



Design Team Fee Levy Policy

Adopted: November 26th, 2022

Version 2

Revision History

Version	Description	Author(s)	Adoption
1	Initial Version	Kayla Charky (President), Kim Dera (VP Internal), Rinad Saleh (ECE Rep), Emanuelle Ranaldi (Policy Committee Student At Large), Remi Jonathan Choquette (VP Finance), Sierra Campbell (VP Academic), Erman Akman (VP Competitions)	December 21st, 2021
2	Formatting Grammatical Fixes Removal of Part 3 Adjustment of funding periods in Part 5 Clarification of funding request form in Part 6 Clarification of chairperson and secretary roles in Part 7 Inclusion of councilor applicant affiliation in Part 7	Sierra Campbell (President), Remi Jonathan Choquette (VP Finance), Esinti Baskak (VP Competitions), Ravish Mahajan (DTFC Student at Large), Emily Winiker (CUBES Co-President/DTFC Member), Ziad Kabbani (SAE President/DTFC Member), Matteo Mazzone (Space Concordia President/DTFC Member)	November 26th, 2022

Preamble

The Design Team Levy, was created to promote the participation in Design Competitions of Engineering and Computer Science students of Concordia University.

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 Design Team Fund Committee (hereinafter referred to as “DTFC”) is a committee of the ECA that administers the Design Team 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. An Affiliated person is someone that is a member of a specified design team.
8. Fiscal Year
9. Academic Year
10. Calendar Year

Section B: Purpose

1. The Design Team Fund is a fund designated to financially support GCS Design Teams.
2. This policy governs allocation of the Design Team Fund and operation of the DTFC.

Section C: Composition of Committee

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

Section D: Administration

1. Appointment of the Committee
 - 1.1. Recruitment form shall be created and advertised by the VP Marketing of the ECA.
 - 1.2. Recruitment of the Student at Large must occur before June 30th each year

- 1.3. Councilors shall be appointed at the first Council meeting in September
2. Design Team Application Process Timelines
 - 2.1. Applications to the Design Team Fund shall open twice per calendar year.
 - 2.2. Design Teams can only apply once every Fiscal Year
 - 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 DTFC 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 same calendar year.
 - 2.2.2.2. The BOD must ratify the allocated funds approved by the DTFC by November 30th.
 - 2.2.3. The DTFC 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 dtfc@ecaconcordia.ca before each biannual deadline.
3. Claiming Instructions
 - 3.1. After BOD approves the DTFC Budget, applicants will be notified by the DTFC Student At Large on the status of their application
 - 3.2. Allocated funds can be claimed as per the regular ECA financial operations through reimbursements or direct payment requests
 - 3.2.1. The ECA VP Finance shall notify successful applicants of the procedure for direct payment and reimbursement requests
 - 3.2.2. If a Design Team operates under an ECA Member Association, their allocated funds can be viewed as a separate line on their annual budget. Requests for direct payment and reimbursement shall be approved by the Member Association's President and VP Finance.
4. This Fee Levy, as per the ECA Bylaws, is assessed at \$0.50 per credit.

Section E: Eligibility

1. Design Teams are student groups composed of two-thirds (⅔) ECA regular members that fabricate original designs and/or projects to participate in at least one(1) recognized Engineering and/or Computer Science competition(s).

2. Recognized Engineering and/or Computer Science competitions are defined to be any competition with students in undergraduate engineering and/or computer science programs, hosted by a recognized organization or university.
3. Design Teams must complete the funding request form and submit supplementary documentation to required parties by the application deadline.
4. Design Teams must select a representative at their discretion who will be the point of contact for the DTFC.
5. Include a written plan for the academic year that may include scheduling, recruitment, 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, number of team members participating in the competition and the funds given by ECA to the society (if applicable) for the design team for the current academic year in the application document.
7. The budget must include an anticipated amount to be received from sponsors.
8. Competitions for a specific year can only receive funding once regardless of application periods.

Section F: Responsibilities of the DTFC

1. The DTFC shall coordinate the expenditure of the Design Team Fee Levy Funds in such a manner that it most benefits Design Teams at Concordia University.
2. The Secretary of the ECA shall:
 - 2.1. Complete duties as per Clause B.6.8 of the ECA Bylaws
3. The Chairperson of the ECA shall:
 - 3.1. Chair the DTFC meetings;
 - 3.2. Set and distribute the agenda and all relevant documents for the DTFC meetings and inform all members of the dates and times for these meetings.
 - 3.2.1. A notice stating the date and time of a Regular DTFC Meeting shall be sent at least five (5) days before such meeting takes place. A notice stating the date and time of a Special DTFC 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 DTFC Meeting.
 - 3.3. Notify the applicants of the final decision of the BOD;
 - 3.4. Should the Chairperson of the ECA be affiliated with any applicant, the President of the ECA shall chair the DTFC
4. The President of the ECA shall:

- 4.1. Set a deadline for Design Team Fund funding requests;
 - 4.2. Create a funding request form that shall be made available to applicants no later than two (2) weeks prior to the deadline.
5. The VP Finance of the ECA shall:
 - 5.1. Oversee the financial management of the Design Team Fund Accounts;
 - 5.2. Create a budget template that all applicants are required to fill out;
 - 5.3. Determine the total amount available for disbursement every semester;
 - 5.4. Present the budget created by the DTFC to the BOD and answer any questions pertaining to the matter;
 - 5.5. Distribute funds from the Design Team Fund Accounts to the recipients, as decided by the DTFC and ratified by the BOD;
6. The VP Competitions of the ECA shall:
 - 6.1. Advertise the existence and purpose of the Design Team Fund to the entire GCS community.
7. The Student At Large shall:
 - 7.1. Manage the email: dtfc@ecaconcordia.ca
 - 7.2. Gather funding application from applicants and distribute them to members of the DTFC at least seventy-two (72) hours in advance of meetings;
 - 7.3. Report all DTFC actions to the BOD, including proposals, voting results, and expenditures.
8. 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, at the BOD's discretion.
9. Should an Advisory Councilor be affiliated with a Design Team, they are required to leave the meeting and are considered to have abstained from any motions made regarding the respective Design Team.
10. The DTFC 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 DTFC.
11. A two-thirds (2/3) majority vote is required for a DTFC motion to pass.

Section G: Distribution of Funds

1. The Design Team 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 Design Team is found to be spending money received from the DTFC for uses not relevant to their operation, they will be placed on probation from the Design Team Fund and the current Design Team Funds will be revoked.

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3. If a Design Team does not use all of their allocated funds, the remainder is moved to the Design Team Fee Levy for the upcoming period (fiscal year).