



# Competition Fee Levy Policy

Version 1: September 25th, 2022

### *Revision History*

<b>Version</b>	<b>Description</b>	<b>Author(s)</b>	<b>Adoption</b>
1	Initial Version	Esinti Baskak (VP Competitions)	Sept. 25th, 2022

## ***Preamble***

The Competitions Fee Levy was created to encourage and support competitions hosted by member associations of the Engineering and Computer Science Association.

## ***Section A: Definitions***

1. Gina Cody School of Engineering & Computer Science (hereinafter referred to as “GCS”) is the faculty at Concordia University that offers undergraduate and graduate programs in engineering and computer science.
2. Concordia Engineering and Computer Science Student Association (hereinafter referred to as “ECA”) is the official representative of undergraduate students in the GCS.
3. The Board of Directors (hereinafter referred to as “BOD”) is the administrative board of the ECA, composed of members as defined by the ECA bylaws.
4. The Competitions Fund Committee is a committee of the ECA that administers the Competitions Fund.
5. Member refers to the Regular Members of the ECA as defined by the ECA bylaws.
6. VP is an abbreviation meaning Vice-President.
7. A Member Association (hereinafter referred to as “MA”) is an association under the ECA umbrella.

## ***Section B: Purpose***

1. The Competitions Fund is a fund designated to financially support associations who are hosting competitions.
2. This policy governs the Competitions Fund and operation of the Competitions Fund Committee.

## ***Section C: Scope***

1. This policy applies to all member associations of the ECA.

## ***Section D: Composition of Committee***

1. President of the ECA
2. Chairperson of the ECA
3. Vice-President of Finance of the ECA
4. Vice President of Competition of the ECA
5. Student At Large
6. 3 Advisory Councillors

## ***Section E: Administration***

1. Appointment of the Committee
  - 1.1. Recruitment form shall be created and advertised by the outgoing VP Marketing of the ECA before the completion of their mandate.

- 1.1.1. The outgoing ECA VP Marketing shall create a recruitment post for Student At Large.
- 1.1.2. Recruitment of the Student at Large must occur before June 30th each year
- 1.1.3. Appointed of Student At Large shall occur at transitional BOD meeting
- 1.2. Counselors shall be appointed at the first Council meeting in September
- 2. Competitions Fund Committee Application Process Timelines
  - 2.1. Biannual application
  - 2.2. MAs can only apply once every Fiscal Year for the same competition
    - 2.2.1. The first application period shall be from July 1st to July 21st .
      - 2.2.1.1. This application is valid for competitions from September 1st to April 30th of the current academic & fiscal year.
      - 2.2.1.2. The BOD must ratify the allocated funds approved by the CFC by August 21st.
    - 2.2.2. The second application period shall be October 1st to October 21st,
      - 2.2.2.1. This application is valid for competitions from January 1st to August 31st of the current academic & fiscal year.
      - 2.2.2.2. The BOD must ratify the allocated funds approved by the CFC by November 30th.
    - 2.2.3. The Competitions Fund Committee will notify successful applicants within 4 weeks of application closing
  - 2.3. Application must reflect eligibility requirements as defined in Section 6
  - 2.4. Applications must be submitted by email to [cfc@ecaconcordia.ca](mailto:cfc@ecaconcordia.ca) before each biannual deadline.
- 3. Claiming instructions
  - 3.1. After the approval of the BOD of the Competitions Fund Budget, applicants will be notified by the Competitions Fund Student At Large on the status of their application
  - 3.2. The fee can be claimed as per the regular ECA financial operations through reimbursements or direct payment requests
    - 3.2.1. Should their funding be accepted, the ECA Vp Finance shall notify the applicant group of the procedure to claim the funding via direct payment requests or reimbursement requests
  - 3.3. This Fee Levy, as per the ECA Bylaws, is assessed at \$0.10 per credit.

### ***Section F: Eligibility***

- 1. MAs are student groups composed of at least 75% ECA regular members that are organizing a competition to host a recognized Engineering and/or Computer Science competition.
- 2. Recognized Engineering and/or Computer Science competitions is defined to be any competition with students in undergraduate engineering and/or computer science programs that involves engineering and/or Computer science concepts.

