



## **POLICY MANUAL**

2011

## PREAMBLE

On January 8<sup>th</sup>, 2007, the Engineering and Computer Science Association Council supported the creation of a Policy Manual to supplement the Associations Constitution and Regulations. This manual was to be a handbook, which helps describe the mandates of the Association, and the guidelines for running it on a daily basis.

Through documenting important protocols and best practices, a comprehensive policy manual will be able to assist in reducing the learning curve of new executives, thus allowing future executives to better focus on the continuing development of the Association.

## §1. INFRASTRUCTURE

### §1.1. INFR-01: B-Annex Conference Room Protocol

The B-Annex Conference Room (B-001) has been established by the Engineering and Computer Science Association with the generous support of the Faculty of Engineering and Computer Science at Concordia University. Located in the basement level of the Annex located at 2160 Bishop Street, The Conference Room is a fully equipped multi-media space intended for use by student associations as a workspace and meeting room.

The room is available to be booked by any recognized student association under the ECA. To maintain a degree of control over the space to ensure the minimization of damages and maximize the usefulness of the space, certain conditions have been implemented:

1. All bookings must be made through the VP Internal of the ECA, via e-mail at [internal@ecaconcordia.ca](mailto:internal@ecaconcordia.ca). Bookings will then be placed on the Calendar system available at the ECA Website.
2. Notwithstanding the above, SAE-Concordia (Society of Automotive Engineers) has the ability to use the conference room without a booking, recognizing the unique situation of SAE with regards to the number of projects, and proximity to the space. However, should the need arise; meetings will take precedence over un-booked usage of the room.
3. All student associations under the ECA, ECA officers, representatives and directors are eligible to book the space.
4. The Conference Room should be booked at least 3 days in advance.
5. Notwithstanding the above, emergency meetings may be booked up until the time of the meeting, provided no conflicts exist.
6. The society or individual booking the Conference Room will be responsible for any damages to the equipment.

7. Booking requests may be refused by the ECA if the booking is deemed irresponsible (i.e. booking Monday through Friday from 8am to 5pm for a single group).
8. The Conference Room is to be used for legitimate ECA or society related meetings.
9. The ECA remains responsible to ensure that the equipment in the Conference Room is usable and functioning.

## §2. MEMBERSHIP

### §2.1. MEMB-01: Group Membership Obligations and Penalties

As stated within the Standing Regulations, groups recognized by the ECA are required to fulfill certain obligations:

1. Attendance at all ECA Council meetings
2. Fulfillment of office hours duties
3. Other duties as mandated by the ECA Administrative Council

Member groups that fail to fulfill their obligations will be subject to the following penalties:

1. Loss of funding. Each successive infraction will result in an increased level of penalty in accordance with the following scale:
  - a. Loss of x% of original budget
    - i. 0%
    - ii. 0%
    - iii. 5%
    - iv. 5%
    - v. 10%
  - b. Initiation of group review process
2. Notwithstanding the previous, penalties may be issued to ECA Groups, if deemed necessary by the ECA Administrative Council and if proper notice has been given, if fulfillment of any obligation is not satisfied.

In the case where the member group has already exhausted its budget, the following year's budget granted to the member group will suffer the appropriate penalty.

In cases where it is deemed by the ECA Executive that a group has engaged in gross misconduct, the ECA Administrative Council may institute more severe penalties.

## §2.2. MEMB-02: Eligibility Requirements for Member Group Executives

Executive membership in society must be comprised of solely members of the Engineering and Computer Science Association. Exceptions to this will be made for cross faculty societies. These special cases will be defined on a per society basis, as defined by the ECA Administrative Council.

At the time of executive elections it is required that the elected member must be in good academic standing. Having an annual GPA greater than or equal to 1.5 and a cumulative GPA greater than or equal 2.0. Both criteria must be satisfied. In the case where the student does not possess an annual GPA will be judged based on their cumulative GPA at the time of elections.

Students will only be permitted to hold an executive position on up to one society and up to one team within the ECA. This does not limit any member of any executive from being actively involved in other societies and teams.

Notwithstanding the above, the ECA Administrative Council may be part of any society or team under the ECA umbrella.

## §3. FINANCIAL

### §3.1. FINA-01: Equipment Fund Composition

#### 1. Responsibility for Decisions on the Allocation of Funds.

An Equipment Fund Committee shall be responsible for final decisions on the allocation of funds from the Equipment Fund in accordance with established Rules of Procedure.

