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University of Manitoba Engineering Society

# Technical Society Governance Manual



Run by students, for students

MMXVII



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## Article 1 - Types of Technical Societies

1. Representational Societies:
  - a. Representational Societies bring together and advocate for the best interest of students from either a specific Engineering Department or another group that assembles students. Their main goal is to provide a society that brings together members from a specific group; and
  - b. In order for Representational Societies to receive the per capita funding, membership cost must be a minimum of \$10 per year. Representational Societies that do not have a membership cost or one that is less than \$10 will still receive the equal payment and are still eligible to apply for additional funds.
2. Competition Societies:
  - a. The purpose of Competition Societies is to design, build, and compete in local, national and international competitions; and
  - b. In order for Competition Societies to receive the per capita funding, membership cost must be a minimum of \$20 per year. Competition Societies that do not have a membership cost or one that is less than \$20 will still receive the equal payment and are still eligible to apply for additional funds.
3. Special Interest Societies
  - a. Special Interest Societies want to bring change and improvements to specific areas of interest. Those areas range from helping students develop personally, to improving the U of M campus, to helping the broader community;
  - b. Special Interest Societies can count their membership in one of the following two ways, or a combination thereof:
    - i. All undergraduate Engineering students on the executive, a directorship or holding an official title of the Special Interest Society;
    - ii. If the Special Interest Society holds at least three (3) Events open to all Engineering students the average attendance across all of these Events can be added to those counted in point 1 as long as the following requirements are met:
      1. Members already counted under point i cannot also be counted under point ii;
      2. Only undergraduate Engineering students in attendance can be included in the count;
      3. The student number, first and last name and signature of all students in attendance must be collected.
        - a. Fundraiser sales do not count towards one of the three (3) Events as attendance cannot be taken.
      4. If, by the time of UMES' designated deadline to provide a membership count, a Special Interest group has only hosted two (2) Events but a third one is planned for after the membership deadline, the average of the first two (2) Events may be used at the VSI's discretion.

## Article 2 - Requirements for Recognition

1. Technical Societies must meet the following criteria to become recognized by UMES:
  - a. Approach the VSI indicating their intentions to be recognized by UMES at least two (2) weeks prior to Council voting on recognition;
  - b. Submit an up-to-date constitution for UMES Council to review at least one (1) week prior to Council voting on recognition;
  - c. Be comprised of a minimum of ten (10) Society Members; and
  - d. Be established for a minimum period of one (1) calendar year.
2. A Technical Society meeting all of the above criteria will be invited to give a presentation on their Technical Society to UMES Council. Presentation items should include, but need not be limited to:
  - a. Overview of the Technical Society's purpose;
  - b. Proof of meeting the above criteria; and
  - c. Benefits of the Technical Society becoming a recognized UMES Technical Society.
3. A Technical Society will become recognized by UMES upon a two-thirds (2/3) majority vote by Council following their presentation.

## Article 3 - Recognized Technical Societies

1. Recognized Representational Societies:
  - a. CSBE: Canadian Society for Bioengineering;
  - b. CSCE: Canadian Society of Civil Engineers;
  - c. CSME: Canadian Society of Mechanical Engineers;
  - d. EASA: Engineering Access Student Association; and
  - e. IEEE: Institute of Electrical and Electronics Engineers.
2. Recognized Competition Societies:
  - a. UMGNCTR: U of M Chapter of the Great Northern Concrete Toboggan Race
  - b. UMSAE: U of M Chapter of SAE International;
  - c. UMSATS: U of M Space Application and Technology Society;
  - d. UMSB: U of M Steel Bridge Society;
  - e. UMATT: U of M Association of Tiny Tractors;
  - f. UM ecoMotion: U of M Eco-Marathon Team; and
  - g. WE Design: Wind Energy Design
3. Recognized Special Interest Societies:
  - a. CWRA-SYP: Canadian Water Resources Association: Students and Young Professionals;
  - b. EWB: Engineers Without Borders;
  - c. UMASC: U of M AREMA Student Chapter;
  - d. UMBMES: U of M Biomedical Engineering Society;
  - e. UMEARTH: U of M Energy and Renewable Technology Hub; and
  - f. UMITE: U of M Institute of Transportation Engineers.

## Article 4 - Responsibilities of Technical Societies

1. Provide members of their Society with the opportunity for social and/or professional advancement;
2. Act in a manner that increases the positive reputation of the Society, the Faculty and the University as a whole;
3. Maintain all allocated space and Technical Society property;
4. Maintain compliance with all applicable University policies;
5. Technical Societies must inform the VSI and the Senior Stick of the results of their elections within one week that they become available;
6. Technical Societies must provide their list of undergraduate Engineering students to UMES by the end of January, or when specified by the VSI. For all students this list must include:
  - a. First and last names;
  - b. Student numbers;
  - c. Engineers Geoscientists Manitoba Student Membership numbers; and
  - d. Confirmation that the student has paid their fees if any apply.
7. Technical Societies must have submitted an up to date constitution;
8. Technical Societies must have submitted a budget to UMES Council which meets the following criteria:
  - a. The budget must provide a breakdown of income and expenses. Itemized budget lines are not required but the VSF may request additional budget breakdown;
  - b. The budget must be balanced or justification must be provided as to why it is not balanced;
  - c. The budgets cannot misuse funding which includes but is not limited to:
    - i. The purchase of alcohol or intoxicants;
    - ii. The purchase of adult entertainment or adult paraphernalia; and
    - iii. Any activity that adversely affects the reputation of UMES, the Faculty or the University.
  - d. The VSF will indicate to the VSI whether the budgets meet the criteria set above; and
  - e. If UMES finds that the budget provided was purposefully created to be misleading then the recognition of the Technical Society can be removed.

