

UNIVERSITY OF WATERLOO ENGINEERING SOCIETY

Joint Annual General Meeting – Spring 2015

Date: July 5, 2015

[D] = Decision (Will require a vote)

Location: CPH 3607

[I] = Information (No vote required)

1.0 Call to Order

2.0 [D] Ratification of Speaker

3.0 [D] Approval of Agenda

4.0 [D] Approval of Minutes

5.0 [D] Receipt of Auditors Report – Appendix Q

6.0 [D] CPI Increase – Appendix A

7.0 [D] Executive Review Committee Report and Recommendations – Appendix B

8.0 [D] Removal of Term General Meetings– Appendix C

9.0 [D] Governance Review Committee Revisions – Appendix D

10.0 [D] Honorary Membership – Appendix E

11.0 [D] Board of Directors Elections – Appendix F

12.0 [D] Council Review Committee – Appendix G

13.0 [D] Leadership Award Changes – Appendix H

14.0 [D] Class Representative Motion – Appendix I

15.0 [D] Ratification of Passed Motions – Appendix J

16.0 [I] Society Updates

17.0 Varia

17.1 How many days ‘til IRS?

18.0 Adjournment

Appendix Q:

Motion	01-UWES-JAGM-00
Title:	Receipt of Auditors Report
Mover:	Leila Meema-Coleman
Seconders:	
Spirit:	To receive the auditor's report from the 2014 fiscal year
Whereas:	TMP, on behalf of the Federation of Students, performed an audit of the Society's finances for the 2014 fiscal year
BIRT:	The auditor's report for the 2014 fiscal year be received and ratified

Appendix A:

Motion	01-UWES-JAGM-01
Title:	Engineering Society Fee Increase
Mover:	Kevin McNamara
Seconder:	
Spirit:	To increase the Engineering Society fee as per inflation.
Whereas:	Over the 2014 calendar year, the Canadian Consumer Price Index (CPI) increased by 2%.
And Whereas:	The Engineering Society fee should be increased with CPI to allow for equal buying power from year to year.
And Whereas:	On May 31 st , 2015, the Engineering Society Board of Directors approved a special resolution for an increase in the Engineering Society fee by 2%.
BIRT:	The Engineering Society Fee be increased by 30 cents from \$15.45 to \$15.75.
BIFRT:	<p>Bylaw 1, Chapter II, Section C be amended to read the following:</p> <p>Section C: Fees</p> <ol style="list-style-type: none"> 1. The amount of the Engineering Society Fee is fifteen dollars and seventy-five (\$15.75) Canadian. 2. The amount of the Engineering Society Fee may be adjusted only through one of the following two mechanisms: <ol style="list-style-type: none"> a. By a Special Resolution of the Board of Directors, specifying an adjustment of a percentage equal to or less than the increase in the Consumer Price Index for Canada in the previous calendar year according to Statistics Canada. This increase is subject to Ratification at the next Joint Annual General Meeting; and b. By a successful Joint Referendum specifying the amount the fee will be increased.
BIFRT:	The Executive provide all required items to the University of Waterloo Board of Governors to start the process of the fee increase.

Appendix B:

Motion:	01-UWES-JAGM-02
Title:	Changing Society, Changing Structure!
Mover:	Leila Meema-Coleman
Second:	
Spirit:	To propose a new Executive Officer Structure to better distribute workload and realign the positions with the mission and vision of the Society.
Whereas:	The Executive Review Committee (ERC) has spent the last nine months collecting and compiling feedback from both Societies, external sources, and past Officers.
And Whereas:	ERC used this feedback to develop guiding principles and definitions for effective positions within the leadership tiers of the Society.
And Whereas:	ERC prepared a report containing the proposed structure, definitions, and reasoning of the committee which was distributed to both Societies well in advance of the Joint Annual General Meeting 2015.
BIRT	The governing documents be amended to reflect the changes outlined in the attached document.
BIFRT	The report prepared by ERC be adopted as recommendations to the future Executive as the new Structure of the Society.
BIFRT	These changes come into effect on the first day of the Spring 2016 academic term.
BIFRT	When the changes come into effect Executive holding positions that are no longer referenced in the governing documents remain in their current positions with their current responsibilities until their term of office is complete.

