsible for the completion of their duties, and shall ensure all Society policies are followed at all times.
2. Appointment:
	1. Commissioners must be appointed for a limited period of time, which must be less than a full Council term (one year).
	2. Open commissioner positions must be advertised to all students within the School of Engineering. Commissioners will be selected by the committee responsible for the function.
	3. Notwithstanding (b), if the committee responsible has less than four members, the candidates must also be approved by a Council vote.
3. Attendance at Meetings:
	1. Commissioners shall be required to attend Council meetings as determined by Council at the time of appointment.
	2. Commissioners shall be classified as external described in IV.4.(b).

Officers of the Society, as described in IV.4.(b), for the duration that they hold the commissioner position. **POLICY MANUAL** 1. Responsibilities of the Vice President of Student Affairs:* 1. The Vice President of Student Affairs (VP Student Affairs) shall be responsible for the connection between the members of the Society and the Council.
	2. The VP Student Affairs shall also be responsible for assisting VP Communications & Marketing Coordinator in marketing the services provided by the Society and its members.
	3. Hire the Professional Development Conference Chair and help this Chair planning and executing the conference.
	4. ~~Responsible for choosing Commissioners for the Guelph Engineering Competition and overseeing the competition. If no Commissioners are found, it’s the responsibility of the Vice President of Operations to chair the Guelph Engineering Competition.~~
	5. The Vice President of Student Affairs shall serve as a student member of the local chapters of Professional Engineers Ontario and the Ontario Society of Professional Engineers.
	6. The Vice President of Student Affairs shall serve as the co-primary contact along with the President of the Engineering Alumni Association.
	7. The VP Student Affairs shall also:
		1. create any student feedback surveys when needed, deciding on the survey topic and ensuring that any survey is conducted in the best interest of the School,
		2. maintain a working relationship with the Leadership, Education, and Development Advisor, in the Office of Student Affairs at the University of Guelph,
		3. Maintain an itemized archive of all items requested from the Society by all accredited organizations, to be stored as an official Society document, and,
		4. Act as member of the Lab Fund Committee.
		5. Work with the VP Finance to build and maintain long-term relationships and corporate partnerships between the Society and local industries for the purpose of sponsorship for the Society, and student-industry development.
		6. Oversee professional development programs, including but not limited to resume review programs, mock interviews, cover letter workshops, informational pamphlets, and job fairs.
		7. Create and make available resources for career development and preparation of undergraduate engineers,
		8. Promote interactions between students and industry on campus,
		9. The VP Student Affairs will have the responsibility of cultural affairs including:
			1. Organizing and recruiting Big Buddies and making sure they are suitable for the role.
			2. Work with VP Social to organize Orientation Week.
			3. Ensure the upkeep and creation of engineering traditions and patches throughout the events held by the society, including respective Vice President External tradition.

1. Responsibilities of the Vice President of External Affairs:* 1. The Vice President of External Affairs (VP External) shall be responsible for the day-to-day representation of the Engineering Society to all bodies considered external to the University of Guelph.
	2. The VP External shall also act as conference coordinator and be responsible for all matters involving conferences.
	3. The VP External shall have direct responsibility and authority over the following elements of the Society:
		1. the Delegation Selection Committee, acting as Conference Coordinator,
		2. the Secretary and Chair
	4. The VP External shall also:
		1. assist the President in the execution of his/her duties,
		2. select delegates for the CFES conference, along with the Delegation Selection Committee, which shall consist of three or more non-attending members of the Council.
		3. select delegates for other conferences, with assistance from the Delegation Selection Committee,
		4. submit to Council a report or series of reports on all Society-sponsored conferences, which shall be made available on the Engineering Society website,
		5. act as the contact person regarding all CFR form submissions,
		6. ensure all sponsored conference delegates submit a report to Council,
		7. assist ~~the Commissioner of the Engineering Competition with the execution of the Competition,~~ a~~s well as~~ with the organization and registration with the Ontario Engineering Competition and Canadian Engineering Competition as required,
		8. be responsible for obtaining any relevant external information and delivering it to the members of the Society,
		9. be responsible for acquiring financial support from external sources for conferences, and,
		10. prepare a budget for travel and conference fees for all conferences throughout the year, estimating costs based on previous fees, conference locations and an estimation of the number of delegates attending, which shall be delivered to the Vice President of Financial Affairs prior to August 1st of the Council term.
		11. Be responsible for forming the Delegation Selection Committee. The Committee will be formed by invitations extended to the following parties in this specified order: Club Leaders, President, Executives on the Society, Officers on the Society, and Year Representatives of the Society
		12. Act as member of the Lab Fund Committee.
 |
| **Discussion:** | * Vanessa: what were to happen if what happened CoCreCo in 2020 happened again?
* CoCreCo: open to working with EngSoc
* Vanessa: where would this be changed in the EngSoc constitution
* CoCreCo: will be added in CoCreCo and changed in EngSoc
* Vanessa: can we circle back to this

