

Motion RE: Approval of Clubs Bylaws

Whereas, the E.U.S. has the capabilities to support a clubs structure, and as such has established the position of the Vice President Clubs & Administration to represent this priority.

Whereas, clubs are different from committees of the E.U.S., such that clubs do not directly support the purpose of the E.U.S..

Whereas, the E.U.S. has begun supporting Engineering Undergraduate Clubs by allowing them to form and operate at McGill using resources of the E.U.S..

Whereas, a formalized clubs structure, which includes design teams, can encourage the formation of, and better management of existing, clubs.

Whereas, there is a space being renovated for clubs to use.

Whereas, the E.U.S. holds various resources (e.g. financial, insurance, space) that will be beneficial to clubs, which need formalized bylaws to govern the distribution and eligibility of such resources.

Whereas, the E.U.S. will continue to have similar relations with design teams, with the VP Clubs & Administration becoming the main liaison for design teams.

Whereas, the E.U.S. has committees, some of which have been operating above and beyond the scope outlined for them in the committee's respective bylaws. This includes Promoting Opportunities for Women in Engineering (POWE), Reboot, and Queer Engineer (QE).

Whereas, POWE, Reboot, and QE should be independent clubs not overseen directly by the E.U.S..

Whereas, clubs deserve a say in the happenings of E.U.S. Council since they cater to a large proportion of the members of the E.U.S..

Be it resolved that, the following bylaws be adopted by E.U.S. Council to take effect immediately.

Bylaws in brief:

- Defining clubs (and design teams)
- Allocating resources to clubs (space, insurance, bank accounts)
- Defining Clubs Council; its mandate and operations
- Adding two Clubs Rep positions to E.U.S. Council

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ENGINEERING UNDERGRADUATE SOCIETY OF MCGILL UNIVERSITY

CLUBS & DESIGN TEAM BYLAWS

Originally adopted April 2012

Amended March 2015

1. DEFINITIONS

- 1.1. An External Engineering Club is defined as a group, composed of mainly Engineering Undergraduate students at McGill, which directly or indirectly benefit members of the Engineering Undergraduate Society (“E.U.S.”) through organized activities.
- 1.2. An External Engineering Club that has been approved by the Executive Committee of the E.U.S., as per article 2, can be grouped into one (1) of two (2) categories:
 - 1.2.1. **Engineering Undergraduate Society Club (“E.U.S. Club”);**
 - 1.2.2. **Engineering Undergraduate Society Design Team (“Design Team”)**
- 1.3. An External Engineering Club may seek official status as an E.U.S. Club or Design Team as per article 2, which requires approval from the Executive Committee of the E.U.S.
- 1.4. The Clubs Council is a committee of the E.U.S. whose function and membership are defined in articles 4 and 5, respectively.
- 1.5. These bylaws govern the Engineering Undergraduate Society Clubs and Engineering Undergraduate Society Design Teams (herein both are referred to as “Clubs” unless otherwise specified), the Clubs Council, and the Clubs Representatives.

2. REQUIREMENTS FOR OFFICIAL STATUS

- 2.1. For an External Engineering Club to be officially recognized as an E.U.S. Club, the following must be submitted to the Executive Committee of the E.U.S. for approval:
 - 2.1.1. Current Constitution of the group, which must include the following:
 - 2.1.1.1. The mission (specific programming) of the Club;
 - 2.1.1.2. The vision (reason for existence) of the Club;
 - 2.1.1.3. The structure of the executive team of the club, should it be collective or hierarchal;
 - 2.1.1.4. The roles of the executive team of the group;
 - 2.1.1.5. Two liaisons: President + V.P. Finance liaison (primary + financial);
 - 2.1.1.6. Process for selecting the new executive team for the group;
 - 2.1.1.7. Process for amending the Constitution.
 - 2.1.1.8. Acknowledgement of Section 8.8 of these bylaws.
 - 2.1.2. The Constitution may not supersede the Constitution of the E.U.S.;