Appendix C:

Motion	01-UWES-JAGM-03
Title	We tried it!
Mover	Leila Meema-Coleman
Second	
Spirit	To remove term General Meetings from the Society.
WHEREAS:	General Meetings were implemented at Joint Council 2014 by the recommendation of the Governance Review Committee.
AND WHEREAS:	The term General Meetings have limited scope options due to the requirements for split Societies that decreases the usefulness of the meetings.
AND WHEREAS:	Large-scale changes to the Society should be a Joint Decision by the membership.
BIRT:	<p>Bylaw 1: Constitution, Chapter 3: General Meetings be amended to read:</p> <p>Section A: General</p> <ol style="list-style-type: none"> The duties specified in this chapter are the responsibility of the On-Term President. <p>Section B: Calling a Meeting</p> <ol style="list-style-type: none"> An Annual Joint General Meeting shall be called annually in the month of June or July. A Term General Meeting shall be called annually in the month of February or March. A Term General Meeting shall be called annually in the month of October or November. At any time a Special Term General Meeting may be called by any one of the following: <ol style="list-style-type: none"> The On Term President; A Special Resolution of the Board of Directors requesting such a meeting; A Resolution of Council requesting such a meeting; The receipt of a petition requesting such a meeting signed by fifty (50) On-Term Members; or A Resolution passed at a Term General Meeting. At any time a Special Joint General Meeting may be called by any one of the following: <ol style="list-style-type: none"> A President; A Special Resolution of the Board of Directors requesting such a meeting; The receipt of a petition requesting such a meeting signed by fifty (50) A-Society Members and fifty (50) B-Society Members; or A Resolution passed at a Joint General Meeting. Any Resolution or petition must specify the purpose of the Special General Meeting. <p>Section C: Agenda</p> <ol style="list-style-type: none"> The agenda for each Annual Joint General Meeting shall include motions to: <ol style="list-style-type: none"> Receive the auditor's report for the previous year, if applicable; Elect and ratify the members of the Board of Directors; Ratify any increases to the Engineering Society Fee under Chapter II Section C.2.a; Ratify any amendments to Bylaw 1 made under Chapter VIII Section B.2.a; and

- e. Ratify any amendments to the remaining Bylaws under Chapter VIII Section C.2.a.
2. Motions shall be added to the agenda of a General Meeting upon receipt of notice in writing at any time earlier than fourteen (14) days previous to the meeting.
 - a. The Board of Directors reserves the right to reject any motions deemed detrimental to the Society.
 - b. In the case of C.2.a, the Chair of the Board of Directors shall provide written notice to the Member that submitted said motion, stating why it was rejected.
3. The agenda of any Special General Meeting shall contain only those motions included in the call of the Special General Meeting.
4. Additions to the agenda will not be permitted at any General Meetings.

Section D: Notice

1. Notice shall be given at least thirty (30) days prior to ~~any Term General Meeting or the~~ Annual Joint General Meeting.
2. A second notice shall be given at least ten (10) days prior to ~~any Term General Meeting or the~~ Annual Joint General Meeting. This notice shall include the full text of the agenda for said meeting.
3. Notice must be given at least fourteen (14) days prior to any Special General Meeting.
4. Notice for any General Meeting shall be given:
 - a. Electronically to the Membership; and
 - b. In a Society publication which prints within the thirty (30) days prior to said General Meeting.
5. Without written notice as defined in Section D.1, Section D.2 and Section D.3 of this Chapter, no motions passed at a General Meeting shall have force.

Section E: Voting

1. At each Joint General Meeting, each Member of the Society holds one (1) vote.
- ~~2. At each Term General Meeting, each On-Term Member of the Society holds one (1) vote.~~
3. A Member may proxy their vote at a General Meeting to another Member.
 - a. A method of proxy, approved by the Board of Directors, shall be defined in the notice of the meeting.
4. ~~No Member may hold more than one (1) proxy vote at a Term General Meeting.~~
5. No Member may hold more than two (2) proxy votes at a Joint General Meeting.

Section F: Quorum

1. Quorum for a Joint General Meeting is fifty (50) A-Society Members present and fifty (50) B-Society Members present, including proxies.
2. ~~Quorum for a Term General Meeting is fifty (50) On-Term Members present, including proxies.~~

Section G: Order

1. The Speaker of Council shall preside over General Meetings.
2. All General Meetings shall be governed by Roberts Rules of Order, Revised, unless otherwise specified in the Constitution and Bylaws of the Society.
3. The Speaker shall not hold any votes at any General Meeting.

	<p>4. For a motion to pass at a Joint General Meeting, it must pass a vote of both the A-Society Members and the B-Society Members.</p> <p>Section H: Publication of Financial Statements</p> <p>1. At least thirty (30) days before the Annual Joint General Meeting, the Vice President Finance shall cause a copy of the Society's financial statements and the auditor's report, if applicable, to be:</p> <p>a. Published online and all students made aware of their availability via electronic means.</p>
BIFRT:	Both Society Presidents look into the feasibility of remote attendance and voting for members on coop, to be implemented or determined not feasible at Joint Annual General Meeting 2016.