Motion to table until end of SAGM* Vanessa, seconded by Charles
* Student: what has been changed
* Katherine: was made official with old constitution strikes
* Eila: no EngSoc GEC Chair
* Rafael: yes
 |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Approve Motion: Riri, seconded by Rafael
* Amend Motion: Riri, seconded by Vanessa
* For: 92%
* Against: 0%
* Abstain: 8%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 10: Ryan Clemmer**

|  |  |
| --- | --- |
| **Title:**  | Motion for Changes to Lab Fund and Club Funding |
| **Date Motioned:** | March 4th 2024 |
|  **Mover:**  | Ryan Clemmer  |
| **Seconder:**  | **TABLED** |
| **Spirit:**  | The SOE is proposing changes to lab fund allocations and student fees to better support student clubs and student learning. These changes are to be approved in principle with final details to be determined with the Director’s Office. Fund allocations will be adjusted after completion of the W24 Lab Fund cycle. In short, the structure of the endowment fund will change to make more funds available to clubs and the Society. Lab Fund fees will be compulsory. A new budget will be established for reputation building clubs that compete at the national or international level. |
| **Whereas:**  | **CONSTITUTION FOR THE UNIVERSITY OF GUELPH****ENGINEERING EQUIPMENT FUND**Article 9 - Fund AllocationClause 1 - The amount of money available for allocation in each semester is calculated using the number of registered undergraduate engineering students times the current semester fee.Clause 2 - The Undergraduate Engineering Endowment Fund exists to collect and accrue interest on unspent monies from the Lab Fund. Money cannot be withdrawn from the account until the annual interest generated from the endowment fund is equal to or greater than 75% of the annual funds collected. When reached only the interest may be withdrawn.Clause 3 - 5% of the available funds (post removal of the endowment fund allotment described in Article 9, Clause 6) will be transferred to the engineering society to support student involvement at engineering conferences. The Society will not personally have a hold of this money in their account but can receive reimbursements from it after the conferences have occurred. Once the endowment is full, all conference requests must be through the lab fund request form as highlighted in Article 6 Clause 3 and EngSoc will make a conference request form for $2000 for any extra sponsor support when the endowment is full.Clause 4 - 2.5% of the available funds (post removal of the endowment fund allotment described in Article 9, Clause 6) will be transferred to the engineering society to support the Annual Professional Development Conference. The Society will not personally have a hold of this money in their account, but the PDC Committee may receive reimbursements prior to the conference. Once the endowment is full the flat sum of $2000 for any extra sponsor support will be allocated towards the sponsorship of PDC to benefit the involvement of all engineering students in attaining professional skills to better their post graduate careers. Clause 5 - 5% of the available funds (post removal of the endowment fund allotment described in Article 9, Clause 7) will be transferred to the engineering society to support the losses caused by missing returns to the EEL if over 50% of rentals were not returned in the previous Fall. The Society will not personally have a hold of this money in their account but can receive reimbursements from it after returning inventory to correct levels or depleted funds. The EEL is will be at correct levels once inventory is returned to 80% in equivalent value of the inventory at the end of the previous Fall. Returning the inventory to correct levels (i.e. doing the purchasing and later being reimbursed) must be completed by at least 2 members of the Lab Fund Committee. This action can only happen once per school yearClause 6 - Any allocations made under this section will be calculated prior to the removal of any money allocated for large projects under Article 5, Clause 1, Section 7.Clause 7 - Each semester, a portion of the collected funds must be transferred directly into the Undergraduate Engineering Endowment Fund. In the fall semester this amount shall be thirty-two (32) percent of the collected funds, and in the winter semester this amount shall be eighteen (18) percent of the collected funds.Clause 8 - Of the available funds (post removal of the endowment fund allotment described in Article 9, Clause 6) there will be a split between clubs, academic application and the Engineering Society. In the fall semester, accredited clubs will be eligible to collect up to forty-five percent (45%) of the available funds, and all other groups will be eligible for up to forty-seven and a half percent (47.5%) In the winter semester, accredited clubs will be eligible to collect up to twenty-five percent (25%) of the available funds, and all other groups will be eligible for up to sixty-seven and a half percent (67.5%). The remaining seven and a half percent (7.5%) in each semester will be allocated to funding the Engineering Society and related events as per Article 9, Clauses 3 and 4. If the situations in Clause 5 are achieved, in the fall semester, **accredited clubs will be eligible to collect up to forty-two and a half percent (42.5%) of the available funds, and all other groups will be eligible for up to forty-five (45%). The remaining twelve and a half percent (12.5%) in fall semester will be allocated to funding the Engineering Society, Lab Fund, and related events as per Article 9, Clause 3, 4, and 5.** Clause 9 - In the event that there are remaining funds after the approval of budget the Lab Fund budget, an overbudget request may be presented to the Lab Fund Committee at a Guelph Engineering Society meeting. If there are sufficient Lab Fund funds remaining to support this request and two thirds of the lab fund committee votes in agreement, then the overbudget request is considered approved.**Article 10 Opt-in Policy**Clause 1 - By choosing to opt out of Lab Fund the student relinquishes all voting rights at the Lab Fund meeting, outlined in Article 4, for that semester and ability to make Lab Fund requests. |