- 2.1.3. List of the executive team of the group, including detail on what Faculty each is enrolled in at McGill;
 - 2.1.3.1. The executive team must have no less than 2/3 of members consisting of members of the E.U.S.
- 2.1.4. Explanation of the relevance of the group to the members of the E.U.S.;
- 2.1.5. Name of primary liaison, who will communicate directly with the Vice President Clubs and Administration of the E.U.S.;
- 2.1.6. Name of primary financial liaison, who will communicate directly with the Vice President Finance of the E.U.S.;
- 2.1.7. Tentative budget for the year;
 - 2.1.7.1. The tentative budget must include expected revenue streams and expenditures;
- 2.1.8. Tentative schedule of events for the year;
- 2.1.9. A list of all members of the group, with student identification numbers.
- 2.2. For an External Engineering Club to be officially recognized as a Design Team, the team must meet the criteria of the Design Team Funding Committee bylaws and undergo the approval process contained therein.
- 2.3. The names of all External Engineering Clubs must adhere to the Memorandum of Agreement between McGill University and the E.U.S.
- 2.4. An E.U.S. Club or Design Team may be approved notwithstanding all points under articles 2.1 and 2.2, respectively, at the discretion of the Executive Committee of the E.U.S.

3. PURPOSE AUDIT

3.1. E.U.S. Clubs

- 3.1.1. Each E.U.S. Club must undergo an annual Purpose Audit, coordinated by the Vice President Clubs and Administration of the E.U.S. (“V.P. Clubs & Administration”).
- 3.1.2. The intent of the Purpose Audit is to evaluate the relevance of the E.U.S. Club to the members of the E.U.S.
- 3.1.3. The V.P. Clubs & Administration will set a deadline each Winter semester for all E.U.S. Clubs to submit the following:
 - 3.1.3.1. An explanation of the relevance of the E.U.S. Club to the members of the E.U.S.;
 - 3.1.3.2. A list of all members of the E.U.S. Club, including student identification numbers.
 - 3.1.3.3. A list of all events, with brief explanations, that were run that year.
 - 3.1.3.4. The V.P. Clubs & Administration shall review the documentation and activities of all E.U.S. Clubs to evaluate their ongoing status as an E.U.S. Club.

- 3.1.3.4.1. E.U.S. Clubs not deemed satisfactory by the V.P. Clubs & Administration shall be deferred to the Executive Committee for re-evaluation of their club status.
- 3.1.3.4.2. The Executive Committee may vote to remove an E.U.S. Club's status from the club.
- 3.1.3.4.3. E.U.S. Clubs who have lost their club status shall be allowed to appeal the decision to the E.U.S. Council, provided that this appeal occurs before the end of the following academic year. A simple majority of the EUS Council will be needed to overrule the Executive Committee's decision.
- 3.1.3.4.4. The V.P. Clubs & Administration shall co-ordinate requests for additional information and appeals between the clubs and Executive Committee.
- 3.1.3.4.5. A E.U.S. Club may appeal the decision of the Executive Committee twice.
- 3.1.3.4.6. A E.U.S. Club denied status may apply again the following semester.

3.2. E.U.S. Design Teams

- 3.2.1.E.U.S. Design Teams are re-evaluated on an annual basis as per the Design Team Funding Committee Bylaws.

4. FUNCTION OF CLUBS COUNCIL

- 4.1. The purpose of the Clubs Council is:
 - 4.1.1.To provide a forum for communication between all Clubs;
 - 4.1.2.To provide a forum for consistent feedback to the E.U.S. from all Clubs;
 - 4.1.3.To enable the E.U.S. to relay information to all Clubs;
 - 4.1.4.To ensure all Clubs are fairly and appropriately represented both within E.U.S. and at E.U.S. Council through the Vice President Clubs and Administration of the E.U.S.
- 4.2. The Chair of the Clubs Council shall be the V.P. Clubs & Administration.
- 4.3. The Clubs Council shall convene at least once a semester.
 - 4.3.1.Additional meetings may be called at the Chair's discretion.

