

# **UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'**

## **MEETING #1 – Winter 2014**

**Date:** January 15, 2014

**Location:** Carl Pollock Hall 3607

[D] = Decision (Will require a vote)

[I] = Information (No vote required)

### **1.0 Welcome/Call to Order**

### **2.0 [D] Approval of Minutes**

### **3.0 [D] Approval of Engenda**

### **4.0 Business Arising from the Minutes**

#### **4.1 [D] Leadership Awards Committee Members – Appendix A**

David Birnbaum ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))

#### **4.2 [D] Governance Review Committee Members – Appendix B & C**

David Birnbaum ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))

#### **4.3 [D] Amortization Motion – Appendix D**

David Birnbaum ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))

#### **4.4 [D] Signing Authority Motion – Appendix E**

David Birnbaum ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))

### **5.0 New Business**

#### **5.1 [I] VP Communications and Administration – Appendix F**

David Birnbaum ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))

#### **5.2 [I] P&P Nominations Round 1**

David Birnbaum ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))

#### **5.3 [D] Budget**

Kevin McNamara ([vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca))

### **6.0 Executive Reports**

#### **6.1 [I] President – David Birnbaum ([president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca))**

#### **6.2 [I] VP External – Leila Meema-Coleman ([vpexternal.a@engsoc.uwaterloo.ca](mailto:vpexternal.a@engsoc.uwaterloo.ca))**

#### **6.3 [I] VP Education – Drew Dutton ([vpeducation.a@engsoc.uwaterloo.ca](mailto:vpeducation.a@engsoc.uwaterloo.ca))**

#### **6.4 [I] VP Internal – Brendan O'Hanlon ([vpinternal.a@engsoc.uwaterloo.ca](mailto:vpinternal.a@engsoc.uwaterloo.ca))**

#### **6.5 [I] VP Finance – Kevin McNamara ([vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca))**

### **7.0 Affiliate Reports**

#### **7.1 [I] WEEF – Ben Pratt ([weef@uwaterloo.ca](mailto:weef@uwaterloo.ca))**

#### **7.2 [I] Senate – Allyson Francis ([allyson.francis@uwaterloo.ca](mailto:allyson.francis@uwaterloo.ca))**

#### **7.3 [I] Iron Warrior – Spenser Good ([theironwarrior@gmail.com](mailto:theironwarrior@gmail.com))**

#### **7.4 [I] Feds Councillors –David Birnbaum ([djbirnba@uwaterloo.ca](mailto:djbirnba@uwaterloo.ca))**

#### **7.5 [I] EngFoc – David B, Santiago G, Annamaria R, Jacob T([engfoc@uwaterloo.ca](mailto:engfoc@uwaterloo.ca))**

#### **7.6 [I] Graduation Committee – Johanna B., Kayla S. ([gradcomm2014@gmail.com](mailto:gradcomm2014@gmail.com))**

### **8.0 Dean Sullivan (5:30pm)**

### **9.0 Announcements**

### **10.0 Varia**

#### **10.1 How many days 4th years?**

### **11.0 Adjournment of Meeting**

## Appendix A:

Motion	
Title:	Fill those seats (awards)!
Mover:	President A
Seconder:	VP Finance A
Spirit:	To fill the seats of the Leadership Award Committee
Whereas:	There are two at large seats for the leadership award committee
BIFRT:	The two students at large be: 1) _____ 2) _____

## Appendix B:

Motion	
Title:	Fill those seats (GRC)!
Mover:	President A
Seconder:	President B
Spirit:	To fill the A-Society seats of the Governance Review Committee
Whereas:	Last term, the B-Society adopted the attached motion (Appendix C)
And Whereas:	A-Society must now fill its two at-large seats
BIFRT:	The two students at large for Society A be: 1) _____ 2) _____

