



August Board of Directors Meeting

1. Adoption of the Agenda

2. Approval of Minutes

- a. July Board of Directors Meeting: July 12th 2012
- b. Officer Meeting: July 28th, 2012
- c. Finance Committee Meetings: August 15th, 17th, and 20th, 2012

3. Officer Reports

- a. President – Rishi Maharaj
- b. VP Finance – Pierre Harfouche
- c. VP Communications – Yerusha Nuh
- d. VP Academic – Matthew Lattavo
- e. VP External – Anton Klunko
- f. VP Student Life – Ishan Gupta

4. Motion by Ishan Gupta to affiliate new clubs with the Engineering Society

WHEREAS the club affiliation process was advertised to all students, especially affiliated clubs from the previous year; and

WHEREAS all the applications were reviewed by the President and VP Student Life to determine which clubs genuinely benefit the student body; and

WHEREAS all only new clubs require approval from the Board of Directors to receive official Engineering Club status;

BE IT RESOLVED that new student clubs (highlighted in yellow) be affiliated with the Engineering Society for the 2012-2013 year.

5. Motion by Pierre Harfouche regarding club funding

WHEREAS the Finance Committee has solicited club funding applications for the past month; and

WHEREAS clubs have been interviewed to discuss their plans and budgets for the upcoming year; and

WHEREAS the Finance Committee has met and deliberated the amounts; and

WHEREAS the Finance Committee is confident that the allocations made at this point will enable a second round of funding for clubs that have yet to apply;

BE IT RESOLVED that the Board allocate \$17,000 of the 2012-2013 operating budget for Affiliated Club Funding, as per the funding amounts attached.



6. Motion by Mauricio Curbelo to implement automatic recall of truant Directors

WHEREAS when Council acted as our Board of Directors, an “automatic recall” rule existed to remove truant Councilors; and

WHEREAS to date, we have not implemented a similar rule at the Board;

BE IT RESOLVED that a new section be added to Bylaw 1, Chapter 4 (Board of Directors) as follows:

4.12 Automatic Recall

4.12.1 A Board member shall be immediately recalled upon:

- a) Absence without regrets from two regular meetings of the Board of Directors, or
- b) Absence from three regular meetings of the Board of Directors, except those taking place during the Summer Months.

7. Motion by Mauricio Curbelo to adopt revised election-related bylaws

WHEREAS at the 2012 July Board of Directors meeting, the Board struck a committee to review Bylaw 3 (Elections); and

WHEREAS the committee has completed its work of reviewing election-related Bylaws to bring them up to date with the new Board structure and online voting;

BE IT RESOLVED that the Board adopts the revised Bylaw 1, Bylaw 3, and Bylaw 7 as attached.

8. Motion by Mauricio Curbelo to eliminate the Policy & Structure Committee

WHEREAS when Council acted as our Board of Directors, the Policy & Structure Committee served as a sub-group of individuals interested in debating and writing bylaw and policy edits; and

WHEREAS currently, the Board serves the same purpose; and

WHEREAS ad-hoc, open-membership committees can be created to deal with specific bylaw and policy reviews;

BE IT RESOLVED that Bylaw 1, Chapter 4 (Board of Directors), items 4.11.1 (c) and 4.11.4 are removed.

9. Adjournment



July Board of Directors Meeting

Call to order: 7:08 pm

1. Adoption of the Agenda

Moved by Shamail

Seconded by Kim

Amendment: That the agenda be amended to include a motion asking Donnie to resign from the Board based on the fact that he is available right now but is not present to attend the meeting

Moved by Rishi

Seconded by Anton

Mauricio: This needs unanimous support to pass.

Amendment defeated

Motion carried

2. Approval of Minutes

a. June Board of Directors Meeting: June 9th 2012

b. Officer Meeting: June 16th, 2012

c. Officer Meeting: June 30th, 2012

Moved by Shamail

Seconded by Kim

Motion carried

3. Officer Reports

a. President – Rishi Maharaj

b. VP Finance – Pierre Harfouche

c. VP Communications – Yerusha Nuh

d. VP Academic – Matthew Lattavo

e. VP External – Anton Klunko

f. VP Student Life – Ishan Gupta

Mauricio: Questions for the Officers on their updates?

Teresa: Question for Matt. How are the Faculty Standing Committees going?

Rishi: Would you like me to give highlights, or overall goals of what our plans are?

Teresa: Overall.

Rishi: For the equity committee, we want to split the committee since its coverage is very broad. We want to have a dedicated committee for specific issues. For Undergraduate Curriculum Committee, Vice Dean will be bringing in a number of changes. New graduate attributes process is being worked on as



well. We should be getting a report that will be issued. For Scholarships and Awards: there isn't much to do so there isn't a specific goal.

Praneet: We should continue to move away from assessed marks and toward deferred exams. People cheat the system with assessed marks.

Teresa: I'd like to see more follow-up on the Divisional Space Project as well.

Mauricio: No one outside these committees and a couple of us here at the Board have any idea what's going on with any of these committees. I think it's best that you email Matt specific questions and cc the Board.

4. Officer Presentations

a. VP Student Life – Ishan Gupta

Ishan: Copy of my presentation is attached to the agenda. I'll be talking about my goals for the upcoming year. According to the Bylaws, I'm supposed to oversee some Directorships, as well as year chairs, EAA, B&G, etc. I have to consider stakeholders and find the compromise between them.

My Directors have their own goals and visions and y job is to enable them to do their best. Skule Kup and B&G want to extend their target audience.

I want to work with affiliated clubs and build long-lasting personal relationships with them, and increase levels of communications. I also want to promote collaboration between them – sharing best practices, approaching sponsors together, etc. I also want to better promote EngSoc services to clubs and address whatever needs they may have. I'm also working on the Club's digest that Owyn started, which will have info on the affiliation process, sponsorship deals, room bookings, etc. I'm also working on training workshops.

I also want to organize a Winter term clubs fair, probably during Godiva week, as well as get a trophy cabinet to display clubs' accomplishments.

I'm slowly still transitioning into the position. A lot of it is liaison with the faculty. iLead has some projects they're working on that they'll release to students soon.

Student Space: UTP and Outer Stores are the main ones. Making sure they are clean and reaching their full potential. UTP - we complain that clubs cannot keep the space clean but sometimes they just aren't able to, so we'll help them out.

Site 10: Undergraduate needs incorporated into the design of the new building. By the end of this year all information on storage space, design space, etc.

New storage facility: Steve Miszuk is working on getting us some lockers, potentially.



Teresa: Clubs fair. In terms of marketing, right now students would have to skip class. Would you consider negotiating with the faculty?

Ishan: There's something to explore.

Teresa: What would be the differences between the Frosh Week fair and the Godiva Week one?

Ishan: Frosh vs .upper years. Organizing a clubs fair doesn't take too much resources and a lot of people are looking for more opportunities. Different target audiences, mainly.

Teresa: In terms of overseeing what has been done so far to oversee Orientation?

Ishan: The deal with Orientation is that a lot of things were already underway before I was elected. So what I'm doing so far is supporting Meagan with her vision for frosh week. The next meeting is to discuss timeline and milestones. I just want to support her and be available.

Shamail: About Godiva Week clubs fair, even frosh will be more informed since they will be more informed about their availabilities, etc.

Laura: What about opportunities outside the faculty? How would you address this?

Ishan: UTSU clubs fair in orientation schedule.

Laura: We didn't have anything like that.

Ishan: This year we will, and we could probably advertise those things on our website.

Mauricio: More questions? Feel free to review his presentation and email him or discuss with the Board.

Teresa: On the list of things you'd like to focus on, I'd like to add study space. SF library, tutorial rooms opening them up during exams, etc.

Rishi: The report that should be circulated to inform the board of these projects.

5. Items for information:

- a. Policy on Affiliated Clubs (updated at June 16 2012 Officer meeting)
- b. EngSoc Office Improvement Proposal (removal of EngSoc office carpet)
- c. NewU 2012 Conference Report

Mauricio: Policy isn't binding like Bylaws and can be updated by officers as long as the Board is informed. Officers updated Affiliated Clubs policy. Rishi can speak to the specific changes.

Rishi: In the past, one of the main criteria has been to have 10 members in engineering or a "plurality" in engineering. The "or" clause was dropped. A clause has been added to enable us to revoke a group's



affiliation if they bring EngSoc, the Faculty, the University or the profession into disrepute. This only applies to extreme situations.

Mauricio: There are two other items. Any questions?

Kim: Did you submit the NewU report, Rishi?

Mauricio: It's valuable to attach reports but I won't attach 10 people's reports to the agenda. But I do believe all officers submitted a report. Typically I'll only attached the President's or VP External's reports. The rest will be made available online.

Teresa: Where's the money for the replacement of the office carpet coming from?

Rishi: The chequing account.

Teresa: This year's money or last year's money?

Rishi: The chequing account. It's the surplus that's built over several years

Teresa: Why didn't you bring this to the Board?

Rishi: Mainly timeline – we need the tiles ordered before I go on vacation. As well, this is a normal operating expense. It's not something out of the ordinary. It will have to get done eventually and the cost will always be the same, so there's no point in waiting.

Teresa: Why not at the end of your term?

Rishi: The price may go up. I can't promise that next year's people will do it, but if I do it now, I can be sure it will get done.

Teresa: Why wasn't this told to the Board?