5. MEMBERSHIP OF CLUBS COUNCIL

- 5.1. The Clubs Council shall consist of the following members:
 - 5.1.1.The V.P. Clubs and Administration of the E.U.S.
 - 5.1.2.One President from each E.U.S. Club
 - 5.1.2.1. Should an E.U.S. Club have co-presidents, the co-presidents should attend the Council meeting. However, the E.U.S. Club will only receive one vote between the co-presidents.

5.1.2.2. Should a President of an E.U.S. Club not be in attendance, an attempt should be made to send a proxy in his or her place.

5.1.2.3. Each President may elect to appoint a member of the President's E.U.S. Club to represent the E.U.S. Club at Clubs Council.

5.1.3. One Captain from each recognized Design Team.

5.1.3.1. Should a Design Team have co-captains, the co-captains should attend the Clubs Council meeting. However, the Design Team will only receive one vote between the co-captains.

5.1.3.2. Should a Captain of a Design Team not be in attendance, an attempt should be made to send a proxy in his or her place.

5.1.3.3. Each Captain may elect to appoint a member of the Captain's Design Team to represent the Design Team at Clubs Council.

6. ROLE OF THE CLUBS REPRESENTATIVES

6.1. The Clubs Representatives shall represent the views of all Clubs and Design Teams of the Clubs Council at E.U.S. Council by making reports when required.

6.2. The Clubs Representatives shall be voting members of E.U.S. Council and are encouraged to attend meetings of the E.U.S. Council regularly.

7. SELECTION OF THE CLUBS REPRESENTATIVES

7.1. The Clubs Representatives shall be chosen from the membership of Clubs Council by official process as determined by the Chair of the Clubs Council.

7.1.1. The Clubs Representatives may not be selected from any current members of the E.U.S. Council.

7.2. There shall be two Clubs Representatives selected.

7.2.1. One representative will be selected from among the E.U.S. Clubs.

7.2.2. One representative will be selected from among the Design Teams.

8. FINANCES

8.1. Each E.U.S. Club or Design Team may Operate their finances within the E.U.S..

8.2. E.U.S. Clubs and Design Teams may use one General Ledger account each, but may have several sub-ledger accounts at the discretion of the VP Finance.

8.3. E.U.S. Clubs and Design Teams shall be entitled to retain their end-of-year surplus with the E.U.S. in the form of a liability.

8.4. E.U.S. Clubs and Design Teams may not request a payment greater in value than the sum of their revenue and accrued liability less expenses.

8.4.1. An exception may be made to 8.4 at the discretion of the V.P. Finance in good faith that the necessary additional revenue is expected.