## Appendix C:

Motion	
Title:	Let's look into this
Mover:	President A
Seconder:	VP Finance B
Spirit:	To investigate changes
Whereas:	Coming from the audit, it is in the best interest of the Society to have some form of Board of Directors
And Whereas:	Both the Engineering Society A and the incoming Engineering Society B Presidents believe that General Meetings and Incorporation should be investigated as options for the Engineering Society
And Whereas:	It is best practice to have a committee of students investigate this, rather than simply the two of them
BIRT:	A Governance Review Committee be formed to investigate the potential benefits and disadvantages of General Meetings, a Board of Directors, incorporation and other similar governance items pertaining to the Society
BIFRT:	The committee consist of the two Engineering Society Presidents, two students at large from Society A (to be elected at the first Council Meeting in the Winter 2014 term) and two students at large from Society B
BIFRT:	The committee have a term from January 2014 to July 2014
BIFRT:	The committee members must be able to serve on the committee for its entirety
BIFRT:	The committee is tasked with consulting the executive, council, students at large and other similar student groups in their deliberation
BIFRT:	The committee shall provide updates to council a minimum of every other council meeting during their tenure
BIFRT:	The committee shall present its recommendations at Joint Council 2014
BIFRT:	The two students at large for Society B be: 1) Clarisse Schneider 2) Brian Howe

## Appendix D:

Motion	
Title:	That chair lasts for more than a year!
Mover:	President B
Seconder:	President A
Spirit:	To listen to the auditors
Whereas:	The Engineering Society recently participated in an audit, which came back with a recommendation
And Whereas:	Capital purchases have a life of more than one year
And Whereas:	Our policies need to reflect the cost of capital purchases being split over the years of its life
BIRT:	<p>Policy F-5 be edited to reflect the following changes:</p> <p><b>Capital Expenditure Policy</b></p> <p>1. Procedure</p> <ul style="list-style-type: none"><li>a) The executives of both Societies must approve all capital expenditures.</li><li>b) All costs of capital expenditures shall be split between the Societies.</li><li>c) The costs of Joint Council will be deemed as a capital expenditure, and shall be split between the societies</li></ul> <p><u>2. Amortization</u></p> <ul style="list-style-type: none"><li><u>a) Any purchase valued at one thousand dollars (\$1000), or more, shall be amortized over a period of three (3) years, including the year of purchase.</u></li></ul>

## Appendix E:

Motion	
Title:	Embezzlement is not good!
Mover:	President A
Seconder:	President B
Spirit:	To listen to the auditors
Whereas:	The Engineering Society recently participated in an audit, which came back with a recommendation
And Whereas:	It is bad practice to have the person that writes cheques also sign them
BIRT:	<p>Policy F-1 be edited to reflect the following changes:</p> <p><b>Signing Authority</b></p> <p><del>2-3.</del> Signing Authority</p> <p>a) The executive officers' signatures required to disperse the income collected from student fees shall be a Vice President, other than the Vice President, Finance and the President.</p>

## Appendix F:

Motion	
Title:	Let there be six!
Mover:	President A
Seconder:	President B
Spirit:	To add the VP Communications and Administration as an executive in the Bylaws
Whereas:	Currently, all official communications of the Society are handled by an appointed commissioner role
And Whereas:	The communications portfolio is growing very quickly, with the recent addition of faculty and department mailing lists, LCD screens, and more coming
And Whereas:	A higher degree of accountability is ideal for someone with access to communicate directly to all 6000 of our members
And Whereas:	Currently in our Bylaws, the VP Internal is responsible for the administration of the Society
And Whereas:	The joint executive believe it is in the best interest of the Society to create a new VP position to take on this large communications portfolio, in addition to the administration roles of the Society
BIRT:	<p>Bylaw V section B be edited to reflect the following changes</p> <p><b>Executive Officers</b></p> <p><u>3-4.</u> There shall be <u>five-six</u> executive officers of the Society: the President; the Vice President, Education; <u>the Vice President, Communications &amp; Administration;</u> the Vice President, External; the Vice President, Finance; and the Vice President, Internal.</p> <p><u>4-5.</u> The President shall:</p> <ul style="list-style-type: none"> <li>a) Be the official representative of the Society;</li> <li>b) Be the official guardian of the Society's mascot;</li> <li>c) Be responsible for the administration and actions of the Society.</li> </ul> <p><u>5-6.</u> The Vice President, Education shall:</p> <ul style="list-style-type: none"> <li>a) Be responsible for representing the academic, educational, professional development and cooperative education interests of undergraduate engineering students;</li> <li>b) Work toward increasing the quality of education for undergraduate engineering students at the University of Waterloo.</li> </ul> <p><u>7. The Vice President, Communications &amp; Administration shall:</u></p> <ul style="list-style-type: none"> <li><u>a) Keep a copy of the Constitution, Bylaws and Policy Manual as amended and be responsible for the publication of revisions;</u></li> <li><u>b) Be responsible for the recording, filing and distributing of the minutes of all meetings of Council;</u></li> <li><u>c) Be responsible for managing all official communications of the Society</u></li> </ul>