Rishi: It was, I'm just not asking for your permission.

Teresa: How much is it?

Rishi: \$4k.

Mauricio: Unused money goes into the chequing account; it's not in the operating budget so there's no real need to ask for permission.



6. Motion by Rishi Maharaj regarding the Engineering Student Societies' Council of Ontario (ESSCO) and the Canadian Federation of Engineering Students (CFES)

WHEREAS ESSCO and CFES have not accomplished anything meaningful in the last 4 years, and probably before that; and

WHEREAS we currently pay them membership fees;

BE IT RESOLVED that the Board direct the Officers not to remit any form of payment for membership to either ESSCO or CFES in the 2012-2013 fiscal year.

Moved by Rishi
Seconded by Anton

Motion: That the motion be referred to the Executive Committee.
Moved by Rishi
Seconded by Anton

Mauricio: That means the Officers will decide the fate of this item.

Matt: To clarify, does this mean we are paying or not?

Ishi: It should say "not to remit", shouldn't it?

Mauricio: Sure, perhaps the grammar is slightly off. We all understand what this motion is really getting at, however. The Officers will decide whether we pay them or not. You're voting to put it in their hands.

Motion carried

7. Motion by Laura Burget to allocate funds towards a renovation of the Engineering Stores

WHEREAS the stores managers would like to improve the Engineering Stores by expanding the service window; and

WHEREAS the project involves both an academic and student-life benefit to our Members, falling within the scope of the Temporary Special Fund; and

WHEREAS the Stores Managers have obtained a quote and drafted a proposal outlining the implications of the renovation; and

WHEREAS the Property Manager has completed the preliminary paperwork for the project and requires final approval to continue;



BE IT RESOLVED that the Board approves total expenditures up to \$19,500 (\$10,000 of that amount from the 2012-2013 Temporary Special Levy account and any additional costs from the Engineering Stores account), for the purposes outlined in the proposal and bids attached.

Moved by Laura
Seconded by Anton

Laura: As the proposal states, this project has 3 purposes: To open up stores to give customers more visibility to products, to change perception of stores and move from a place where first year students buy textbooks to one where they can get more merchandise and lastly, we want to sell more merchandise, such as business cards for students, card machines, etc. We really want to change the image that we give to students. Also, more space to pick up grad composites, etc. Right now it's a safety hazard in terms of fire code, but also traffic. Stores does have enough money to cover this so if proposal for funding doesn't pass, it's alright.

Also, our relationship with building managers, Faculty administration, etc., will be strained if we cancel this at the last minute.

Anton: I think the motion is good and I'm going to move an amendment to the motion. I'd like to remove the reference to the Temporary Special Levy Fund.

Amendment: That in the Be it Resolved clause of the motion, references to the Temporary Special Levy Fund be removed as follows:

BE IT RESOLVED that the Board approves total expenditures up to \$19,500 from the Engineering Stores account for the purposes outlined in the proposal and bids attached.

Moved by Rishi
Seconded by Anton

Anton: seeing how Stores has enough money in their bank account, I think it would be prudent for the Board to remove this clause and I have spoken to VP Finance who supported this idea.

Matt: there are a lot of academic services that will be affected. We are allowed to use our funds for our own academic program. Although stores have the money, they should have some money still as safety net. Also, in the past there has been a desire to squeeze every last cent of it. But also removing \$10K from it this can also push them to think about providing academic services for students instead of asking students to pay for it. So I'd like us to reconsider the amendment.

Pierre: Why I pushed it here is to advertise for it. It's up for renewal and it might fail. So this is a good opportunity to advertise this fund; to tell people that we are using this money for their own good.

Anton: The improvements are great for students but because services are going to improve so much, Stores will make more revenue anyway. The levy fund is students' money to begin with and it's inappropriate to use the fund's money to promote the fund.



Laura: There is always hesitation to spend students' money, but right now we are just a small store. We can be a lot more than that.

Rishi: I would concur that this would not be allowed as a levy fund project under the fund's current terms. I don't think it's right to do it this way. There is already a process in place for levy fund disbursements and it's not appropriate to skim an amount off the top before any of the other proposals have been considered. It looks bad. Sure, we'll consider infrastructure proposals later on, but as part of the process.

Ishan: How much is currently in the Stores account?

Laura: I think around \$58K.

Amendment carried

Mauricio: would anyone speak to the original motion?

Pierre: "for the purposes outlined in the proposal bids attached". Remove "the proposal"

Amendment: That in the Be it Resolved clause of the motion, "the proposal" be removed as follows:
BE IT RESOLVED that the Board approves total expenditures up to \$19,500 from the Engineering Stores account for the purposes outlined in the bids attached.

Moved by Pierre

Seconded by Kim

Amendment carried unanimously

Matt: I have a question about the tender package: glass panel?

Matko: Amount tendered would be to remove the section of the wall and place a glass counter. The optional is to do the original contract to knock down the wall. The other option is to also use glass for the counter. We decided to not go with either of these.

Mauricio: Ok. I think it's time we vote on the main question.

Motion carried

8. Motion by Rishi Maharaj to establish a fund for legal representation and costs

WHEREAS in the previous fiscal year, the Society received a windfall of \$67,000; and

WHEREAS we typically have not had a reserve fund to protect us from legal liability; and

WHEREAS it is beneficial to the Society to be able to retain legal representation;



BE IT RESOLVED that funds in the amount of \$67,000 be allocated to an internally restricted fund for legal representation and costs;

BE IT FURTHER RESOLVED that this motion in no way authorizes the Officers to retain legal counsel or pursue legal action without further authorization from the Board.

Moved by Rishi
Seconded by Yerusha

Rishi: Basically in any given year you have a budget for a small surplus. This accumulates and some years you lose money. We have some money in our bank account. 3-4 years ago we had almost 0 in our account. In general, this money is not reliable. We will probably not have any money in this account in 10 years. Last year we inherited, by chance, \$60K, related to the Engineering Career Office. We could restrict this money internally to protect us from legal issues. We got sued 6 years ago and we do run Suds and Orientation, which expose us to a fair amount of risk. If we were to guarantee the purpose of this money toward a legal fund, in the future years of the society, they will be able to evaluate whether they should settle or go to court. The benefit of risk management is good. This doesn't authorize Officers to do anything – it prohibits the Officers from doing any more without your approval. If this motion were to fail, we would be able to get our own lawyer and sue (if we needed to). But if this passes, the Board will have more control.

Motion carried

9. Motion by Rishi Maharaj to retain a Trademark Agent

WHEREAS “Skule” has been a registered trademark of the Society since 1984; and

WHEREAS the currently registered trademark will expire in 2014 and contains a list of wares and services that does not reflect the current scope of the Society's activities; and

WHEREAS submissions to the Canadian Intellectual Property Office (CIPO) are extremely complex and not normally prepared by individuals;

BE IT RESOLVED that the Board authorizes the President to retain, on the Society's behalf, a Trademark Agent of his choosing for the preparation of filings to the CIPO; and further to pay such remuneration for these services as may be determined by the Vice-President, Finance, but not to exceed \$1,000.

Moved by Rishi
Seconded by Yerusha

Rishi: I am forwarding this to the board even though I could have pursued this myself. Trademark has to be renewed every 15 years. The process is complex and usually done by trademark agents. I think we would all like to renew this trademark. Trademarks are not just words: they go with a list of wares and



service,s and the current list we have filed with the government is outdated. I believe it costs between \$500 - \$1000 to do this, but if it costs more I will ask for more money.

Heindrick: Who can we sue?

Rishi: There is an international treaty so we could sue anyone all over the world. It's pretty much everywhere except Somalia. Of course, if someone opens a chicken farm in Mexico called Skule, we probably couldn't sue them because they wouldn't be doing any damage to us and chicken farming isn't a service we provide to begin with.

Praneet: Has there been an agent in the past?

Rishi: Yes, I will try contacting them but I will shop around as well.

Kim: List of services and wares?

Rishi: I will forward to the board.

Motion carried

10. Motion by Rishi Maharaj to approve revised Bylaws

WHEREAS the Society's Constitution and Bylaws were substantially revised in February 2011 to reflect a new organizational structure; and

WHEREAS this revision left several internal inconsistencies and errors; and

WHEREAS the Officers have reviewed the Constitution and Bylaws with an aim to eliminating these issues without making substantive changes;

BE IT RESOLVED that the Board adopt the revised Bylaws 1 through 7.

Moved by Rishi

Seconded by Anton

Motion carried

11. Motion by Rishi Maharaj to strike a Bylaw 3 review committee

WHEREAS the Officers recently met to review the Bylaws of the Society; and

WHEREAS it was found that more substantial revision to Bylaw 3 is required in order to bring it in line with the new Board structure and online voting; and

WHEREAS this should be addressed before the next round of elections at the beginning of the Fall term;



BE IT RESOLVED that a committee be struck to perform a complete review of Bylaw 3 (the Elections Bylaw);

BE IT FURTHER RESOLVED that the committee be composed of, at a minimum, the President, the Chief Returning Officer and the Speaker.

Moved by Rishi
Seconded by Pierre

Rishi: This is more major stuff that if were to be passed through individual motions would take years to discuss. I think we should move some stuff off the bylaws and into election rules outside the bylaws. It's a lot easier to review on an annual basis rather than change the bylaws constantly.