| **BIRT:** | Article 9 - Fund AllocationClause 1 - The amount of money available for allocation in each semester is calculated using the number of registered undergraduate engineering students times the current semester fee.Clause 2 - The Undergraduate Engineering Endowment Fund exists to collect and accrue interest on unspent monies from the Lab Fund. ~~Money cannot be withdrawn from the account until the annual interest generated from the endowment fund is equal to or greater than 75% of the annual funds collected. When reached only the interest may be withdrawn.~~All collected fees will be deposited into an expendable instead of restricted endowmentClause 3 - ~~5%~~ 5+X% of the available funds (post removal of the endowment fund allotment described in Article 9, Clause 6) will be transferred to the engineering society to support student involvement at engineering conferences. The Society will not personally have a hold of this money in their account but can receive reimbursements from it after the conferences have occurred. Once the endowment is full, all conference requests must be through the lab fund request form as highlighted in Article 6 Clause 3 and EngSoc will make a conference request form for $2000 for any extra sponsor support when the endowment is full.Clause 4 - ~~2.5%~~ 2.5+X% of the available funds (post removal of the endowment fund allotment described in Article 9, Clause 6) will be transferred to the engineering society to support the Annual Professional Development Conference. The Society will not personally have a hold of this money in their account, but the PDC Committee may receive reimbursements prior to the conference. Once the endowment is full the flat sum of $2000 for any extra sponsor support will be allocated towards the sponsorship of PDC to benefit the involvement of all engineering students in attaining professional skills to better their post graduate careers. Clause 5 - ~~5%~~ 5+X% of the available funds (post removal of the endowment fund allotment described in Article 9, Clause 7) will be transferred to the engineering society to support the losses caused by missing returns to the EEL if over 50% of rentals were not returned in the previous Fall. The Society will not personally have a hold of this money in their account but can receive reimbursements from it after returning inventory to correct levels or depleted funds. The EEL is will be at correct levels once inventory is returned to 80% in equivalent value of the inventory at the end of the previous Fall. Returning the inventory to correct levels (i.e. doing the purchasing and later being reimbursed) must be completed by at least 2 members of the Lab Fund Committee. This action can only happen once per school yearClause 6 - Any allocations made under this section will be calculated prior to the removal of any money allocated for large projects under Article 5, Clause 1, Section 7.Clause 7 - Each semester, a portion of the collected funds must be transferred directly into the Undergraduate Engineering Endowment Fund. In the fall semester this amount shall be thirty-two (32)\* percent of the collected funds, and in the winter semester this amount shall be eighteen (18)\* percent of the collected funds. \*To be adjusted as appropriate after reviewing all costs in W24Clause 8 - Of the available funds (post removal of the endowment fund allotment described in Article 9, Clause 6) there will be a split between clubs, academic application and the Engineering Society. In the fall semester, accredited clubs will be eligible to collect up to forty-five percent (45%) of the available funds, and all other groups will be eligible for up to forty-seven and a half percent (47.5%) In the winter semester, accredited clubs will be eligible to collect up to twenty-five percent (25%) of the available funds, and all other groups will be eligible for up to sixty-seven and a half percent (67.5%). The remaining seven and a half percent (7.5%) in each semester will be allocated to funding the Engineering Society and related events as per Article 9, Clauses 3 and 4. If the situations in Clause 5 are achieved, in the fall semester, **accredited clubs will be eligible to collect up to forty-two and a half percent (42.5%) of the available funds, and all other groups will be eligible for up to forty-five (45%). The remaining twelve and a half percent (12.5%) in fall semester will be allocated to funding the Engineering Society, Lab Fund, and related events as per Article 9, Clause 3, 4, and 5.** Clause 8b - An on-going budget will be established for accredited reputation-building clubs in good standing that compete at a national/international level. The amount of this budget will be set as X% per year per club.Clause 9 - In the event that there are remaining funds after the approval of budget the Lab Fund budget, an overbudget request may be presented to the Lab Fund Committee at a Guelph Engineering Society meeting. If there are sufficient Lab Fund funds remaining to support this request and two thirds of the lab fund committee votes in agreement, then the overbudget request is considered approved.**Article 10 Opt-in Policy**~~Clause 1 - By choosing to opt out of Lab Fund the student relinquishes all voting rights at the Lab Fund meeting, outlined in Article 4, for that semester and ability to make Lab Fund requests.~~Clause 1 – Lab Fund shall be funded by a compulsory student fee, collected from each member of the Society through Student Financial Services at the University of Guelph. |
| **Discussion:** | * Katherine: questions Opt-in Policy
* Clemmer: elaborates on this policy
* Student: Racing has talked with Susanna a lot, questions of when the changes are made will it be done through referendum or by the SOE
* Clemmer: wanted to pass principle now, and elaborate on details when it comes up
* Katherine: refers to calling of general assembly clause to approve changes quickly
* Student: expresses how these are fairly large changes, especially without school confirmation
* Raf: table this and discuss over summer with myself and new VPI
 |
| **Result:** | **MOTION TO TABLE THE MOTION*** Raf, seconded by Vanessa
* Majority Vote