Appendix D:

Motion	01-UWES-JAGM-04
Title	A Year in Review
Mover	Leila Meema-Coleman
Second	
Spirit	To amend the work of the Governance Review Committee.
Whereas	The Governance Review Committee (GRC) was formed at Joint Council 2013 to investigate General Meetings, a Board of Directors, and Incorporation.
And Whereas	At Joint Council 2014 council voted to adopt General Meetings and a Board of Directors.
And Whereas	The Board and General Meetings have been in place for one year.
And Whereas	It is best practice to review new initiatives and modify them based on experience and feedback.
BIRT:	The constitution be amended as shown in the attached documents.

Appendix E:

Motion	01-UWES-JAGM-05
Title:	Honorary Members
Mover:	Kevin McNamara
Second:	Leila Meema-Coleman
Spirit:	To bestow honorary membership upon deserving people.
Whereas:	An Annual General Meeting has the power to bestow honorary membership upon those deserving of this status.
BIRT:	The following person be made an honorary member of the Waterloo Engineering Society in recognition of their contributions to the Society and Engineering at Waterloo. 1. _____

Appendix F:

Motion	01-UWES-JAGM-06
Title	A New Board!
Mover	Leila Meema-Coleman
Seconder	
Spirit	To elect new A-Society Board Members for the 2015-2016 year
WHEREAS:	As of September 1 2015 there will be 4 vacant at-large seats for the A-Society.
AND WHEREAS:	It is the responsibility of the Joint Annual General Meeting to elect new Board Members
BIRT:	The following four members be elected to fill the at-large A-Society seats for the Board of Directors: 1. _____ 2. _____ 3. _____ 4. _____

Motion	01-UWES-JAGM-07
Title	B New Board!
Mover	Hannah Gautreau
Seconder	
Spirit	To elect new B-Society Board Members for the 2015-2016 year
WHEREAS:	As of September 1 2015 there will be 4 vacant at-large seats for the B-Society.
AND WHEREAS:	It is the responsibility of the Joint Annual General Meeting to elect new Board Members
BIRT:	The following four members be elected to fill the at-large B-Society seats for the Board of Directors: 1. _____ 2. _____ 3. _____ 4. _____

Appendix G:

Motion	01-UWES-JAGM-08
Title	Council's Turn
Mover	Leila Meema-Coleman
Second	
Spirit	To evaluate the current Engineering Society council structure
WHEREAS:	The Engineering Society Council is the highest decision making within the Society;
AND WHEREAS:	The structure of council has not changed or been reviewed within the last five years;
AND WHEREAS:	As the Society grows it is necessary to continually evaluate the structure of it's various bodies;
AND WHEREAS:	It is best practice to have a committee of members investigate this then leaving the task solely to the Executive;
BIRT:	A Council Review Committee (CRC) be formed to investigate the structure of the Engineering Society Council;
BIFRT:	The committee consist of the two Engineering Society Presidents, two students at large from Society A and two students at large from Society B to be elected at the first council meeting of each Society following the Joint Annual General Meeting 2015;
BIFRT:	The committee have a term from the September 2015 to June 2016;
BIFRT:	The committee members must be able to serve on the committee for its entirety;
BIFRT:	The committee shall perform consultations with current Executive, past Executive, current council members, the current Board of Directors, and general members;
BIFRT:	The committee shall perform an external review of the council structures of ESSCO and CFES members schools and the Federation of Students;
BIFRT:	The committee shall hold at least one open review session during a Society council meeting in the Fall 2015 and Winter 2016 terms to be advertised at least two weeks in advance through Society electronic communications;
BIFRT:	The committee shall provide updates on progress to council at a minimum of 2 other council meeting during their tenure;
BIFRT:	The committee shall prepare a formal report outlining the following items: <ul style="list-style-type: none"> a) A summary of all feedback gathered b) A summary of the external reviewed performed c) Proposed structure for the Society Council including each position it's responsibilities d) Implementation plan for introducing the proposed structure e) Future recommendations for changes to council structure
BIFRT:	The committee be tasked with preparing and presenting the report and accompanying policy changes at the Joint Annual General Meeting 2016.

