



Equipment Fund Policy

Version 1
Effective: June 1st, 2015

Preamble

The Equipment Fund fee levy was established in 1987 as a gesture of solidarity from the ECA Members to the Faculty; the mandate has since been broadened to support more aspects of the academic experience. This policy specifies the procedures and administration of the fund. In particular, it was written to prevent any mismanagement as well as uphold the mandate and objectives set by the Membership, by establishing a clear framework that ensures a balanced distribution, consensus-based decisions, transparency measures, and review mechanisms.

Section 1 - Definitions

1. The definitions present in the Bylaws shall be applicable to this document, in addition to the terms hereby defined:
 - BOD: the ECA's Board of Directors
 - Bylaws: the ECA's Bylaws
 - Dean's office: the Dean, the Associate Deans, and any appropriate employees of the Faculty
 - Joint Committee: the Equipment Fund Joint Committee
 - Student: ECA Member

Section 2 - Purpose

2. This policy specifies the procedures and administration of the Equipment Fund.

Section 3 - Scope

3. The Equipment Fund levy is a membership fee assessed by the ECA, as defined in *Part G: Membership Fee* of the Bylaws. As such, the assessment may only be changed by referendum.
4. In the event of any conflict between the Bylaws and this policy, the Bylaws shall take precedence, in accordance with article 128 of the Bylaws.
5. Additions, deletions, or amendments to this policy, and the adoption of any new policy with regard to the Equipment Fund, must be approved by a two-thirds (2/3) majority vote resolution of the BOD. Unless otherwise specified in the resolution, it shall take immediate effect.

6. The mandate of the Equipment Fund, as specified in article 8, may only be amended by a referendum of the members, held in accordance with *Part E: Elections and Referenda* of the Bylaws.
7. All amendments to the mandate of the Equipment Fund shall be added to *Annex A: Referendum Questions* of the Book of Policies.

Section 4 - Mandate

8. As adopted by a referendum of the members, the Equipment Fund shall only be used in accordance with its mandate of upgrading laboratory and computer equipment, supporting activities enhancing the academic experience, and improving facilities for Students.

Section 5 - Use of the Equipment Fund

9. No allocation shall be made without a request containing:
 - the source funding pool;
 - a budget, including the total expenses, the amount requested, and other sources of funding;
 - an estimated number of Students impacted by the project; and
 - the means by which it fulfils the mandate of the fund.
10. All money spent must be considered part of the Faculty Funding Pool, the ECA Funding Pool, or the Capital Funding Pool.
11. **Distribution:**
 - a. The overall funding pool available for distribution in a given fiscal year must not fluctuate throughout the fiscal year. For that reason, it shall be the amount collected for the fee levy during the previous year.
 - b. The overall funding pool shall be apportioned into the Faculty Funding Pool and the ECA Funding Pool.
12. **Faculty Funding Pool:**
 - a. The Faculty Funding Pool shall be two-thirds (2/3) of the overall funding pool for that fiscal year.
 - b. Requests for funding from the Faculty Funding Pool shall be considered by the Joint Committee.
 - c. All amounts approved by the Joint Committee are subject to ratification by the BOD.
 - d. Upon such ratification, all amounts approved shall be transferred to the Faculty Equipment Fund account.
 - e. The signing authority for the Faculty Equipment Fund account shall be the Faculty.
 - f. Requests made to the Faculty Funding Pool must be for the acquisition or maintenance of laboratory or computer equipment where at least 80% of the users are Students. Notwithstanding, a request may be considered should the Joint Committee decide the request fulfils the mandate of the Equipment Fund.
13. **ECA Funding Pool:**
 - a. The ECA Funding Pool shall be one-third (1/3) of the overall funding pool for that fiscal year.
 - b. Requests for funding from the ECA Funding Pool shall be considered by the BOD.
 - c. All amounts approved by the BOD shall be transferred to the ECA Equipment Fund account.
 - d. The signing authority for the ECA Equipment Fund account shall be the ECA.