**MOTION TABLED** |

## **Guelph Engineering Society General Assembly Motion 11: Rafael Saltos**

|  |  |
| --- | --- |
| **Title:**  | Restructuring of Executive  |
| **Date Motioned:** | March 4th, 2024 |
|  **Mover:**  | Rafael Saltos |
| **Seconder:**  | Katherine Haines |
| **Spirit:**  | Reducing the size of the executive and making sure that each VP role has responsibilities and are also held accountable for their responsibilities.  |
| **Whereas:**  | **GUELPH ENGINEERING SOCIETY****POLICY MANUAL: CLUB / TEAM / ORGANIZATION AFFILIATION***Adopted 2018-09-01**Ratified by Council 2021-03-22**Amended 2021-03-22*13. Responsibilities of the Vice President of Student Affairs:* 1. The Vice President of Student Affairs (VP Student Affairs) shall be responsible for the connection between the members of the Society and the Council.
	2. The VP Student Affairs shall also be responsible for assisting VP Communications & Marketing Coordinator in marketing the services provided by the Society and its members.
	3. Hire the Professional Development Conference Chair and help this Chair planning and executing the conference.
	4. Responsible for choosing Commissioners for the Guelph Engineering Competition and overseeing the competition. If no Commissioners are found, it’s the responsibility of the Vice President of Operations to chair the Guelph Engineering Competition.
	5. The Vice President of Student Affairs shall serve as a student member of the local chapters of Professional Engineers Ontario and the Ontario Society of Professional Engineers.
	6. The Vice President of Student Affairs shall serve as the co-primary contact along with the President of the Engineering Alumni Association.
	7. The VP Student Affairs shall also:
		1. create any student feedback surveys when needed, deciding on the survey topic and ensuring that any survey is conducted in the best interest of the School,
		2. maintain a working relationship with the Leadership, Education, and Development Advisor, in the Office of Student Affairs at the University of Guelph,
		3. Maintain an itemized archive of all items requested from the Society by all accredited organizations, to be stored as an official Society document, and,
		4. Act as member of the Lab Fund Committee.
		5. Work with the VP Finance to build and maintain long-term relationships and corporate partnerships between the Society and local industries for the purpose of sponsorship for the Society, and student-industry development.
		6. Oversee professional development programs, including but not limited to resume review programs, mock interviews, cover letter workshops, informational pamphlets, and job fairs.
		7. Create and make available resources for career development and preparation of undergraduate engineers,
		8. Promote interactions between students and industry on campus,
		9. The VP Student Affairs will have the responsibility of cultural affairs including:
			1. Organizing and recruiting Big Buddies and making sure they are suitable for the role.
			2. Work with VP Social to organize Orientation Week.
			3. Ensure the upkeep and creation of engineering traditions and patches throughout the events held by the society, including respective Vice President External tradition.