Angelo: Also, another reason is to fix the issue of voting during the summer when disciplines are not set.

Kim: Why's the Speaker on the committee?

Mauricio: Speaker role has changed into more of an oversight of the rules and bylaws, and enforcement of those rules. We used to have a Policy Committee when we had Council, but now all of those people are on the Board.

Rishi: Policy Committee used to have a chair, which acted as the local policy expert, and was also someone *not* on the Officer team. They were sort of impartial. That role is now the Speaker.

Motion carried

12. Adjournment: 8:20 pm



Attendance

Officers		
President	Rishi Maharaj	
VP Finance	Pierre Harfouche	
VP Communication	Yerusha Nuh	
VP Academic	Matt Lattavo	
VP External	Anton Klunko	
VP Student Life	Ishan Gupta	
Directors of the Board		
At-Large	Donnie Yee	P – to Heindrick Bernabe
At-Large	Teresa Nguyen	
At-Large	Aidan Muller	P – to Pierre Harfouche
At-Large	Praneet Bagga	
Chemical Representative	Bo Han Zhang	A
Civil Representative	Guillaume Bence-Hebert	
Computer Representative	Kimberly Shen	
Electrical Representative	<i>Vacant</i>	
Engineering Science Representative	Patrick Zerr	R
Industrial Representative	Gordon Tang	P – to Shamail Rizwan
Materials Science Representative	Vincent Truong	P – to Teresa Nguyen
Mechanical Representative	Shamail Rizwan	
Mineral Representative	<i>Vacant</i>	
First Year	Shane Hu	
First Year	Michael Taguam	
First Year	Jenny Yao	A
Non-Voting Members		
Speaker	Mauricio Curbelo	
CRO	Angelo Staikos	

A – Absent R – Regrets P – Proxy

Officer Meeting Minutes – July 28th, 2012

Stores reno:

- They're gonna come one more time to patch things up.
- Counter will be ready by frosh week.
- Weekend after frosh week they will finish the work.

Cheques and room bookings:

- Some clubs can do room bookings so they can book themselves.
- Ishan will do it.

You're Next:

- Has to put our logo on their promotional materials since we are giving them a lot of our services. They are also affiliated with us.
- Our sysadmin spent a lot of time fixing their stuff, which he did not need to do.
- No to sponsorship.

SF Projector:

- Response from Steve: it's not under him and will be under Harpreet's replacement. He thinks it's an okay idea but there haven't been any details on this so he isn't willing to do the work or fund it. Harpreet's replacement will probably get hired around Christmas time.
- Update board on this.

Plasma and Digest:

- Web team

Clubs Training Session Update and Funding:

- Food is covered by the faculty but Ishan would like to have \$200.

Clubs Fair:

- Talked to OSM. The logistics is going fine.
- External parties like ECC, UTSU asked for booths.
 - o ECC is giving us money so we should take them, and plus it's good for students to know ECC. \$500 is fine.
 - o LoT is getting a booth for "free" since they have given us in-kind things.
 - o UTSU wants to advertise their services. ~~They could come if they present the option to opt out of things and have their forms available there.~~
 - ~~o Charge them money or ask them to provide discounts for clubs.~~
 - o Charge them \$1000 since they are not part of the university. Tell them we are open the idea to negotiate if they could get a deal for our clubs.

Clubs Wall:

- Ishan had a meeting with clubs. They generally agreed no painting over their space to make it available for all clubs. Ishan will formalize the process, preparing forms and such.
- NSBE and CESA will digitize their paintings and turn them into banners.
- 1T5 will go over Concrete Canoe wall.

Next item:

- Response to You're Next on putting our logo on their promotional materials.
- Email Phil to ask if we could change the "Go to skule.ca to check out blabla" for AGM and other things.
- Pierre to talk to Matt to see what's up.

Room booking:

- All emails go to Rose. Call her and talk to her if there's any problem. Put a number you can be reached at on the form. You need to pay caretaking charge in advance if you need it. You cut them a cheque, they get it and confirm, and then you charge the club for it. Caretaking fee is mandatory whenever the caretakers are not really working. Don't try to book BA lecture halls in the weekend. Try to not say they have food if there's only a small amount of food. Whatever it is, just say it is a meeting.

Anton:

- PEO is handled by Mauricio.
- Feedback for LoT session.
- LoT sessions for directors.
- Movember patch. Get 200.

NOTES FOR PIERRE & ISHAN

- Anything about the Cannon talk to Susan and no one else.
- Anything about the Bnad don't talk to us.
- Run through Chief Attiliator's ideas before firings.
- Nadeem talks to Rhonda. He started last year but never talked to David Cheung.
- Pick up parcels from Bay and Bloor.
- Talk to Adam Fox in Registrar's Office.
- Talk to Emily or Jesse in Recruitment Office. Don't talk to anyone else.
- Talk to Sonia in Alumni.
- You can talk to Susan in the morning before you come to work.
- Bring accounts with you to the bank.

- Yerusha's directors:
 - o Website stuff, emails for clubs: forward to webmaster@skule.ca
 - o Skule Digest items forward to zaara.syeda@mail.utoronto.ca
 - o Display boards: keep the keys. Stephanie might need them. Shamail talked to me about that too.
 - o Mailout of handbooks: talk to Chunkei. He is overseeing it. Tell Chunkei to upload pdf for international students. Get Yannick.
 - o Planner: talk to Chunkei.
 - o EngSoc welcome flyers: Pierre needs to pick them up from Print Zone. Pay cash.
 - o Save 40 handbooks for Alumni, Communications, etc.
 - o The Cannon: Make sure he recruits people.
 - o Toike: Proofread.

Finance Committee Club Funding Allocations Meetings August 15, 17, 20th 2012

August 15, 6:30 - 10:00pm

Present: Ishan, Kavish, Laura, Nick, Pierre

Club funding was awarded to clubs based on a number of criteria. One of the first things we considered was the interview and its quality. Generally, clubs that had a good interview and who had confidence explaining their costs were favored. The committee also looked at the other sources of funding available to the club. Some clubs are unaware of other sources of funding, while others are not eligible for them. During interviews we explained those sources of funding and have tried to push fundraising and sponsorship for some clubs who could easily raise money this way but don't currently.

After those basic criteria, we looked at their events and we generally favored anything with regards to growing their members or pushing a particular interest. For example, we examined events related to Finance for clubs whose focus is on investment banking. Meanwhile, we focused our attention on design materials and equipment for design teams. All conferences were always taken out of the budget since that money comes from conference funding. The committee then argued the allocation they should be granted – based on need and their ability to make up the difference. Our goal was to allocate about \$17500. We allocated almost \$17000. The other \$18000 will come out of the second round which will feature the same or a little more clubs.

We also put all clubs on 1 spreadsheet to compare their costs. Still we evaluated individually but with the same core principles at hand.

UTET - \$250

- Their budget is very specific
- They've already taken into account most of the guidelines we promote.
- Their club promotes public speaking and helps grow their members. They charge a club fee to their members and this money will help them reduce the load on their members.
- We appreciate that funds are being used for good things, value that budget is detailed & mindful with their requests. Their food costs are also very low, small refreshments at group gatherings.
- Approve amount requested.

Tales of Harmonia - \$150 (total)

- two retreats (fall and winter)?
- \$580 on actual club event, rest of requested money is for social events
- expenses is already covered by membership fees (\$20/member, 30 members = \$600)
- Advise them to charge members that want to go to the retreat instead of including it in the membership fee
 - then the people who actually care about the club will attend instead of everyone.
- since club is in profit, can reduce membership fee or give discount to returning members
- question now: subsidize to help pay membership fees?

- should consider fundraising
- should consider charging concerts
- give them \$50 and \$1 for every dollar they fundraise (up to max \$100)**
- more outreach, better promotion of concerts could help them target more students

***Magic Gathering* - \$100**

- essentially \$400 for food (pizza & pop) and prizes since tournaments break even
- 10 people at each event, \$100 for pizza & pop for 5 events
- tournament should include fee for prize (food & prize shouldn't both be free)
- should have fundraiser
- Feel that \$100 could help them kickstart their club**
- charge \$1 entrance fee for tournament for prize pool & etc.
- market out to SKULE, see how many people club can get out
 - if charge tournaments, can cover food

***UTIronSports* - \$300**

- weightlifting, most expenses go to registration for official tournaments
- club is not only engineering, but organizer is engineer and club will start out as mostly engineering
- asking for \$500
- Very impressed with their application - seem to be getting on the right foot.
- Money we give them will be used well, although it's their first year so we need to gauge interest.
- We've also already saved them quite a bit of money (locker fee waived, UTSU clubs fair, T shirts, business cards)
- club is just starting => **\$300** (already giving lots of discounts)

***RCIF* - tbd**

- less than 15% are engineers (20-25 member of 150-170 members total)
- all money going to socials
 - do not want to take \$\$ from our students to give to Rotman students
- not cheque req'ing any pub crawls/nights
- value to the engineering students?
- \$7.50 per engineer up to \$250
 - forces RCIF to recruit more engineers
 - create receipts (proof of purchase) to engineers (timetables and student cards)
- give \$200, don't cheque req'ing pub nights (?)
- tell them to like our page on FB (to market to engineers)
- use \$\$ to buy projector so they are not always using EngSoc's projector
- Alternatively, we could give them no money and buy our projector and let them use it more often.
- table RCIF budget until interview with UTEFA

***UTEFA* - tbd**

- Pierre forgot to reply to email
- schedule interview for Friday, August 17

***LGBTQASE* -\$220**

- B&G very unhappy with LGBTQASE for Pride Parade since they did not help at all with funding
 - LGBTQASE ran the logistics of Pride Parade instead
 - did not suggest alternative funding or resources
- most expenses of budget are pizza & pop
 - people could pay for themselves at those socials.
 - we would rather support events to push students professional developments - socials exist with or

without us.