## Article 5 - Allocation of Funding

1. Technical Societies are eligible for funding if they are recognized prior to the date that funds are distributed;
2. The Technical Society funding will consist of 75% of the Association's student fees that the Association redirects to UMES. UMES may delay the distribution of funds if it has not yet received the funds from the Association;
3. 25% of the Technical Society funding will be distributed equally across all recognized Technical Societies:
  - a. This funding will be distributed during the first week of December to all Technical Societies recognized on or prior to November 30th;
4. 25% of the Technical Society funding will be distributed based on a per capita basis:

- a. The deadlines for Technical Societies to submit membership counts is in accordance to Article 4 of this document. The per capita funding is to be distributed within two (2) weeks of the deadline to submit membership count.
- b. Members counted toward per capita funding are only those registered as Engineers Geoscientists Manitoba student members.
5. 10% of the Technical Society funding will be distributed to Technical Societies attending UMES meetings:
  - a. In order for a Technical Society to be eligible for this funding (a) member(s) of said Technical Society must attend at least 50% of the UMES council meetings:
    - i. It is not required that it is the same member that attends all meetings;
    - ii. The member can hold any position on the Technical Society and can already be a member of UMES Council; and
    - iii. Prior to every UMES Council meeting, the member must indicate to the UMES Secretary that they are representing the Technical Society.
    - iv. A single individual may represent two Technical Societies for which they are a part of, but will only receive one vote for a chosen Technical Society.
  - b. The funds will be distributed equally to all Technical Societies that are eligible for this funding after the last UMES Council meeting of the year.
6. 40% of the Technical Society funding will be distributed by application:
  - a. UMES funding will be open for application after the Engineering Endowment Fund has distributed all of its funding. The application period must last for a minimum of two (2) weeks;
  - b. The UMES Finance Committee will make a recommendation to UMES Council on how to allocate the funds to the Technical Societies. UMES Council must approve or amend the recommended funding before the funds can be distributed;
    - i. The VSI will be a voting member on the Finance Committee regardless of whether they are already a member of the Finance Committee or not; and
    - ii. If a member of the Finance Committee is currently, or previously was, a member of at least one Technical Society that is applying for funding they must have this indicated in the minutes. Furthermore, the member in question must step out of the room for all applications made by the Technical Societies of which they are currently a member.
  - c. The Finance Committee will consider the following criteria:
    - i. The amount of funding the Technical Society has received from the EEF;
    - ii. The quality of application outlining a clear demonstration of financial need;
    - iii. The Technical Society's attempt to apply for funding elsewhere;
    - iv. The number of students that would benefit from the funding being approved; and
    - v. Priority will be provided to improvements for the Technical Society rather than simply its operating budget. In no particular order, improvements include but are not limited to:
      1. New shop tools;
      2. New equipment;
      3. New Events; and
      4. Lounge improvements.
  - d. No Technical Society may receive more than 50% of the application funding;

- e. Technical Societies should use the criteria listed above when completing an application. The application can be no more than three pages. However, additional pages for quotes are acceptable;
- f. The Finance Committee has the ability to recommend that all, a portion of, or none of the funding requested is granted. If all of the funding is not distributed, then the remaining funding will be distributed equally to all the Technical Societies. Furthermore, the Finance Committee may indicate in its recommendation that the funds allocated may only be used towards a specific item in the application;
- g. The Technical Societies will be informed of the Finance Committee's decision and provided with the meeting minutes no more than two (2) weeks after UMES Council votes to ratify, or amend, the Finance Committee suggestion on fund allocation; and
- h. UMES will only provide the Technical Society with the funds allocated once receipts have been provided to the VSF. The Technical Societies have until the opening of the application process the following year to request the funding from UMES. If any amount of the funding is not used prior to the following year's application period, it will be added to the funds available to all Technical Societies for the following year.

## Article 6 - Allocation of Space

1. Space shall be distributed based upon the following criteria:
  - a. Priority shall be given giving to Technical Societies with previously allocated space;
  - b. Should a vacancy occur, the Executive Committee is responsible to bring forward a recommendation to Council for ratification. Priority shall be given to Technical Societies that meet the following criteria:
    - i. They do not currently have space;
    - ii. They have the largest enrolment; and
    - iii. They best enhance student life as well as the reputation of UMES, the Faculty and the University as a whole.
2. The following Technical Societies are allotted space on the 500 level of E1:
  - a. CSBE (E1-519);
  - b. CSCE (E1-508);
  - c. CSME (E1-516);
  - d. EWB (E1-517);
  - e. UMIEEE (E1-513 & 514); and
  - f. UMSAE (E1-589).
3. In the event of an eviction, the Technical Society will be required to vacate allocated space and return it to its original condition within two (2) weeks of notice.

## Article 7 - Removal of Recognition

1. Recognition shall be removed in any of the following circumstances:
  - a. Membership drops below ten (10) members for two (2) consecutive years;
  - b. Failure to meet all the responsibilities outlined in Article 4 of this document for two (2) consecutive years or for any two (2) years in a three (3) year period;
2. A Technical Society not meeting any of the criteria outlined in Article 4 of this document will immediately lose recognition by UMES upon a two-thirds (2/3) majority vote by Council;

- a. The offending Technical Society cannot vote on this motion.
3. Upon loss of recognition:
  - a. The Technical Society will lose allotted space, funding and any support from UMES;
  - b. Council must vote on whether the physical and electrical property of the Technical Society (which did not initially belong to individual Technical Society members) will become the property of UMES:
    - i. The intent of this is to allow UMES Council to redistribute the property that was purchased with student money to other Technical Societies.
  - c. The Technical Society will not be eligible for renewed recognition for a minimum of two (2) years.