Responsibilities of the Vice President of External Affairs:* 1. The Vice President of External Affairs (VP External) shall be responsible for the day-to-day representation of the Engineering Society to all bodies considered external to the University of Guelph.
	2. The VP External shall also act as conference coordinator and be responsible for all matters involving conferences.
	3. The VP External shall have direct responsibility and authority over the following elements of the Society:
		1. the Delegation Selection Committee, acting as Conference Coordinator,
		2. the Secretary and Chair
 |
| **BIRT:** | Responsibilities of the President:* 1. The President shall serve as the primary representative of the members of the Society.
	2. The President shall also serve as the overseer of all general matters related to the Society.
	3. The President shall have direct responsibility and authority over the following elements of the Society:
		1. the entire Society, acting as the primary representative, and,
		2. the executive officers of the society.
		3. the Secretary and Chair

Responsibilities of the Vice President of Internal Affairs:* + - 1. The VP Internal shall have direct responsibility and authority over the following elements of the Society:
		1. the Electoral Committee, acting as Chief Electoral Officer,
		2. the Constitutional Advancement Committee, acting as its chair,
		3. the Lab Fund Committee, acting as its chair,
		4. the Thornbrough Manager,
		5. The EEL Manager.
		6. PDC Chair
1. Hire the Professional Development Conference Chair and help this Chair planning and executing the conference.

Responsibilities of the Vice President of External Affairs:* 1. The Vice President of External Affairs (VP External) shall be responsible for the day-to-day representation of the Engineering Society to all bodies considered external to the University of Guelph.
	2. The VP External shall also act as conference coordinator and be responsible for all matters involving conferences.
	3. The VP External shall have direct responsibility and authority over the following elements of the Society:
		1. the Delegation Selection Committee, acting as Conference Coordinator,
		2. ~~the Secretary and Chair~~
	4. The Vice President of External Affairs shall serve as a student member of the local chapters of Professional Engineers Ontario and the Ontario Society of Professional Engineers.
	5. Ensure the upkeep and creation of engineering traditions and patches throughout the events held by the society, including respective Vice President External tradition

Responsibilities of the Vice President of Academic Affairs:* 1. The Vice President of Academic Affairs (VP Academic) shall represent the Society and its members to the Faculty of Engineering and the College of Engineering and Physical Sciences on all academic and curricular matters.
	2. The VP Academic shall act to enhance the quality of education delivered to all Guelph Engineering students.
	3. maintain a working relationship with the Leadership, Education, and Development Advisor, in the Office of Student Affairs at the University of Guelph
	4. Responsible for choosing Commissioners for the Guelph Engineering Competition and overseeing the competition. If no Commissioners are found, it’s the responsibility of the Vice President of Academic Affairs to chair the Guelph Engineering Competition.