- e. Requests made to the ECA Funding Pool must be for the support of competitive teams and Student-led activities which enhance the academic experience. Notwithstanding, a request may be considered should the BOD decide the request fulfils the mandate of the Equipment Fund.

14. Capital Funding Pool

- a. The Capital Funding Pool shall be the current balance of the Capital Equipment Fund account.
- b. Requests for funding from the Capital Funding Pool shall be allocated by the BOD.
- c. At the end of each fiscal year, any amounts which was allocated to the Faculty Funding Pool or ECA Funding Pool but not spent shall be transferred to the Capital Equipment Fund account.
- d. The signing authority for the Capital Equipment Fund account shall be the ECA.
- e. Requests made to the Capital Funding Pool must be for large-scale or long-term special projects. Notwithstanding, a request may be considered should the BOD decide the request fulfils the mandate of the Equipment Fund.

Section 6 - Equipment Fund Joint Committee

- 15. The Joint Committee has the authority to approve requests for funding from the Faculty Funding Pool, in accordance with article 12b.
- 16. Resolutions of the Joint Committee shall come into effect only after ratification by the BOD.
- 17. The Joint Committee shall be composed of the following voting members:
 - a. the Dean of the Faculty, or an Associate Dean delegated by the Dean;
 - b. the President of the ECA, or a member of the BOD delegated by the President;
 - c. four (4) Faculty members; and
 - d. four (4) Students.
- 18. The appointment of members to the Joint Committee shall be at the discretion of the constituencies concerned.
- 19. Every effort shall be made to ensure the representation of every department on the Joint Committee.
- 20. Motions shall be passed by simple majority. Notwithstanding, should all members of either the ECA or the Faculty in attendance at a meeting vote against a resolution, it shall fail.
- 21. **Meeting requirements:**
 - a. The Joint Committee shall meet in August of each year for the purpose of the allocation of the Faculty Funding Pool, in accordance with article 12b.
 - b. The Dean of the Faculty or the President of the ECA may call meetings of the Joint Committee.
 - c. Meetings shall be scheduled by the Faculty in consultation with the ECA.
 - d. A notice stating the date and time of a meeting shall be sent at least fourteen (14) days before such meeting takes place.
 - e. The agenda and all requests for consideration at a meeting shall be distributed to the Joint Committee members at least seven (7) days before the meeting is to take place. Any items received after this deadline shall be placed on the agenda of the following meeting.
 - f. Included in the documents for every meeting shall be a spreadsheet which includes:
 - the amount collected for the fee levy during the previous fiscal year;
 - the balance of the Faculty Funding Pool not yet allocated;
 - the balance of the ECA Funding Pool not yet allocated;

- the balance of the Capital Funding Pool not yet allocated;
- g. Quorum shall be seven (7) members.

22. Chairperson and Secretary:

- a. The Chairperson and Secretary of the Joint Committee shall be, respectively, the Chairperson and Secretary of the Association. Notwithstanding, the Joint Committee may appoint a chairperson and a secretary for the duration of the fiscal year.
- b. Neither the chairperson nor the secretary may vote on resolutions of the Joint Committee, unless they also sit as a voting member of the Joint Committee.

Section 7 - Criteria for reimbursement

- 23. Only original receipts shall be accepted for reimbursement.
- 24. All expenses originating from the ECA shall be subject to the ECA's Financial Policy.

Section 8 - Transparency

- 25. The Dean's office, the President of the ECA, the VP Finance of the ECA, and any appropriate employees of the ECA shall have access to electronic transaction records for all internal accounts used for the purposes of the Equipment Fund.
- 26. The following must be maintained in the physical and electronic records of the ECA, in accordance with *Part C: Records and Transparency* of the Bylaws:
 - Minutes from all Joint Committee meetings, signed by the secretary of that meeting;
 - The transaction records for all internal accounts used for the purposes of the Equipment Fund.

Section 9 - Recognition

- 27. All capital assets purchased in full or in part through the Faculty Funding Pool shall bear stickers indicating the item was bought using donations from Students. The stickers shall be funded from the overall funding pool, prior to the yearly distribution, and purchased by the ECA.