3. MA's must select a representative at their discretion who will be the point of contact for the Competitions Fund Committee.
4. Include a written plan for the academic year that may include scheduling, execution, or promotional ideas in the application document.
5. Include a sponsorship package for the current academic year and be actively seeking professional sponsorships in the application document.
6. Include a detailed realistic budget based on the sponsorship package, estimated number of participants in the competition and the funds that have already been given by the ECA to the MA for that competition that will be hosted (if applicable) for the current academic year in the application document.
7. The budget must include an anticipated amount to be received from sponsors.

### ***Section G: Responsibilities of the Competitions Fund Committee members***

1. The Competitions Fund Committee shall coordinate the expenditure of the MA funds in such a manner that it most benefits MA's and competing teams at Concordia University.
2. The Chairperson of the ECA shall:
  - 2.1. Chair the Competitions Fund Committee meetings;
  - 2.2. Should the Chairperson of the ECA be affiliated with any applicant, the President of the ECA shall chair the Competitions Fund Committee.
  - 2.3. Set and distribute the agenda and all relevant documents for the Competitions Fund Committee meetings and inform all members of the dates and times for these meetings.
    - 2.3.1. A notice stating the date and time of a Regular Competitions Fund Committee Meeting shall be sent at least five (5) days before such meeting takes place. A notice stating the date and time of a Special Competitions Fund Committee Meeting shall be sent at least three (3) days before such meeting takes place; only the items specified in the notice of meeting may be considered at a Special Competitions Fund Committee Meeting.
  - 2.4. Notify the applicants of the final decision of the BOD.
3. The President of the ECA shall:
  - 3.1. Set a deadline for Competitions Fund funding requests;
  - 3.2. Create a funding request form that shall be made available to applicants no later than two (2) weeks prior to the deadline.
4. The VP Finance of the ECA shall:
  - 4.1. Oversee the financial management of the Competitions Fund Accounts;
  - 4.2. Determine the total amount available for disbursement every semester;
  - 4.3. Present the budget created by the Competitions Fund Committee to the BOD and answer any questions pertaining to the matter;
  - 4.4. Distribute funds from the Competitions Fund Accounts to the recipients, as decided by the Competitions Fund Committee and ratified by the BOD;

5. The VP Competitions of the ECA shall:
  - 5.1. Advertise the existence and purpose of the Competitions Fund to the entire GCS community.
6. The Student At Large shall:
  - 6.1. Manage the email: [cfc@ecaconcordia.ca](mailto:cfc@ecaconcordia.ca)
  - 6.2. Gather funding application from applicants and distribute them to members of the competitions fund committee at least seventy-two (72) hours in advance of meetings;
  - 6.3. Report all Competitions Fund Committee actions to the BOD, including proposals, voting results, and expenditures.
7. Should the President, VP Finance, and VP Competitions of the ECA be affiliated with any applicant, they shall be replaced with other members of the BOD, one of which shall serve as chair, at the BOD's discretion.
8. The Competitions Fund Committee shall be scheduled to meet once every month throughout the year, excluding December and April. The President of the ECA, student at large or three (3) voting members can call meetings of the Competitions Fund Committee.
9. A two-thirds (2/3) majority vote is required for a Competitions Fund Committee motion to pass.

### ***Section H: Distribution of Funds***

1. The competition fund will be allocated in two parts: the base amount and participating member amount. The percentage of which will be adjusted before every application period.
2. If a student group is found to be spending money received from the CFC for uses not relevant to their operation, they will be placed on probation from the Competition Fund & the funding for the money granted will be revoked.
3. If the student group does not use all their allocated grant money, the remainder of the grant is moved to the competition fee levy for the upcoming period (fiscal year).
4. Any funding that is not used by the end of the fiscal year will be returned to the CFC.
5. The CFC will not fund any student group that has not been recognized by Concordia University or the Engineering and Computer Science Association of Concordia.