Appendix H:

Motion:	01-UWES-JAGM-09
Title:	Leadership is great! Continual improvement is even greater!
Mover:	Leila Meema-Coleman
Second:	
Spirit:	To revise the leadership award policy based on current practice and feedback from the committee.
Whereas:	The leadership award policy has been in place for two years now and has not been reevaluated.
And Whereas:	The committees in the past four academic terms have identified several problems with the logistics of administering the award and the criteria of the awards.
BIRT:	<p>The Policy Manual Policy O-4: Engineering Society Leadership Excellence Award Policy be amended as follows:</p> <p>O-4: Engineering Society Leadership Excellence Award Policy</p> <p>A. Purpose</p> <ol style="list-style-type: none"> 1. The purpose of the Engineering Society Leadership Excellence Award (the Award) is to promote and reward leadership displayed by University of Waterloo Engineering students within the faculty, university and/or community at large. 2. The purpose is not to specifically reward contributions to the University of Waterloo Engineering Society, but to any and all groups. Contributions to any part of the faculty, university or community shall be weighed equally. 3. The Committee shall use discretion regarding the types of groups being led, as well as the level at which leadership is displayed. Leadership, for the purpose of this award, shall be defined as “the ability to guide, direct or influence people.” 4. There shall be two different awards <ol style="list-style-type: none"> a. Award 1, the Student Award, shall be awarded once per academic term to an on-term undergraduate engineering student who is in at least their 1B term. b. Award 2, the New Student Award, shall be awarded annually in October the Fall term to a student in his or her their first academic term within the Faculty of Engineering. <p>B. Finances</p> <ol style="list-style-type: none"> 1. Each award shall include a certificate, and a reward of one thousand dollars (\$1000) 2. All financing of the Award shall come from the Office of the Dean of Engineering <ol style="list-style-type: none"> a. In the event that funding is not provided by the Office of the Dean of Engineering, no Award(s) shall be granted <p>C. The recipients of the award shall be decided by the Engineering Society Leadership Excellence Award Selection Committee (the Committee)</p> <ol style="list-style-type: none"> 1. The Committee is composed of five members, each receiving exactly one (1) vote: <ol style="list-style-type: none"> a. The On-Term President, who will act as Chair b. The Off-Term President, or a designate c. The Dean of Engineering, or a designate d. Two At-Large Student Members of the On-Term Society (as outlined in Section C.2) 2. Choosing The At-Large Student Members

- a. They shall be chosen by their Society at the first **or second** Council meeting each term
 - b. They shall be appointed by their Council, and serve until the end of the academic term in which they are elected.
 - c. In the event of a vacancy, a new At Large Student Member shall be appointed at the following meeting of Council
3. The responsibilities of the At Large Student Members are as follows:
- a. Ensure all operations of the Committee and Awards occur in accordance with this Policy.
 - b. **Promoting the award to undergraduate students**
 - c. Receiving all applications
 - d. Upon closing of applications, reviewing all applications to the Award; and
 - e. Providing a list of no fewer than ~~ten (10)~~ **five (5)** and no greater than twenty-five (25) applications to be reviewed by the Committee
 - i) Prior to being sent to the Committee, **the short-list of application shall be sent to the Dean of Engineering, or designate, for review.** ~~is subject to review the applicants.~~ They may exclude applicants, at their discretion, for;
 - i) Prior academic or non-academic offenses
 - ii) The applicant's academic standing in past academic terms
4. The responsibilities of the Committee are as follows:
- a. The Committee shall meet once per academic term, ~~during the second month of the term,~~ to review applications to the Student Award
 - b. In Fall terms, this meeting shall also be used to review applications to the New Student Award
 - c. Upon reviewing the applications to the Award, the Committee shall determine the recipient with a four fifths (4/5) vote. **In the case of the off-term President they may vote by e-mail ballot before the meeting.**
 - d. The Committee shall ensure that the name and student ID of the winner(s) are provided to Student Awards & Financial Aid as soon as the recipient(s) is finalized. They will also confirm which account number the award is to be charged to.

D. Eligibility

1. Student Award Eligibility

- a. Any full-time on-term undergraduate student of the Faculty of Engineering at the University of Waterloo, including those in the Architecture program, shall be eligible, with the following exceptions
 - i) Committee members shall not be eligible for the duration of their time on the Committee
 - ii) Executive Officers of the University of Waterloo Engineering Society shall not be eligible while they are in office
 - iii) Students that have previously won the Student Award shall not be eligible (note: a student that has won the New Student Award is still eligible)
- b. The student must have had an average of at least sixty percent (60%) in their most recent academic term.