- 8.4.2. Payments made from E.U.S. Clubs and Design Team accounts shall be otherwise subject to the standard oversight of the E.U.S..
- 8.5. Each E.U.S. Club and Design Team is responsible for managing its own finances.
- 8.5.1. There shall be one or more members from each E.U.S. Club and Design Team who is responsible for liaising with the Vice President Finance of the E.U.S. (“V.P. Finance”) to monitor transactions.
- 8.6. E.U.S. Clubs and Design Teams may use E.U.S. services at Internal Pricing. E.U.S. Clubs and Design Teams may also use other E.U.S. financial services (float requests, petty cash requests, deposits, etc.).
- 8.7. E.U.S. Clubs and Design Teams may hold external bank accounts.
- 8.8. Upon the termination of an E.U.S. Club’s status as per Article 3.1.3.4, any monies retained by the E.U.S. through the club’s liability account shall be retained in that account until the end of the following academic year, after which point it will be absorbed into a Clubs Fund to be distributed to the remaining E.U.S. Clubs in the following academic year.
- 8.8.1. If an E.U.S. Club regains club status before the end of the following academic year, it shall retain the balance in its liability account.
- 8.8.2. If an E.U.S. Club which has lost Club’s status is associated with an external organization, a cheque may be made out to that organization at the request of a member of the organization, at the discretion of the E.U.S. VP Finance.
- 8.8.3. The remaining balance of an E.U.S. Club which has lost its status cannot be paid out to an individual, except to reimburse for expenses as per standard E.U.S. cheque requisition procedures.
- 8.9. If the Design Team Funding Committee decides that a design team no longer meets the necessary criteria to be an E.U.S. Design Team, any monies retained by the E.U.S. through the design team’s liability account shall be retained in that account until the end of the following academic year, after which point it will be absorbed into the Design Team Fund to be distributed to the remaining E.U.S. Design Teams in the following academic year.
- 8.9.1. If a design team regains E.U.S. Design Team status before the end of the following academic year, it shall retain the balance in its liability account.
- 8.9.2. If a design team which has lost E.U.S. Design Team status is associated with an external organization, a cheque should be made out to that organization at the request of a member of the organization, at the discretion of the E.U.S. VP Finance.
- 8.9.3. The remaining balance of a design team which has lost its status cannot be paid out to an individual, except to reimburse for expenses as per standard E.U.S. cheque requisition procedures.

9. INSURANCE

- 9.1. Each Club is covered by the insurance policy of the E.U.S.

9.1.1. It is the responsibility of each Club to be informed of the insurance policy under which they are covered.

9.2. Each Club shall hold harmless the E.U.S., its officers, employees and agents of and from any and all suits, claims or demands, and reasonable costs and expenses that may arise by reason of the operation of activities of Clubs, or any act. And vice-versa.

10. SPACE

10.1. The E.U.S. has the following spaces available for Clubs to reserve and use, as per their respective policies should they exist:

10.1.1. Clubs Office, if and when it is made available;

10.1.1.1. This space includes assigned cabinet space for Clubs, if and when made available, which Clubs may request through the V.P. Clubs & Administration;

10.1.2. Clubs Lounge, if and when made available;

10.1.3. Lockers;

10.1.3.1. This includes the large lockers in the Clubs Lounge, if and when made available, as well as the personal lockers distributed across campus;

10.1.4. Common Room;

10.1.4.1. This space includes the Lounge, Study Room, and Social Room;

10.1.5. Committee Room;

10.1.6. Additional Resources;

10.1.6.1. A/V cart;

10.1.6.2. Projector.

10.2. It is the responsibility of the V.P. Clubs & Administration to publicize availability of these resources, and additional resources should they be made available, to all Clubs.

10.3. The Executive Committee reserves the right to allocate space usage outside of normal constraints.

11. TECHNOLOGY

11.1. Clubs may formally request through the V.P. Clubs & Administration the following technological services:

11.1.1. One or more subdomains on the mcgilleus.ca domain for the creation of and/or management of an existing website (via forwarding or rerouting);

11.1.2. One or more websites to be hosted on the servers of the E.U.S.;

11.1.3. Email accounts created on the @mcgilleus.ca domain;

11.1.4. Support from a Communications or Information Technology committee under the E.U.S.

11.2. All Clubs must respect the deadlines set by the V.P. Clubs & Administration to make formal requests for any of the above technological support.

11.3. It is the responsibility of the V.P. Clubs & Administration to field and forward technological support requests to the appropriate committees.

11.4. It is the responsibility of the V.P. Clubs & Administration to publicize availability of these resources, and additional resources should they be made available, to all Clubs.

12. INTERPRETATION

12.1. These Bylaws shall be interpreted in a way consistent with the Constitution of the E.U.S.

13. AMENDMENTS

13.1. Amendments to any section of these bylaws must be ratified by a two-thirds majority of E.U.S. Council.