

UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'

Meeting #4 – Spring 2015

Date: June 24, 2015

[D] = Decision (Will require a vote)

Location: CPH 3607

[I] = Information (No vote required)

1.0 Call to Order

2.0 [D] Approval of Agenda

3.0 [D] Approval of Minutes

4.0 Business Arising from the Minutes

4.1 [I] ERC Committee Update

4.2 [I] Actuals Update for Mid-Term

5.0 New Business

5.1 [D] Financial Practices Policy Updates – Appendix A

6.0 [I] Executive Reports

6.1 [I] President – Leila Meema-Coleman (president.a@engsoc.uwaterloo.ca)

6.2 [I] VP External – Heather Smith (vpexternal.a@engsoc.uwaterloo.ca)

6.3 [I] VP Education – Joshua Kalpin (vpeducation.a@engsoc.uwaterloo.ca)

6.4 [I] VP Finance – Kevin McNamara (vpfinance.a@engsoc.uwaterloo.ca)

6.5 [I] VP Internal – Adelle Vickery (vpinternal.a@engsoc.uwaterloo.ca)

7.0 [I] Director Reports

7.1 [I] WEEF – David Birnbaum (weef@uwaterloo.ca)

7.2 [I] Senate – Pallavi Hukerikar (pallavi.hukerikar@uwaterloo.ca)

7.3 [I] Feds Councillors – Julian Wang (j486wang@uwaterloo.ca)

7.4 [I] EngFoc – Matt V.G., Ben M., Nicola M., Hannah G. (engfoc@uwaterloo.ca)

8.0 Varia

8.1 How many days 'til IRS?

9.0 Adjournment

Appendix A

Title	Practice Makes Perfect
Mover	Executive
Second	
Spirit	To officially include mandatory financial practices as responsibilities of the Executive.
WHEREAS:	The Engineering Society is currently being audited on a yearly basis.
AND WHEREAS:	As a Society we must strive to comply with all recommendations from the audit year to year.
AND WHEREAS:	Important procedural processes recommended by the auditor should be reflected in our governing documents.
BIRT:	<p>Bylaw 1: Constitution, Chapter III: General Meetings have the following section added:</p> <p>Section I: Minutes</p> <ol style="list-style-type: none"> 1. All minutes of General Meetings shall be published and shall be kept in accordance with the Bylaws and Policies. 2. Copies of all Council meeting minutes shall be circulated to undergraduate members with the agenda for the upcoming General meeting, and presented at the meeting 3. A copy of the minutes from all General Meetings shall be signed by the President and filed in the Society office.
BIRT:	<p>Bylaw 1: Constitution, Chapter V: Board of Directors, Section H: Minutes shall be amended to read:</p> <p>Section H: Minutes</p> <ol style="list-style-type: none"> 1. All public minutes of meetings of the Board of Directors shall be published. 2. Copies of all Board meeting minutes shall be circulated to all Board members with the agenda for the upcoming Board meeting, and presented at the meeting. 3. Unless otherwise determined by the Board of Directors, the On-Term President shall record all minutes. 4. A copy of the minutes from all Board of Directors shall be signed by the President and filed in the Society office.
BIFRT:	<p>Bylaw 1: Constitution, Chapter VI: Council, Section H: Minutes shall be amended to read:</p> <p>Section I: Minutes</p> <ol style="list-style-type: none"> 1. All minutes of meetings of Council shall be published and shall be kept in accordance with the Bylaws and Policies. 2. Copies of all Council meeting minutes shall be circulated to all Council members with the agenda for the upcoming Council meeting, and presented at the meeting. 3. A copy of the minutes from all Board of Directors shall be signed by the

	President and filed in the Society office.
BIFRT:	<p>Bylaw 3: Finances, Chapter I: General, Section A: General shall be amended to read:</p> <p>Section A: General</p> <ol style="list-style-type: none"> 1. In any situations where this Bylaw contradicts Bylaw 1, Bylaw 1 shall have precedence. 2. The Society shall operate as a non-profit organization as defined by the Government of Ontario. 3. All funds of the Society shall be invested in the Society and its members. 4. The funds of the Society shall be administered by the On-Term Vice President Finance and the Business Manager under the direction of Council and the Board of Directors. 5. The Vice-President Finance shall present the current actuals for all accounts managed the Board at every regular meeting of the Board. 6. The On-Term Vice President Finance must present the books of the Society within two weeks on the demand of any Member. 7. Two signatures shall be required on any financial document.
BIFRT:	<p>Bylaw 3: Finances, Chapter II: Student Fee Budget shall be amended to read:</p> <p>Section A: General</p> <ol style="list-style-type: none"> 1. Each Academic Term the Society must operate with a budget outlining where the funds from the Engineering Society Fee for the Academic Term will be allocated. 2. A budget must be prepared for and submitted for Council's approval in the first month of each Academic Term. 3. The budget must be ratified by Council. 4. Any amendment to the budget must also be approved by Council. 5. The Vice-President Finance shall present the actuals from the previous term at the first Council Meeting. 6. The Vice-President Finance shall present the current term actuals at the third or fourth Council Meeting of the term.
BIFRT:	<p>Bylaw 3: Finances, Chapter III: Accounts shall be amended to read:</p> <p>Section A: Council Accounts</p> <ol style="list-style-type: none"> 1. A-Society and B-Society shall each keep a separate bank account. The main source of funds for each of these accounts shall be the Engineering Society Fee collected each Academic Term. <ol style="list-style-type: none"> a. These accounts shall operate in accordance to the Bylaws and Policies, under the direction of Council. b. The Executive Officers signatures required to disperse the

income collected from student fees shall be the President and either the Vice President Education, Vice President Internal or Vice President External.

2. The Vice-President Finance shall be responsible for keeping a record of historical signing authority for all Council Accounts.

Section B: Other Accounts

1. All Other Accounts shall operate under the direction of the Board of Directors.
2. Two Executive Officers signatures shall be required to disperse funds from the Other Accounts.
3. The authorized signatures for the Other Accounts shall be the Presidents and Vice Presidents Finance.
4. The Vice-President Finance shall be responsible for keeping a record of historical signing authority for all Other Accounts.