#### 2. The Equipment Fund Committee.

2.1. The Equipment Fund Committee shall comprise the following voting members:

- The Dean of the Faculty of Engineering and Computer Science, or an Associate Dean delegated by the Dean.
- 4 Faculty members of the Faculty of Engineering and Computer Science
- The president of the Engineering and Computer Science Association or a member of the executive of the Association delegated by the President
- 4 members of the Engineering and Computer Science Association

2.2. The Committee shall be chaired by the Dean, or the Associate Dean in the absence of the Dean.

### **3. Appointment of Committee Members.**

3.1. The four faculty members shall be appointed by the ECA Council in consultation with the Dean of the Faculty of Engineering and Computer Science.

3.2. The four undergraduate student representatives shall be appointed by the ECA Administrative Council.

### **4. Quorum.**

A majority of the appointed members of the Committee shall represent a quorum for its meetings, provided that (i) each Department of the Faculty is represented by at least one faculty member or one undergraduate student and (ii) there are at least three undergraduate students present.

## **§3.2. FINA-02: Equipment Fund Committee Rules and Procedure**

### **1. Division of Funds.**

1.1. The funds collected by the Equipment fund will be divided as follows

1.1.1. For capital projects that cover the acquisition and maintenance of laboratory and computer equipment for the undergraduate level.

1.1.2. For the support of student initiatives to promote leadership, entrepreneurship, excellence and the enhancement of the academic experience of undergraduate students in the Faculty.

1.2. The funds allocated for capital projects and student initiatives will be distributed accordingly by the significance and quality of the proposals. As well, the division of funds will be fairly distributed across the faculty and its departments

### **2. Submission of Proposals**

2.1. A call for submission of proposals for investment in capital projects or student initiatives will be made during the fall semester by the Engineering and Computer Science Association.

- 2.2. Forms for the submission of proposals will be available in the general offices of the Faculty and in the ECA office.
- 2.3. Proposal forms will require that the proposed equipment or student activity be specified as applicable to one of the following categories:
  - Capital Projects
  - Student Initiatives
- 2.4. Completed proposal forms with appropriate documentation and quotations will be submitted to the ECA office by a deadline established by the Equipment Fund Committee.

### **3. Evaluation of Proposals.**

- 3.1. The Executive Committee of the Engineering and Computer Science Association will evaluate all proposals submitted and has the responsibility to screen and prioritize the submissions with the assistance of student committees when appropriate.
- 3.2. Copies of the proposals will be available to each member of the appropriate committee at least three working days prior to its first meeting.
- 3.3. Meetings of the evaluation committee will be called by its Chair, who will ensure that the documentation is available to its members.
- 3.4. The evaluation committee will submit to the Equipment Fund Committee the proposals which would be most beneficial to the unit to which it relates by assigning a ranking and giving recommendations.

### **4. Final Decisions on Proposals.**

- 4.1. The Equipment Fund Committee renders final decisions on the funding of all proposals.
- 4.2. Decisions to fund a proposal require a two-thirds majority of those members attending the meeting of the Equipment Fund Committee, with a simple majority of the undergraduate students present being in favour of allocating funds to the proposal.
- 4.3. Final decision on the funding proposals will be announced within eight weeks following the deadline for the submission of proposals.

## 5. Assignment of Funds.

The Dean of the Faculty of Engineering and Computer Science, or the Dean's delegate in cooperation with the President of the Engineering and Computer Science Association is responsible for coordinating the allocation of funds from the Equipment Fund.

## 6. Recognition Requirements.

6.1. Equipment purchased with funds allocated from the Equipment Fund will bear a plaque indicating that it was bought through donations from students of that particular year.

6.2. Student Initiatives funded by the Equipment Fund must include the official ECA logo in any printed or web-based promotional materials.

### §3.3. FINA-03: Budget Proposal Standards

For any groups to receive funding from the association, a budget proposal must be presented to the ECA executive.

#### 1. Annual Budget Proposals

Budget proposals must be submitted by **September 15** for any group to receive a budget for an academic year. Budget Proposals must be submitted using the budget proposal form, Appendix A. Budget proposals will then be reviewed by the President, VP Internal and VP Finance.



**APPENDIX A**





**ENGINEERING &  
COMPUTER SCIENCE  
ASSOCIATION  
CONCORDIA UNIVERSITY**

Current Date

**SOCIETY REGISTRATION FORM**

**Society Name:** \_\_\_\_\_

**Abbreviation:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Office Phone Number:** \_\_\_\_\_

**Emergency Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**EXECUTIVE INFORMATION**

Name	Position	E-mail	Phone #	ID #

Name and signatures of signing officers

Signing officer #1

\_\_\_\_\_

*Print name*

\_\_\_\_\_

*Signature*

Signing officer #2

\_\_\_\_\_

*Print name*

\_\_\_\_\_

*Signature*

Authorized signature of ECA

\_\_\_\_\_

*Print name*

\_\_\_\_\_

*Signature*

Date: \_\_\_\_\_

*dd/mm/yyyy*