	<p><del>6-8.</del> The Vice President, External shall:</p> <ul style="list-style-type: none"> <li>a) Be the official liaison of the Society to organizations external to the university.</li> </ul> <p><del>7-9.</del> The Vice President, Finance Shall:</p> <ul style="list-style-type: none"> <li>a) Administer all finances of the Society under the direction of Council;</li> <li>b) Be responsible for keeping accurate and complete records of all financial transactions of the Society;</li> <li>c) Prepare and submit a budget for Council's approval within the first month of each academic term.</li> </ul> <p><del>8-10.</del> The Vice President, Internal shall:</p> <ul style="list-style-type: none"> <li><del>a) Keep a copy of the Constitution, Bylaws and Policy Manual as amended and be responsible for the publication of revisions;</del></li> <li><del>b) Be responsible for the recording, filing and distributing of the minutes of all meetings of Council;</del></li> <li><del>c) a)</del> Be responsible for managing events <del>and internal affairs</del> of the Society.</li> </ul>
BIFRT:	<p>Bylaw V Section C be amended to reflect the following changes:</p> <p><b><u>Section B: Qualifications</u></b></p> <ol style="list-style-type: none"> <li>1. An executive officer must be an on-term member of the Society.</li> <li>2. To be eligible to run for an executive officer position a person must either: <ul style="list-style-type: none"> <li>a) Have been successfully promoted from their previous academic term and not be on academic probation; or</li> <li>b) Have attained at least a 65% term average in their previous academic term.</li> </ul> </li> <li>3. To be eligible to run for an executive officer position a person must be a member who, according to their academic program scheduling, intends to be an on-term member for either: <ul style="list-style-type: none"> <li>a) the following two on-terms of the Society; or</li> <li>b) one of the following two on-terms of the Society, provided that: <ol style="list-style-type: none"> <li>i) the student is running for the position of <u>Vice President, Communications &amp; Administration</u>; Vice President, External; Vice President, Finance; or Vice President, Internal;</li> <li>ii) the student has a running mate who also qualifies under this Bylaw, and who, according to their academic program scheduling, intends to be an on-term member for the other on-term;</li> </ol> </li> </ul> </li> </ol>

	<p>iii) at least one of the students in the pair is scheduled to be off-term during one of the next two on-terms of the Society; and</p> <p>iv) both the student and the running mate intend to be full-time, registered undergraduate engineering students and members of the Society for the following four consecutive terms.</p> <p>4. To be eligible for an executive officer position a person must have attained at least the following academic term for their first term of office:</p> <p>a) President – 3A;</p> <p>b) Vice President, Education and Vice President, External – 2B;</p> <p>c) Vice President, Finance; <u>Vice President, Communications &amp; Administration</u>; and Vice President, Internal – 2A.</p>
BIFRT:	The Society run an election for the VP Communications & Administration in conjunction with the other VP Positions this Winter 2014 term.