-UTSU funding is also available

-EngSoc is willing to fund education seminar (Queer 101), permanent banner, UTSU clubs fair, and general building supplies (building workshop)

NSight - \$150

-2 end of year dinners

-NSight event just involves inviting undergraduate students to talk => lots of unneeded expenses

-The food at the events is not crucial. For example, the Is EngSci right for me event, should not benefit from having food. It is a short event and food is a luxury. Nice to have but not core.

-Also, their market is very limited to 1st year EngScis

-Really like their option talks & "Is EngSci right for me?"

-everything else is useless

-should consider collaborating with EngSci club and asking EngSci department for more funding

SGT - \$600

-Advise to fundraise (waffles, popcorn,)

-Godiva Week events (ask B&G) and during SGT show

-might be difficult logistically to fundraise during show, but can probably find other people

-could easily make \$100

-could probably save on transportation

-use Zipcar, Rishi got EngSoc a membership

-events reach out to wide variety of people within SKULE community and they had good success in their first year.

IEEE - \$600

-whole day conference with banquet with no charge

-no membership fee (IEEE subsidizes the required admission fee)

-most expenses are for food at events - the food is fine, provided that it enhances their event.

-at least \$300 to cover membership fees for IEEE chapter

-\$600

-events do market out to large amount of students

-affects ECE students & entire ECE EngSci students

-should try ECE club & department

-should consider special projects for hardware replacements

-Will discuss their conference at another meeting.

-Generally a good and focused club, they can benefit from EngSoc funding.

Tetra - \$600

-George brown => how many need to take the course as new members and how many other just need to retake the course?

-The skills they promote and teach for their members are really good. They enhance the engineering education with real world clients.

-We should help fund their training initiatives but they should look for more members.

-\$600 is good

-encourage to actively seek new members and promote Tetra

iGEM - \$0.00

-Did not interview - will consider in round 2.

-they can apply for second round of funding

MDA - \$1300

- cover cost for IMU component
- not special funding b/c MDA asks \$1000 each year for single new equipment
- how much is piece without tax?

KESA - \$300

- Engsoc loves the Dano Festival and the PEY seminars.
- The other socials are good for the club but, we feel our limited funds would be better spent funding other clubs.
- all other social events, members can pay for themselves - esp since funding pool is tight this year.

ECC - \$500

- Good events that can be attended by a wide range of students.
 - orientation
 - graduate school seminar
 - PEY seminar
 - Chinese New Year celebration
 - student housing seminar

- interview seminar

August 17

1. Meeting with UTEFA
 - a. Generally liked their club and ambition
 - b. Focus on promoting and advertising to Engineers.
 - c. We should definitely give them tips on financial resources and advertising within U of T. It will help them grow a lot.
 - d. Final Allocation: 500 as requested. Seemed to have their budget in order. Are trying to expand and could realistically use the funds to enhance their activities and membership.
 - e. Huge potential
2. RCIF
 - a. Feel that their club outreaches less to Engineering students and that UTEFA will eventually be very strong within Engineering
 - b. We can fund them \$150 since they do currently have Engineering members – but again it would be better if we just bought another projector for ourselves and our members.
3. UTFER
 - a. \$700.
 - b. Can apply for conference funding
 - c. Feel that they have some good ideas to buy some capital – so long as they keep their equipment clean.
 - d. We took out the \$1000 from their requested because of conferences. So they realistically requested about \$1200.
 - e. Can invite to Skule Kup events – Hi Skule and other skule events to help them expand their reach.
4. ASA
 - a. Felt that they are asking for quite a bit.
 - b. Their events are great and they seem focused on Professional development
 - c. We agree that they kind of lack sponsors and there is a pretty large community who can help them out.
 - d. 300 + 300\$ per sponsor since we feel like they could benefit from finding more sponsors

5. ASME
 - a. Give them enough money for their operations and workshops.
 - b. However, for their workshops we could give them money from Matt's academic pool
 - c. Also give them conference funding when the time comes.
 - d. Great club in general, love their events and their focus on their goal and occasional socials to foster community.
 - e. 800 – same last year, should help fund their activities excluding the workshops and conferences as noted.
6. CSCHE
 - a. Give them conference funding
 - b. Budget generally has a lot of sources of revenue from the University – Good, they understand the structure and where to maximize funding.
 - c. Budget is pretty balanced, they have some good events for their students (symposium, mixers) and a fair bit to some socials to help foster community.
 - d. 700 + conference funding. This works out nicely if we remove conference funding and take a look at their events like ASME.

August 20th

Galbraith Society

- EngSoc will cover most of academic stuff
- locker rental fee waived
- symposium, faculty mentorship, printing, and posters will cost ~\$1000
- just separated from faculty, so cut off from funding
- We think if they look for other sources of funding and some fundraising they can make up the difference
- Given our current pool of funding, \$500 sounds good to fund those events. And of course we offer money for their academic events - which are hosted by them but funded by us.
- \$500**

CESA

- Really like their diverse events.
- We can see that their budget is reasonable and widespread - they can really outreach to the community.
 - membership merchandise
 - orientation dinner
 - mid-autumn festival
 - Badminton Tournament
 - Chinese san guo sha tournament
 - CESA Academic Workshops
 - Winter Banquet
 - Chinese New Year Celebration
 - Little Engineers Competition
 - CESA Times Magazine
 - Locker Rental
 - General Marketing
- good events, reasonable request

Agree on \$2600, which is higher than last year.

- Slightly because we already saved them some money on Locker Rentals, Marketing...
- get EngSoc logo in CESA Times magazine

Skule Rocketry

- Budget is really good for a starter club.
- The founder is really motivated and we really hope he can kick start this awesome club.

-Agree to give ¼ of requested amount (2000 → **\$500**) for now; come back for second round of funding when club has more members

-good idea, organized, but no track record

-should fund Skule Rocketry and UTAT separately

-UTAT should apply separately as per normal

Blue Sky

-application was poorly done - had to ask them many times for a budget

-We gave all clubs a template and their initial submission wasn't up to par. Their correct one was still under par.

-lost levy this year. we are unsure of student support for their club

-They have a pretty good sponsorship program set up for donors. We hope that will help them get more sponsors.

-As a club, they reach out to 100 people, actually train them and teach them

-much better education & benefit to students

-this year is not competition (just building) = a lot of building materials expenses

-competition is every two years

-We agree that we shouldn't penalize rest of club members if the execs didn't understand our budgeting procedures

-However, losing levy is reflective of club's lack of outreach

-shows people aren't interested.

-Execs have indicated that they are working on outreach.

-\$2500

Concrete Canoe

-\$2000 + 1\$ for every 2\$ fundraised (up to \$500)

-They have less members than Bluesky yet and are requesting the same amount

-Their budget is mostly conference funding.

-They don't really have any methods of fundraising and we should encourage them.

-fundraise => EngSoc will give \$1 for every \$2 raised (up to \$500)

Club Name	Requested	Approved
Design Teams		
Blue Sky Solar	5000	2500
Skule Rocketry	2000	500
MDA	1328.75	1300
Concrete Canoe	5000	2500
Tetra	1020	600
Total: Design Teams	14348.75	7400
Fine Arts		
Tales of Harmiona	650	150
Fine Arts Subtotal	650	150
Engineering Associations		
CSCHE	3000	700
ASME	2200	800
IEEE	1097	600
Total: Eng Associations	6297	2100
Engineering-Related Interest Clubs		
RCIF	2000	150
UTEFA	500	500
Galbraith Society	900	500
Total: Eng-Interest	3400	1150
Interest Clubs		
N-Sight Mentorship	1614	150
Skule Magic	400	100
UTEFR	\$2,351.22	700
Skule's Got Talent	\$860.73	600
Iron Sports	500	300
UTET	250	250
Total: Interest Clubs	\$5,975.95	1950
Cultural & Religious Clubs		
CESA	3000	2600
KESA	1000	300
ECC	1000	500
Arab Student Association	3276	600
LGBTQASE	980.6	220
Total: Cultural	9256.6	4220
Total	39928.3	16970



University of Toronto Engineering Society Officer Report - Vice President Finance

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Project Updates:

1) Director Updates

- Stores
 - o Employees
 - Stores is done their interviews and are hiring. By the board meeting they will have hired everyone and will be training them on the 31st.
 - They got about 80 applications and did about 20 interviews. They are selecting people based on their ability to respond to customer needs, handle emergencies and be fun and welcoming.
 - o Binding Machine
 - Stores ordered their binding machine and will start the service end of september.
 - It will handle a maximum of 85 page regular reports.
 - o Wall
 - The stores wall project has started – evidently. Everything is done, counter is ordered, gate is ready, window is open except the glass counter. This is taking the longest time.
 - There is no ETA on the glass – and the project could finish either before, during or way after Flrosh week. They are not willing to give us an estimate since they assumed the gate would take 6 weeks but it actually took only 2.
 - o Point of Sale
 - Stores has a new point of sales system. It will be synching with Rhonda to free up about 1 week of her time. That amounts to a lot of savings and less office work for us and Rhonda.
 - Stores will have two points of sale and use the new one as the main window. They will only use both in times of need.
 - o Textbooks and Merchandise