2. New Student Award Eligibility

- a. Any student who is in their first academic term in the Faculty of Engineering at the University of Waterloo, including those in the Architecture program, during the Fall Term of nominations shall be eligible

E. Award Structure

1. The Student Award and the New Student Award shall both be advertised year round through the Society and Student Awards & Financial Aid websites
 - a. Any changes to the structure or requirements of the award, as outlined in this policy, must be communicated to said office
2. Student Award
 - a. During the first ~~two~~ weeks of each academic term, ~~an email shall be sent to all on term~~ the award shall be advertised by the committee members to all undergraduate engineering students informing them that applications for the Student Award are being accepted.
 - b. Applications shall be sent to each of the At Large Student Members or collected in the Society office during this period for their review
 - c. Applications shall remain open until the 15th day of the second month of each academic term
 - d. Individuals may apply on behalf of themselves, or nominate others
 - e. Only the material provided in the Award application shall be considered in the Committee's decision
 - f. The recipient of the Student Award shall be announced at a Society meeting during the term it is awarded.
 - g. The recipient of the Student Award shall be recognized by the Chair, or designate, at the Engineering Awards Dinner following when it is awarded.
 - h. During the Fall term the New Student Award shall be conducted in the same manner.
3. New Student Award
 - a. ~~During the first week of each fall term, an email shall be sent to all first year undergraduate engineering students informing them that applications for the New Student Award are being accepted.~~
 - i) This may be included in the email for the Student Award
 - b. ~~Applications shall be sent to each of the At Large Student Members during this period for their review~~
 - c. ~~Applications shall remain open until the 15th day of October~~
 - d. ~~Individuals may apply on behalf of themselves, or nominate others~~
 - e. ~~Only the material provided in the Award application shall be considered in the Committee's decision~~
 - f. ~~The recipient of the New Student Award shall be announced by the Chair, or designate, at the Engineering Awards Dinner the term it is awarded.~~

F. Application Submissions

1. The Student Award Application Submissions must contain, ~~but are not limited to containing~~, the following;
 - a. A current resume
 - b. Program, and expected year of graduation
 - c. A detailed description of all leadership roles undertaken in the past one (1) year while attending the University of Waterloo, and how the applicant has been active in said roles including the responsibilities of the individual in this position, time commitment taken, and the size of organization.
 - d. A detailed letter from the applicant explaining why their leadership roles have had an impact or importance to the University of Waterloo Faculty of Engineering, University of Waterloo, or Waterloo Community emphasising what lasting changes or improvements to the organizations the applicant was involved in.

- | | |
|--|--|
| | <p>2. The New Student Award Application Submissions must contain, but are not limited to containing, the following;</p> <ul style="list-style-type: none">a. A current resumeb. Program, and expected year of graduationc. A detailed description of all leadership roles undertaken in the past one (1) year during their high school education; and how the applicant has been active in said roles including the responsibilities of the individual in this position, time commitment taken, and the size of organization.d. A detailed letter from the applicant explaining why their leadership roles have had an impact or importance to their high school or local community emphasising what lasting changes or improvements to the organizations the applicant was involved in. |
|--|--|

Appendix I:

Motion:	01-UWES-JAGM-10
Title:	Oh Behave!
Mover:	Leila Meema-Coleman
Second:	
Spirit:	To empower the speaker to conduct council meetings in a productive manner, and set expectations for behaviour of class representatives.
Whereas:	Some class representatives' actions during EngSoc Council meetings are counterproductive to the functioning of the meeting, and the speaker is not explicitly able to rectify this issue
BIRT:	<p>Policy Manual Section II: Other Policies Sub-Section O-5: Class Representative Responsibilities be amended to read:</p> <p>O-5: Class Representative Responsibilities</p> <p>A. GA Class Representative shall have the following responsibilities:</p> <ol style="list-style-type: none"> 1. Attend each Council meeting while On-Term, and find a replacement person to exercise the class' vote when no Class Representatives are able to attend;. Those in attendance at Council meetings shall not disrupt the proceedings of the meeting such that it is detrimental to the Council carrying out its business. <p>B. Communicate the activities of the Society to their Constituency through whichever means they deem appropriate;</p> <p>C. Represent the prevalent opinion of their Constituency during Council meetings, and voice that opinion when appropriate;</p> <p>D. Other responsibilities as negotiated with their Constituency and the Executive Officers.</p>

Appendix J:

Motion	01-UWES-JAGM-11
Title	What we did this year
Mover	Leila Meema-Coleman
Second	
Spirit	To ratify all changes to the governing documents since Joint Council 2014.
WHEREAS:	Numerous changes to the Bylaws and Policy Manual were passed my council in the previous year.
AND WHEREAS:	It is best practice to have changes ratified by general members.
BIRT:	<p>The following motions be ratified:</p> <ol style="list-style-type: none"> 1. One team, one vote! 2. People Travel for Coop 3. Diversity Policy 4. ECIF Moving to Board