13.Responsibilities of the Vice President of Student Affairs:1. ~~The Vice President of Student Affairs (VP Student Affairs) shall be responsible for the connection between the members of the Society and the Council.~~
2. ~~The VP Student Affairs shall also be responsible for assisting VP Communications & Marketing Coordinator in marketing the services provided by the Society and its members.~~
3. ~~Hire the Professional Development Conference Chair and help this Chair planning and executing the conference.~~
4. ~~Responsible for choosing Commissioners for the Guelph Engineering Competition and overseeing the competition. If no Commissioners are found, it’s the responsibility of the Vice President of Operations to chair the Guelph Engineering Competition.~~
5. ~~The Vice President of Student Affairs shall serve as a student member of the local chapters of Professional Engineers Ontario and the Ontario Society of Professional Engineers.~~
6. ~~The Vice President of Student Affairs shall serve as the co-primary contact along with the President of the Engineering Alumni Association.~~
7. ~~The VP Student Affairs shall also:~~
	* 1. ~~create any student feedback surveys when needed, deciding on the survey topic and ensuring that any survey is conducted in the best interest of the School,~~
		2. ~~maintain a working relationship with the Leadership, Education, and Development Advisor, in the Office of Student Affairs at the University of Guelph,~~
		3. ~~Maintain an itemized archive of all items requested from the Society by all accredited organizations, to be stored as an official Society document, and,~~
		4. ~~Act as member of the Lab Fund Committee.~~
		5. ~~Work with the VP Finance to build and maintain long-term relationships and corporate partnerships between the Society and local industries for the purpose of sponsorship for the Society, and student-industry development.~~
		6. ~~Oversee professional development programs, including but not limited to resume review programs, mock interviews, cover letter workshops, informational pamphlets, and job fairs.~~
		7. ~~Create and make available resources for career development and preparation of undergraduate engineers,~~
		8. ~~Promote interactions between students and industry on campus,~~
		9. ~~The VP Student Affairs will have the responsibility of cultural affairs including:~~
			1. ~~Organizing and recruiting Big Buddies and making sure they are suitable for the role.~~
			2. ~~Work with VP Social to organize Orientation Week.~~

~~Ensure the upkeep and creation of engineering traditions and patches throughout the events held by the society, including respective Vice President External tradition~~ |
| **BIFRT:** | **CONSTITUTION FOR THE UNIVERSITY OF GUELPH ENGINEERING SOCIETY***Adopted 2017-11-15**Ratified by Council 2021-03-22**Amended 2021-03-22* 2.Executive Officers: 1. The Executive Officers shall consist of the following positions:
	* 1. President
		2. Vice President of Internal Affairs
		3. Vice President of External Affairs
		4. Vice President of Social Affairs (2)
		5. Vice President of Financial Affairs
		6. Vice President of Academic Affairs
		7. ~~Vice President of Student Affairs~~
		8. Vice President of Equity, Diversity and Inclusion
		9. Vice President of Communications
2. ~~Any person holding the position of Vice President of Student Experience Affairs shall not be a member of any Engineering Club as defined in Article XI.~~
3. ~~Neither~~ the VP Finance ~~nor the VP Student Experience~~ shall not be an Executive on another engineering club.
 |
| **Discussion:** | * Alexa: is clubs going to be under President
* Raf: no
* Emma: VPX roles, patches are merch, why is it a VPX responsibility
* Raf: upholding the patches tradition
* Emma: can it be reworded, questions if VP Social should maintain traditions instead of VPX
* Vanessa: speaks from VPX experiences, agrees with Raf, agrees with reword
* Alexa: start open discussion about club liaison role
* Raf: too large of a motion to put forward, will hire commissioner role to test next year
* Mya: continues tradition conversation
* Katherine: agrees that upkeep of tradition should be a EngSoc responsibility
 |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Approve Motion: Raf, seconded by Katherine
* Amend Motion to “maintain tradition knowledge among EngSoc”: Vanessa, seconded by Katherine
* For: 90%
* Against: 0%
* Abstain: 10%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 12: Rafael Saltos**