- Online textbooks are now available. Please tell the Flrosh ☺
 - The textbooks are currently coming in and we've made room in the store. They should all be in by Flrosh week, as per usual.
- Suds
 - FlRosh week
 - SUDS will be open all Flrosh week as per usual.
 - Tested their fridge just recently to ensure all the equipment is ready to go.
 - Servers
 - Servers have been trained and Rishi and both Managers have gotten the manager training.
 - I will be getting my training soon.
- Caf
 - Supplies
 - Caf is currently ordering their food and setting up their suppliers for the year
 - They will be selling much of the same food with some new snacks
 - Advertising
 - Caf is focusing on getting the Flrosh crowd to come to the Cafe more often.
 - They've got caf coupons, caf napkins, caf commercials and new caf adds in general to help promote the store.
 - They are hoping to really secure a customer base for years to come
 - Employees
 - Like stores, Caf is also hiring employees. Their interviews were doing the past week and they will be training them ahead of Flrosh week.
 - Employees responsibilities have not really changed with the exception of the catering program
- Sponsorship Director
 - We have signed a \$6000 contract with Prep 101
 - We have signed a \$7500 contract with National Bank
 - We have signed a \$750 contract with Talent Egg
 - All of these sponsors want general advertising. The National Bank contract is more elaborate and is attached.

2) Operating Budget

- Operating budget is 99% done. I do not want to pass it because the Orientation budget is extremely uncertain. It should come out to close to a \$5000 loss if we are lucky – so we are hoping for the best. The biggest problem with the budget is that they are estimating a record of Flrosh this year. If this does not pull through, the Society's finances will take a hit. I would rather not pass a budget and retroactively cut.
- The operating budget is attached and please ask me questions!

3) Club Funding

- For the past month, we have been meeting with clubs
- Attached is the full allocations for clubs.
- We have also attached some of the Finance Committee meeting minutes.
- We had about 20 clubs applying and interviewed and allocated half the funding. We will be allocating the rest in the fall round. We have scrapped the winter round since it is really far into the year and most clubs don't have time to spend their cash in the last semester before our books close.

4) Other Notes

- We've just finished up our contract for Grad Photos. Set up a few dates during the year – I'll announce them when they are official
- Been working heavily with Ishan to get most of the VP Comm admin tasks over with. Big thanks to Fionna for the handbook and the orientation team for helping mail it out.
- I'm returning \$200 to Alumni for Skule Points. They were never told it was cancelled and kept paying us
- Lots of random day to day work has been done in August – especially with Rishi, Yerusha, Matt and Anton being gone. Big thanks to Ishan.



University of Toronto Engineering Society

Officer Report - Vice President Communications

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Project Updates:

1) Digital Signage Project

- Harpreet Dhariwal is apparently on leave. Steve Miszuk (Director of Infrastructure and Facilities) has taken over but this project unfortunately seems to be low on the Faculty's priority list without Harpreet overseeing it. The atrium wall projector is apparently now no longer a part of the Digital Signage Project, contrary to what Harpreet said before. It seems that Harpreet did not leave any instructions or details about the projector installation to anyone in the Faculty before he left. Despite the general approval of the idea within the Faculty, Steve is not willing to fund the projector installation and if EngSoc does decide to go ahead with the installation, we would have to prepare a detailed proposal as well as fund it ourselves.
- The Faculty has not finished installing all the plasma screens and for some reason this won't be done by the end of the summer.
- We have, however, fixed the EngSoc plasma screen and will continue to use it.

2) Director Updates

- Archivist
 - Stephanie and Yannick have been working on migrating photos.skule.ca to smugmug.com, a photo sharing site. It offers features such as:
 - unlimited photo uploads
 - the ability to add photos from Lightroom, Picasa, iPhoto, Aperture, iPhones, etc.
 - video uploads of up to 20 minutes per video
 - the ability to leave comments
 - the ability to share via Twitter, Facebook, Friendfeed and Tumblr
 - custom, easy-to-remember URLs for student photographers to upload their own photos to albums

- The temporary URL is <http://uoftengineering.smugmug.com/>. We are currently adding finishing touches to the site.
 - Chris Sun (Head of Photography for Orientation Week) has agreed to cooperate and will request that Orientation photographers upload their photos to the site.
 - Frosh Handbook
 - Printed and mailed out.
 - Skule website
 - All that is left is uploading contents.
 - The Cannon
 - The basic newspaper theme is fully functional.
 - Vijay has returned and is working with the Web Dev Team to add new features to the site.
 - The Toike Oike
 - The team is adding finishing touches (editing, proofreading, etc.) to the September issue.
 - Evan is preparing for Frosh Week, Engineering Clubs Fair, and UTSU Clubs Fair.
 - The team has started brainstorming for the October issue.
 - Computer Systems Administrator
 - Yannick has redesigned the server closet to maximize the space inside and ease access to the servers.
 - He has installed a new router (to replace the software gateway on the windows server that no one had login access to) and two switches. So far, they've been working 24/7 with no issues.
 - He has rewired all computers in the EngSoc office via Ethernet to the wall so that no wire will go under the closet on the floor.
 - Rhonda's office ceiling which was crowded with cables has now been freed from unnecessary wiring.
- 3) EngSoc T-shirts
- They have been ordered and should be in before September.
 - EngSoc members are encouraged to wear them during Orientation Week, especially during the EngSoc BBQ.

4) EngSoc BBQ

- EngSoc BBQ will be held on September 6, 2012 (the Thursday of Orientation Week), 12pm – 3pm, in front of SF.



University of Toronto Engineering Society Officer Report – Vice President External

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Project Updates:

1) ESSCO President's Meeting

- Going to attend PM on September 14-16th, hosted by Ryerson in Toronto
- Working on a draft version of a document that will determine the kind of sessions that will be held (as are all other schools, collective document)
- PM has been designated by ESSCO executive to be a “sharing” conference, where members will attempt to share their expertise in services, EngSoc structure, etc.
- The President and I will be attending the conference and will write comprehensive reports on the conference.

2) CFES President's Meeting

- Going to attend PM on September 21st-24th, hosted by Dalhousie in Halifax
- CFES failed to consult member schools while determining the content of the conference. Currently at least half the content is filled with CFES administrative items.
- Main focus for our Society for PM is to pass a new motion that will allow participation in CEC to all accredited schools (currently only CFES paying members can participate)
- Writing a motion to make this change and have consulted ESSCO members for their input and support

3) Leadership development Program for EngSoc

- Organized a facilitation workshop for the Officers that all (except VPA) were able to attend
- Gathered feedback from the Officers on how to improve and expand this program to directors
- Preparing a survey to be sent to all directors, asking for their input on the kind of challenges they are encountering, in an attempt to classify issues and hold workshops specific to those issues.

4) PEO/OSPE

- Given that Mauricio Curbello is now working at PEO to revamp their student membership program, I have decided it is no longer necessary for VP External to deal with PEO on that matter for the year, as it would result in wasted resources.
- There has been progress on improving the SMP, but it's too early to talk about specific changes, as the work is still ongoing. I will provide updates as important information becomes available
- There hasn't been much contact with OSPE over the last month, as I am focusing on a number of other issues, however, I am working to complete an OSPE Ambassador application for U of T.

5) ESSCO

- ESSCO Executive attempted to introduce a new conference at the end of March for the purpose of introducing all newly elected VP Externals to ESSCO before they officially take office.
- I advised strongly against it due to logistical and financial issues and the motion failed unanimously last Monday at the teleconference. I will be writing a complaint to ESSCO Executive about the fact that there was no member consultation regarding this new conference and even though it was strongly opposed (by U of T and no other schools expressed their opinion), it was still put into a motion without further consultation.
- ESSCO Executive introduced a new late penalty of 5% each month for outstanding membership fees, with no reasonable grounds for this to be implemented
- ESSCO Executive met with OSPE and PEO and based on my preliminary research, little new came out of the discussions and the work that PEO and OSPE is doing experienced little change since the meeting
- Gathered responses from all schools to understand where they stand on the CEC motion. All but 1 school (Western) are in favour of the change.



University of Toronto Engineering Society Officer Report – Vice President Student Life

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Project Updates:

1) Clubs Affiliation & Funding (summer round)

Clubs applied for affiliation through an online form and were granted affiliation status at the discretion of VP Student Life and President of the Engineering Society as outlined by the relevant policy. Affiliated clubs can take advantage of EngSoc resources as well as apply for club funding. 73 clubs applied for official engineering clubs status and 69 were granted it. The mailing list clubs@skule.ca was updated.

VP Finance will speak about Club Funding process in detail.

2) Clubs Training Conference

EngSoc and the Faculty are co-hosting the first Clubs Training Conference for club leaders on August 25th 2012. The event will also club members to gain valuable experience and skills as well as an opportunity to network with other clubs. The conference will focus on three roles within a club: President, Event Coordinator and Finance Director. Majority of cost is being absorbed by the Faculty.

3) Orientation

Orientation is well on its way. Registration is opened and Frosh can purchase their kits through the website or in cash at the EngSoc Office. Currently over 600 students are registered.

