

# ENGINEERING UNDERGRADUATE SOCIETY OF MCGILL UNIVERSITY

## CREDIT CARD Policy Adopted 11/2016

### Article 1: Definitions

- 1.1 EUS: Engineering Undergraduate Society of McGill University
- 1.2 EUS Group: Any officially recognized club, committee, department or design team by the EUS.
- 1.3 VP Finance: Vice President Finance of the EUS
- 1.4 Signing Officers: As per the Financial Bylaws of the EUS, the signing officers are the VP Finance and the President of the EUS
- 1.5 Bookkeeper: Long term employee of the EUS who takes charge of the books, audits, and accounting.
- 1.6 Executives: The 8 (eight) executive members of the EUS

### Article 2: Purpose/Mission

- 2.1 This policy shall describe the official procedure to make a purchase with the EUS' credit card

### Article 3: Technicalities

- 3.1 Two credit cards shall be issued under the name of the VP Finance and the Bookkeeper of the EUS
  - 3.1.1 The Bookkeeper shall be a long term employee
  - 3.1.2 Shall the Bookkeeper leave, credit card expenses shall be halted
    - 3.1.2.1 The credit card shall be replaced, and reissued once a new bookkeeper is selected
- 3.2 The VP Finance shall cancel the credit card under his name at the end of his term
- 3.3 The credit card shall be backed by guaranteed investment certificates (GICs) acting as collateral

### Article 4: Usage

- 4.1 Expenses made by the executives shall be approved by a simple majority vote of the Executive Committee
  - 4.1.1 The presented expense shall include a description and a quote
  - 4.1.2 Furthermore, the presented expense shall include a properly filled cheque request
- 4.2 Expenses made by other EUS groups shall be approved by a simple majority vote of the Executive Committee
  - 4.2.1 The presented expenses shall be of a minimum of 1500\$

- 4.2.2 The expenses shall be presented to the executive committee at least fourteen (14) days before the purchase is made
- 4.2.3 The presented expenses shall include a description and a quote.
- 4.2.4 Furthermore, the presented expense shall include a properly filled cheque request
- 4.3 If expenses were made, the VP Finance shall present a summary to the bookkeeper on a weekly basis

## **Article 5: Amendments**

- 5.1 Amendments to these by-laws must be approved by a 2/3 majority by the Council of the Engineering Undergraduate Society.

## **Article 6: Interpretation**

- 6.1 In the case of a conflict between these by-laws and the Constitution of the EUS, the Constitution shall prevail.
- 6.2 In case of a conflict between these by-laws and the Financial Bylaws of the EUS, the Financial by-laws of the EUS shall prevail