|  |  |
| --- | --- |
| **Title:**  | Improving Hiring Process |
| **Date Motioned:** | March 4th, 2024 |
|  **Mover:**  | Rafael Saltos |
| **Seconder:**  | Daniel De Santis |
| **Spirit:**  | Less stressful for applicants to stand infront of 20+ people to interview |
| **Whereas:**  | **CONSTITUTION FOR THE UNIVERSITY OF GUELPH ENGINEERING SOCIETY***Adopted 2017-11-15**Ratified by Council 2021-03-22**Amended 2021-03-22* 1. General Officers:
2. General Officers must be selected from Members of the Society.
3. In the event that the candidate is scheduled to have a co-op semester during the council term, they may run for any non-executive position on Council provided they run as a team.
4. General officers shall be selected prior to the start of their service term by majority vote at a Meeting of the current Council.
 |
| **BIRT:** | 1. General Officers:
2. General Officers must be selected from Members of the Society.
3. In the event that the candidate is scheduled to have a co-op semester during the council term, they may run for any non-executive position on Council provided they run as a team.
4. ~~General officers shall be selected prior to the start of their service term by majority vote at a Meeting of the current Council.~~
5. General officers shall be hired prior to the start of their service term via interview process with the incoming VP in that respective portfolio.

One other Executive officer from the incoming team must be present to ensure transparency and fairness. |
| **Discussion:** | * Katherine: still questions possible bias
* Vanessa: 2 people interview then, should be relayed to rest of EngSoc
* Katherine: still worries about bias and accuracy of information, you talk to entire team if you get a position, beneficial to speak to entire team
* Isabella: how about multiple people?
* Vanessa: pre-recorded interviews to be evaluated
* Mya: pre-recorded videos are also stressful
* Raf: better for VP having that general officer to have the biggest voice
* Jeff: disagrees, speaks about it becoming a “popularity contest”
* Student: speaks to this
* Jeff: continues talking about bias
* Vanessa: how would a new solution work?
* Emma: for transparency, more people the better, to streamline, should it be responsibility of Pres, VP of the Officer and extra VP
* Raf: good idea, best of 3
* Katherine: presents bias of picking VPs for the process
* Student: randomize wheel
* Eila: have VP from last year, current voted VP and Pres
* Hank: current officer also in part of interview
* Raf: incoming VP of the officer, outgoing VP of the officer and outgoing officer position?
* Clemmer: and faculty advisor?
* Katherine: likes the idea
* Student: states someone can decline interviewing to remove more bias
* Raf: so to clarify, opt-out, 3 positions and faculty advisor
* Katherine: add president?
* Raf: sounds good
 |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Approve Motion: Raf, seconded by Daniel
* Amend Motion: Raf, seconded by Zorah and Vanessa
* For: 82%
* Abstain: 15%
* Against: 3%

**MOTION APPROVED** |

## **Guelph Engineering Society General Assembly Motion 13: Humza Anwar**

|  |  |
| --- | --- |
| **Title:**  | Increase number of EEL Managers |
| **Date Motioned:** | March 4th, 2024 |
|  **Mover:**  | Humza Anwar |
| **Seconder:**  | Vanessa Dinh |
| **Spirit:**  | The number of hours per week needed to keep EEL operations running smoothly is too much for one person to feasibly do in addition to school responsibilities. Skimping on responsibilities to fit into a feasible schedule has led to: 1. A backlog in items needing to be catalogued.
2. Insufficient information in many listings.

Insufficient time spent verifying the organization of existing listings |
| **Whereas:**  | **ARTICLE IV: OFFICERS OF THE SOCIETY**1. General Officers:
	1. The General Officers shall consist of the following positions:
		1. Merchandise Coordinator
		2. Special Events Coordinator (2)
		3. Athletics Coordinator
		4. Thornbrough Manager
		5. EEL Manager
		6. Marketing Coordinator
		7. Communications Coordinator
		8. OSNAP Coordinator
		9. Arts Coordinator
 |
| **BIRT:** | **ARTICLE IV: OFFICERS OF THE SOCIETY**4. General Officers:1. The General Officers shall consist of the following positions:
	* 1. Merchandise Coordinator
		2. Special Events Coordinator (2)
		3. Athletics Coordinator
		4. Thornbrough Manager
		5. EEL Manager (2)
		6. Marketing Coordinator
		7. Communications Coordinator
		8. OSNAP Coordinator
		9. Arts Coordinator
 |
| **Discussion:** |  |
| **Result:** | **MOTION TO APPROVE THE MOTION*** Humza, seconded by Vanessa
* For: 93%
* Against: 0%
* Abstain: 7%

**MOTION APPROVED** |