Commuter program is full.

Alberto Picard-Ami and Matthew Wu will be taking over as the new Psi Head Leedurs. Nga Nguyen will replacing as a Phi Head Leedur.

Handbooks were printed, received and mailed out to all first years. International students will receive online copy.

HHF Leedur trip took place last weekend. No major concerns with the event, good bonding experience.

Frosh Kit items have been ordered and are coming in last week and this week. UTSU Kit stuffing will take place on three days and then Engineering stuffing will take place on the before

3rd GM.

Last LD Session is scheduled for the 26th August and planning is under way. Frosh Week Simulation will be on that day as usual.

Various Frosh Week events are being finalized and are well on their way.

4) Clubs Digest

Clubs Digest has been thoroughly revamped through MailChimp. Email open rates ~70% which is a significant improvement.

5) Clubs Fair

Clubs Fair will be taking place in Bahen Centre, unfortunately King's College Rd could not be booked. Free for all EngSoc clubs, directors, ex-officios and sponsors. External groups charged for participation.

6) EngSoc Retreat

EngSoc Retreat took place on Centre Island and we have ~20 people. Good bonding experience for EngSoc members. Will be planning a fall retreat once class representatives have been elected.

7) UTSU Clubs Fair

Currently negotiating a deal with UTSU executives to provide a lower rate for EngSoc affiliated groups at their clubs fair in return for their presence at the Engineering Clubs Fair. Current deal is about 50% discount but no official agreement has been signed.

8) Skule Kup

Skule Kup Trophy being completed for Matriculation to be presented to last year champion: EngSci. Merchandise (Patches, Tshirts) being ordered.

9) Engineering Positive Space

EPS Badges have been ordered and received. LGTBQASE will be leading training session (including Frosh Week training) to allow students a chance to earn the badges as indication of their support for the LGBTQ community.

Project/Organization Name:	Club's Main Contact Email	Club's Website
skule arts festival (SAF)	saf@g.skule.ca	
University of Toronto Emergency First Responders (UTEFR)	firstaid@firstaid.skule.ca	firstaid.skule.ca
Skule Stage Band	stageband@skule.ca	www.skulemusic.ca/stageband/
American Society of Mechanical Engineers at the University of Toronto	asme@g.skule.ca	www.asme.skule.ca
Hacker Academy	han.jiang@utoronto.ca	http://www.hackeracademy.org
LeadingLEED	info@leadingleed.com	leadingleed.com
Promise to Future Generations	promisetofuturegen@gmail.com	http://www.ptfg.org/
Solar Blimp Design Team	solarblimp@g.skule.ca	solarblimp.skule.ca
Institute of Industrial Engineers UofT (Chapter 889)	iie@g.skule.ca	http://www.mie.utoronto.ca/iie/
Galbraith Society	cochairs@galbraithsociety.ca	www.galbraithsociety.ca
NSight Mentorship Program	nsight.mentors@gmail.com	http://nsight.skule.ca
Appassionata Music Group	appassionata.skule@gmail.com	http://appassionata.me/
Univesity of Toronto Concrete Canoe	ut.canoe@gmail.com	http://canoe.skule.ca/drupal/
LGBTQ & Allies in Science and Engineering	lgbtgase@gmail.com	lgbtgase.wordpress.com
Canadian Society for Chemical engineering	csche@skule.ca	csche.skule.ca / csche.wordpress.com
Skule Orchestra	orchestra@skule.ca	http://www.skulemusic.ca/orchestra/index.php
NSBE U of T	vicepresident.nsbeuoft@gmail.com	http://morlab.mie.utoronto.ca/NSBE/
Mechatronics Design Association	mech_design@utoronto.ca	mdaskule.wordpress.com
University of Toronto iGEM Club	igem@g.skule.ca	igem.skule.ca (temporary as new website is curren
Iron Dragons	dragonboat@skule.ca	http://dragonboat.skule.ca
University of Toronto Concrete Toboggan Team	captain@toboggan.skule.ca	www.toboggan.skule.ca
University of Toronto Robotics Association (UTRA)	utra@utra.ca	www.utra.ca
Rational Capital Investment Fund	rational.capital@utoronto.ca	www.rcif.ca
Engineering Chinese Club	jerry@ecc.skule.ca	ecc.skule.ca
Club for Undergraduate Biomedical Engineering	cube@skule.ca	http://cube.skule.ca/
UTET - U of T Toastmasters	toastmasters@skule.ca	http://toastmasters.skule.ca/
Women In Science and Engineering	president@wise.skule.ca	http://wise.skule.ca
University of Toronto Aeronautics Team	utaeroteam@gmail.com	utat.skule.ca
University of Toronto Chinese Engineering Students' Association	info@cesa.skule.ca	www.cesa.skule.ca
Blue Sky Solar Racing	blueskysolar@utoronto.ca	www.blueskysolar.utoronto.ca
Eyes of Hope	eyesofhope@utoronto.ca	eyesofhope.skule.ca
Tales of Harmonia	talesofharmonia@gmail.com	talesofharmonia.sa.utoronto.ca
Blank Canvas Collective	minlucyzhao@gmail.com	tbd
Korean Engineering Student's Association (KESA)	jkim_92@hotmail.com	http://www.utkesa.com/UTKESA/
University of Toronto Ski and Snowboard Club	utoronto.ssc@gmail.com	http://ssc.sa.utoronto.ca
Engineers in Borders	enb@enb.skule.ca	enb.skule.ca
Arab Students Association	arab@utoronto.ca	http://asatoronto.com/
Nawranj Iranian Association	info@nawranj.com	www.nawranj.com
Indian Students' Society	issuoft@utoronto.ca	http://issutsg.wix.com/iss-utsg#!about-us/crgo
Engineers without Borders - University of Toronto Chapter	utoronto@ewb.ca	utoronto.ewb.ca

Election-related bylaw changes

Bylaw 1

States the existence of the Election Rules Committee; reference to Bylaw 3 (Elections) for detail of composition.

States that the Board shall only carry or defeat a resolution of the Election Rules Committee

- *Why only carry or defeat?*
 - *To prevent arguments at the Board over minutiae of the rules. The Board can debate and provide recommendations, but we didn't feel it was appropriate to bog down the Board in discussions over highly specific things (e.g. having 100 posters vs. having 150 posters, banner sizes, etc.)*

Bylaw 3

Moves the election schedule back to where it was before the 2012 election.

CRO *must* re-open nominations if none are submitted, though the schedule is up to him (as opposed to “may” re-open nominations).

Campaigning begins on a Thursday at 9 pm (rather than *am*, so as not to disadvantage students who have class/work), but continues until Tuesday at 9 pm to make up for the loss of daytime Thursday campaigning.

References to the Policy on Elections have been removed, since no one was ever following it.

Candidates for Board and Project Director positions will require 10 nominations (currently they require 5).

Project Director candidates will have two minutes to speak (currently they have one minute).

References to balloted voting are removed for Project Director elections (we don't currently use ballots at the JCM anyway).

Referenda campaigns are permitted 250 posters (currently it is 500).

EngSoc will no longer elect Class Representatives using in-class voting during the first week of September – Discipline Clubs will elect them using whatever procedure they see fit, subject to a few rules (*see Bylaw 6 changes*)

The name of the Election Review Committee is changed to be the “Election Appeals Committee”.

Reserve members are added to the Election Appeals Committee – the Speaker, the Chair of the Academic Appeals Board (a faculty member), or a graduating Officer.

The Election Rules Committee is created, to consist of the CRO, the President, the Speaker, and two Directors of the Board. This committee creates the election rules every year and reports to the Board. No member of this committee may run for an Officer position, but a member of the committee may resign from it if they want to run (this allows the Speaker to run for Officer positions – Directors of the Board shouldn't nominate themselves to serve on the committee unless they're sure they won't run in the election). If the committee's rules are not approved by the Board, the previous year's rules apply.

Bylaw 7

Discipline Clubs must elect Class Representatives in order to receive their funding.

The Class Representatives must each be elected by a vote of the students in their constituency (this is to ensure they're actually a *class* representative and not just someone who was hand-picked).

The election procedure and rules are up to the Discipline Club.



- 4.10.2. In the absence of the Speaker, the President shall act as Chair of the Board, except as determined by a majority vote of the Board.
- 4.10.3. The Speaker shall be selected by the Board of Directors at the first meeting of the new Board Members by a majority vote.
- 4.10.4. Nominations for the Speaker shall be held according to the Bylaw on Elections.
- 4.10.5. The Speaker shall be a non-voting member of the Board of Directors.
- 4.10.6. The Speaker shall act as the Speaker for Council, where necessary.

4.11. Committees

4.11.1. The following shall be considered Standing Committees of the Board:

- a. The Executive Committee;
- b. The Finance Committee;
- c. The Policy and Structure Committee;
- e-d. The Election Rules Committee.;

4.11.2. The Executive Committee shall consist of the Officers of the Society.

- a. The President shall serve as the Chair of the Executive Committee.

4.11.3. The Finance Committee shall consist of the Vice President Finance, the Vice President Student Life and other members as the Board may appoint.

- a. The Vice President Finance shall serve as the Chair of the Finance Committee.

4.11.4. The Policy and Structure Committee shall have membership open to all Members of the Society.

- a. The Policy and Structure Committee will determine its own Chair.

4.11.5. The Election Rules Committee shall be further specified in Bylaw 3 (Elections).

4.11.6. No resolution of a Standing Committee shall take force until it is ratified by the Board.

- ~~4.11.5.a.~~ The Board shall only carry or defeat a motion of the ERC concerning the Official Election Rules.

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**BYLAW 3
THE ELECTIONS BYLAW
THE UNIVERSITY OF TORONTO ENGINEERING SOCIETY**

ADOPTED: July 12, 2012



CHAPTER 0 - General

0.0. General

- 0.0.1. In any situations where this Bylaw contradicts Bylaw 1, Bylaw 1 shall have precedence.
- 0.0.2. The CRO shall give notice of the opening of a Nomination Period, and the positions to be elected, prior to the commencement of the nomination period.
- 0.0.3. The CRO shall give notice of any referendum or election.
- 0.0.4. Notice as referred to in 0.0.2 and 0.0.3 may consist of
 - a. Posters put up at least 14 days in advance, or
 - b. Information mass-emailed to all Members, or
 - c. Any other form of mass communication that the CRO deems appropriate.



CHAPTER 1 - CHIEF RETURNING OFFICER

1.0. Roles and Responsibilities

- 1.0.1. There shall be a Chief Returning Officer elected each year, whose election shall take place each year during the Joint Council Meeting following the election of all other positions.
- 1.0.2. Unless otherwise stated, all aspects of the conducting of elections shall be the sole responsibility of the Chief Returning Officer.
- 1.0.3. The Chief Returning Officer shall be elected by those Councilors present at the Joint Council Meeting (First Part).
- 1.0.4. The Chief Returning Officer may not hold any other official position of the Society during his term of office, and may not be a candidate for any position during their intended term of office.
- 1.0.5. The Chief Returning Officer may only be recalled by a majority vote at a Board of Directors meeting.
- 1.0.6. The Chief Returning Officer may not resign during a Nomination Period (in either Officer or Director Elections).
- 1.0.7. The Chief Returning Officer may appoint up to three (3) Deputy Returning Officers (DROs) at any point.
- 1.0.8. The Chief Returning Officer, Deputy Returning Officer(s) and all officials of the elections process including polling clerks and other designates of the CRO must remain neutral during both the campaign and voting periods.
- 1.0.9. In cases of infirmity, death, resignation, or other form of ineligibility of the Chief Returning Officer, the President shall act as the interim CRO until a new Chief Returning Officer can be elected at a meeting of the Board.
- 1.0.10. The term of office of the Chief Returning Officer shall commence when he takes the Oath of Office and end at the end of the Joint Council Meeting (First Part).



CHAPTER 2 - OFFICERS

2.0. Officers

- 2.0.1. The Nomination Period for the election of Officers shall commence at 9:00 am on the ~~second~~ Monday ~~before Reading Week~~ of the Winter semester, and closes at 5:00 pm on the ~~third~~ Friday of ~~the Winter semester- Reading Week~~.
- 2.0.2. A Member shall be considered nominated upon receipt by the CRO, during the Nomination Period, of a completed Nomination Form, which shall include:
 - a. The Member's name, student number, contact information, and signature;
 - b. The names, student numbers, and signatures of twenty-five (25) Nominators, all of whom shall be Members; and
 - c. A fifty dollar (\$50) deposit.
- 2.0.3. The CRO shall produce a certified list of candidates by 9:00 am of the Monday following the closure of nominations.
- 2.0.4. No Member may be nominated for more than one Officer position.
- 2.0.5. In any cases where no nominations have been received for a position, or the only candidate has failed a vote of confidence, the CRO ~~may~~shall re-open nominations as he sees fit.
- 2.0.6. The CRO shall hold an All Candidates Orientation meeting the day the certified list of candidates is produced.
 - a. All candidates must attend the All Candidates Orientation meeting or send an official representative.
 - b. All candidates (or an official representative) must sign in at the All Candidates Orientation meeting.
 - c. All candidates (or an official representative) must sign off that they understand the rules/regulations of the election process.
 - d. The meeting shall be held after 6:00pm.
- 2.0.7. Campaigning shall commence on the Thursday after the All Candidates Orientation meeting at 9:00~~pm~~am and shall continue until the following ~~Tuesday~~Monday at 9:00pm.
- 2.0.8. Voting shall take place from the 9:00am Wednesday to 3:00pm Friday the week following the All Candidates Orientation meeting.
- 2.0.9. Officers shall be elected by a single transferrable vote system:
 - a. When more than one candidate is nominated for an office, voters shall rank candidates on their ballot in order of preference. Voters may rank as many candidates as they prefer.
 - b. There shall be a 're-open nominations' option on each ballot
 - c. Ballots that contain a mark for only one candidate shall be considered to contain a single first-place vote for that candidate, and 're-open nominations' as second-place.
 - d. Tabulation shall be done as follows:
 - i. A candidate's vote total shall initially be the total of his first place votes.
 - ii. If a candidate's vote total is a majority of the ballots, he shall be declared elected.
 - iii. If no candidate has a majority of votes, the candidate with the fewest votes shall be eliminated, and the second-place (or next-place, if the process has



- been repeated more than once) votes from his ballots shall be transferred to the other candidate's vote totals.
- iv. Ballots from an eliminated candidate that contain no further votes shall be transferred to the 're-open nominations' option.
 - v. If a candidate now has a majority of the total votes, he is declared elected; otherwise the procedure outlined above shall be repeated until a candidate's vote total is greater than half the total number of votes.
- e. When only one candidate is nominated for an office, voters shall vote either 'yes' or 'no' on their ballot to approve or disprove of the candidate for the position.
 - f. If no candidate wins a clear majority of votes, nominations for the position shall re-open as soon as possible, and the election shall be re-run.
- 2.0.10. Electronic voting shall be made available over the entirety of the voting period
- 2.0.11. Counting shall commence immediately after the finish of voting, and a declaration of election shall be given by the CRO upon his completion of the Statement of Results.
- 2.0.12. Candidates may nominate a scrutineer to observe the counting of ballots.
- 2.0.13. No one shall be allowed inside the room where ballots are being counted except the CRO, any DROs, any scrutineers, and the Office Manager.
- 2.0.14. Candidates shall record their expenses, and submit a brief statement of expenses, including receipts, to the CRO by 5:00pm on the Monday following voting.
- 2.0.15. Candidates may not exceed \$100 spent on their campaign. This shall include any material purchased or donated, and any paid labour, but not any volunteer labour as deemed by the CRO.
- 2.0.16. Upon application, a candidate may have up to \$20 of his expenses covered by the Society.
- 2.0.17. No candidate may:
- a. campaign or seek endorsement in any way or at any time other than as stipulated by the CRO in accordance with the Bylaws, ~~and the Policy on Elections.~~
- 2.0.18. The CRO shall adjudicate any violation of these rules. Consequences of non-compliance will be determined ~~in the Policy on Elections and in the~~ Official Election Rules.
- 2.0.19. The CRO shall inform all candidates of the ~~a~~Appeal process at the end of an election and following any rulings.
- 2.0.20. The results of the ~~a~~Appeal process for Officer elections shall be reported by the Elections Review Committee to the Council at the Joint Council Meeting (Part 1).
- 2.0.21. Candidates who receive at least 5% of the votes cast for their position shall have their deposits returned, subject to the CRO's approval.



CHAPTER 3 - BOARD OF DIRECTORS

3.0. Board of Directors

- 3.0.1. The Nomination Period for Board of Directors shall commence at 9:00 ~~pm~~am on the Monday of the ~~fourth~~wWeek after Reading Week in the Winter Term, and close at 5:00 pm on the Thursday of the same week.
- 3.0.2. Members shall not be nominated for more than one Board of Directors position.
- 3.0.3. A Member shall be considered nominated upon receipt by the CRO, during the Nomination Period, of a completed Nomination Form, which shall include:
 - a. The Member's name, student number, contact information, and signature;
 - b. The names, student numbers, and signatures of ~~ten~~five (10~~5~~) Nominators, all of whom shall be from the same constituency that they represent.
- ~~3.0.4. Campaigning rules shall be determined and outlined by the CRO in a written document to be made available to all candidates prior to the start of campaigning.~~
- ~~3.0.5-3.0.4.~~ Electronic voting shall be made available over the entirety of the voting period.

3.1. Speaker of the Board of Directors

- 3.1.1. The Nomination Period for the Speaker of the Board of Directors shall commence on a Monday at 9:00am two (2) weeks prior to the May meeting of the Board, and close on the Friday of the same week.
- 3.1.2. A Member shall be considered nominated upon receipt by the CRO, during the Nomination Period, of a completed Nomination Form, which shall include:
 - a. The Member's name, student number, contact information, and signature;
 - b. The names, student numbers, and signatures of ~~ten~~five (10~~5~~) Nominators, all of whom shall be members.
- 3.1.3. At the May meeting of the Board, each candidate shall be given the opportunity to speak before the election for this position.
- 3.1.4. Each Board member shall have one (1) vote to elect the Speaker of the Board.
- 3.1.5. Other details of the elections shall be at the discretion of the CRO.



CHAPTER 4 - PROJECT DIRECTORS

4.0. Project Directors

- 4.0.1. The Nomination Period for Project Directors being elected at the Joint Council Meeting shall commence at 12:00 pm on the Monday of the ~~f~~Fourth ~~w~~Week after Reading Week ~~of winter term~~; and close at 5:00 pm on the Thursday of the same week. The Nomination Period for all other Project Directors shall be described in their position description in Bylaw 2 (Directors), Chapter 1 (Project Directors).
- 4.0.2. Members may be nominated for more than one Project Director position.
- 4.0.3. A Member shall be considered nominated upon receipt by the CRO, during the Nomination Period, of a completed Nomination Form, which shall include:
 - a. The Member's name, student number, contact information, and signature;
 - b. The names, student numbers, and signatures of ~~ten~~five (105) Nominators, all of whom shall be Members.
- 4.0.4. The CRO shall determine the order of positions for the elections to be held during the Council Meeting. ~~His goal shall be to give the largest number of people the greatest number of positions.~~
- 4.0.5. Each candidate shall be given the opportunity to speak for ~~two~~one (2+) minutes before the election in which he is nominated.
- 4.0.6. If a Member wins an election for a position, he shall be removed from consideration for any others.
- 4.0.7. Each Project Director shall be elected by a show of hands:
 - a. Candidates shall be sent out of the room.
 - b. Votes for each candidate shall be counted.
 - c. The candidate with the fewest votes shall be removed from consideration.
 - d. Another vote shall be held, and the process shall continue until one candidate receives a majority.
 - e. In all cases of ties, the Chief Returning Officer shall cast the deciding vote.
 - f. When only one candidate is nominated, voters shall vote either 'yes' or 'no' ~~on their ballot to approve or disprove of the candidate for the position.~~



CHAPTER 5 - REFERENDUMS

5.0. Governing Regulations

- 5.0.1. A referendum shall be called only upon a motion of the Board.
 - a. Any referendum concerning student fees shall require a Special Resolution of the Board.
- 5.0.2. The Society ~~may~~ shall fund a "yes" campaign and a "no" campaign for each referendum question to a limit of \$200.
- 5.0.3. No campaign or campaigner may:
 - a. campaign or seek endorsement (e.g. mass email, Facebook, class speaks, posters, etc.) in any way or at any time other than as stipulated by the CRO in accordance with the Bylaws.
 - b. put up more than ~~250~~ 500 8.5" x 11" posters;
 - c. hang more than 2 banners each with outside dimensions that should not exceed 4 square meters for a one-sided banner, or two (2) square meters per side for a two-sided banner;
 - d. use a megaphone inside a building;
 - e. leave banners or posters for longer than 1 week after the referendum;
 - f. campaign during the voting period
 - g. campaign before the All Candidates Orientation meeting
 - h. campaign in any other way deemed to be obnoxious by the CRO;
 - i. include the services of volunteers that are not members of the Society
- 5.0.4. The CRO shall hold an All Candidates Orientation meeting at least seventy-two (72) hours before campaigning period opens.
 - a. All campaigns must send an official representative to attend the All Candidates Orientation meeting.
 - b. The official representative must sign in at the All Candidates Orientation meeting.
 - c. The official representative must sign off that they understand the rules/regulations of the referendum.
- 5.0.5. The CRO shall adjudicate any violations of these rules. Consequences of non-compliance may include, but may not be limited to:
 - a. Forfeiture of the campaign's deposit;
 - b. Withholding of reimbursements for the campaign expenses;
 - c. Removal of campaign's posters or banners.
- 5.0.6. A referendum must be positively phrased, so that a vote of "yes" signifies agreement with the initiative proposed, and a vote of "no" signifies disagreement with it.
- 5.0.7. Quorum required for a referendum shall be no less than five percent (5%) of full members.



CHAPTER 6 – CLASS REPRESENTATIVES

6.0. — Class Representatives

- ~~6.0.1. — Class Representatives shall be elected by a vote of the Members of each Constituency.~~
- ~~6.0.2. — Elections for PEY, First Year and Second Year Class Representatives shall take place during the first two full weeks of classes in September.~~
- ~~6.0.3. — Elections for all other Class Representatives shall take place concurrent with the Officer elections.~~
- ~~6.0.4. — First and second year class representative elections shall take place:
 - a. — in a class common to all members of the Constituency; or
 - b. — electronically, at the determination of the CRO.~~
- ~~6.0.5. — The CRO must take every possible effort to personally notify classes affected in the case of 7.0.4b) of the upcoming electronic election.~~
- ~~6.0.6. — In cases where the CRO is unable to perform a first or second year class representative election, he may designate a Deputy Returning Officer or an Officer to perform it.~~
- ~~6.0.7. — PEY class representative elections shall take place electronically.~~
- ~~6.0.8. — All other class representative elections shall take place as part of the Officer elections.~~



~~CHAPTER 7~~ - ~~CHAPTER 6~~ - Appeals and Complaints

~~7.0.6.0.~~ Appeals and Complaints

~~7.0.1-6.0.1.~~ Any appeals or complaints related to elections shall be brought in writing, within seven (7) days of the announcement of results, to an Election ~~AppealsReview~~ Committee comprised of:

- a. the President;
- b. a representative from the Engineering Alumni Association; and
- c. the Registrar of the Faculty of Applied Science and Engineering.

~~6.0.2.~~ In the event that one of the members above is unable to serve on the committee, reserve members will be selected from:

- a. The Speaker of the Board;
- b. The Chair of the Academic Appeals Board of Faculty Council;
- c. A graduating Officer.

~~7.0.2-6.0.3.~~ The Election ~~AppealsReview~~ Committee shall report to the Board of Directors all matters brought to them and any recommended action.

~~7.0.3-6.0.4.~~ The Election ~~AppealsReview~~ Committee's recommendations shall be binding, unless opposed by an unanimously approved motion of the Board, wherein any member of the Election ~~AppealsReview~~ Committee shall not have a vote.

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CHAPTER 7 - Election Rules Committee

7.0.1. There shall be an Election Rules Committee, consisting of:

- a. The Chief Returning Officer;
- b. The President;
- c. The Speaker of the Board;
- d. Two (2) Directors of the Board.

7.0.2. No member of the committee shall be nominated for any Officer position in the election immediately following their membership on the committee, unless they resign their membership before the committee has begun its work.

7.0.3. Any vacancy on the committee will be filled by a majority vote of the Board of Directors.

7.0.4. The committee shall meet to determine the Official Election Rules for the upcoming Officer Elections, and report such to the Board at its January meeting.

7.0.5. In the event that the Board fails to approve the Official Election Rules as proposed by the committee, the latest Board-approved version shall remain in force.

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BYLAW 7
THE DISCIPLINE CLUB BYLAW
THE UNIVERSITY OF TORONTO ENGINEERING SOCIETY

ADOPTED: JANUARY 31, 2011



CHAPTER 0 - GENERAL

0.0. General

- 0.0.1. All Discipline Clubs shall be recognized as Official Engineering Clubs and are privy to the benefits thereof.
- 0.0.2. There shall only be one (1) Discipline Club per program of study as defined by the Faculty.
- 0.0.3. The Discipline Club shall be represented by the related Ex-officio specified in Bylaw 2.



CHAPTER 1 - ~~FINANCES~~FINANCES

1.0. Finances

- 1.0.1. Financial support for Discipline Clubs from the Engineering Society shall be allocated according to the following formula: *\$1000 per club, plus \$4.50 per student.*
- 1.0.2. Financial support shall be delivered in the form of three cheques.
- 1.0.3. All discipline club funding shall be withheld until its release is approved by the Board. The Board may decline to release funding for the following reasons:
 - a. The club has grad pranks from previous years which are in a state of disrepair.
 - b. The club does not have a constitution that has been ratified by the Board or is not in compliance with its Board-approved Constitution.
 - c. The club's chair(s) or co-chairs are not in their graduating year.
 - e-d. The club has not elected their Class Representatives, as specified in Chapter 4.
- 1.0.4. A two-thirds majority of members of the Board of Directors, not of the discipline in question, at a meeting of the Board of Directors shall be required to release a club's funding.

CHAPTER 2 - ~~ENGINEERING UNDERGRADUATE LEVY FUND~~ENGINEERING UNDERGRADUATE LEVY FUND

2.0. Discipline Clubs Responsibilities

- 2.0.1. Each Club Chair (or co-Chair) shall provide input to the Engineering Society on the most appropriate uses of the Engineering Undergraduate Student Levy Fund.
- 2.0.2. Club Presidents shall keep both the students' academic and extra-curricular needs in mind when providing this input.

CHAPTER 3 - ~~TRACK ONE COMMITTEE~~TRACK ONE COMMITTEE

3.0. Governing Regulations

- 3.0.1. The TrackOne Committee is not a Discipline Club.
- 3.0.2. The TrackOne Committee shall be chaired by the TrackOne Class Representative.
- 3.0.3. The only required member of the Committee shall be the TrackOne Class Representative.
- 3.0.4. Financial support for the TrackOne committee shall be allocated annually in the amount of \$200 + \$4.50 per student.
- 3.0.5. Financial support shall be held by the Engineering Society and spent at the discretion of the Vice-President Finance.

~~3.0.5.~~CHAPTER 4 - Class Representatives

- 4.0.1. There shall be a Class Representative for each year of each discipline.
- 4.0.2. The Class Representative shall be elected by all students in their constituency.
- 4.0.3. The Discipline Club shall inform the President in writing of their discipline's Class Representatives once they have been elected.

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