

BYLAW 6
THE PARTNER ORGANIZATIONS BYLAW
LASSONDE ENGINEERING SOCIETY



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CHAPTER 1 - GENERAL

1.0. Purpose and Principles

- 1.0.1. The purpose of this bylaw is to describe the procedure by which Student Organizations and Professional Organizations can partner with the Lassonde Engineering Society and outline the procedures and details of that partnership.
- 1.0.2. The views of a Partner Organization do not necessarily reflect the views of LES. No Partner Organization may claim to speak on behalf of the Society.

1.1. Interpretations and Definitions

- 1.1.1. In any situations where this Bylaw contradicts Bylaw 1, Bylaw 1 shall have precedence.
- 1.1.2. In this document:
 - a. Lassonde Engineering Society shall be referred to as “LES”;
 - b. The LES Board of Directors will be referred to as “BOD”;
 - c. Student Executive Partner shall be referred to as “SEP”;
 - d. Student Associate Partner shall be referred to as “SAP”;
 - e. Professional Partner Organization shall be referred to as “PPO”;
 - f. A motion that is presented at a BOD meeting for the purpose of creating a partnership with an organization shall be referred to as “Motion of Partnership”;
 - g. A motion that is presented at a BOD meeting for the purpose of renewing a previously created partnership with an organization shall be referred to as “Motion of Partnership Renewal” ;
 - h. A motion that is presented at a BOD meeting for the purpose of dissolving a partnership with an Organization shall be referred to to as a “Motion of Partnership Dissolution”;
 - i. A document containing up-to-date information on the details of the partnership with each organization shall be referred to as “Partner Organization Agreements Document”.
 - j. The application that student organizations will use to request funding shall be called “Student Organization Funding Application” (SOFA).

CHAPTER 2 - STUDENT ASSOCIATE PARTNERS

2.0. General

- 2.0.1. SAP relationships are created for the purpose of mutual benefits in expanding the services and/or networks of both LES and the SAP.

2.1. Eligibility for SAP Status

- 2.1.1. The SAP must be a student organization that is ratified by a University or College.
- 2.1.2. BOD may deem an organization ineligible for SAP status on the basis of not adhering to relevant LES Bylaws and Policies.
- 2.1.3. BOD may deem an organization eligible for SAP status if one or more of the above Section 2.2 criteria is not being met due to reasons that do not betray the purpose of the partnership and the core values of LES.

2.2. Application Process to Attain SAP Status

- 2.2.1. A Student Partner Organization representative must submit the following information to the LES Club Relations Chair in order to apply for SAP Status. The LES Club Relations Chair may choose to add more required information in addition to the following:
 - a. Organization Name
 - b. Organization Description
 - c. Names and Official Contact Information of 3 Executives
 - d. Short and Long Term Goals of the Organization
 - e. A Memorandum of Understanding between the organization and LES
- 2.2.2. Upon receiving and reviewing the submitted information, the LES Clubs Relations Chair may request for a meeting with the Student Organization Representative(s).
- 2.2.3. Upon receiving and reviewing the submitted information, the LES Clubs Relations Chair must submit a “Motion of Partnership” to BOD outlining the details of the partnership and if applicable, the findings of those involved in the meeting with the Student Organization Representative(s).
- 2.2.4. If a “Motion of Partnership” is passed, the LES Club Relations Chair will create a “Partner Organization Agreements Document” containing at least the following:
 - a. Name of Organization
 - b. Category of Partnership (SAP)
 - c. Date of Partnership Start (Passing of “Motion of Partnership”)
 - d. Date of Partnership End (default: End of Fiscal Year)
 - e. Eligibility Criteria (especially including exceptional cases)
 - f. Benefits agreed to in the “Motion of Partnership”

2.3. Benefits of SAP Status

- 2.3.1. Visibility to LES Members
- 2.3.2. Benefits as specified by the BOD

- 2.3.3. BOD has the ability to cancel any number of the above mentioned benefits in Section 2.4 only at the time the partnership is made. The cancelled benefits must be mentioned in the “Motion of Partnership”.
- 2.3.4. The Clubs Relations Chair has the authority to cancel any number of benefits anytime after the Motion of Partnership has passed, given that they have received formal permission from an Executive of the SAP to remove specified benefits. The “Partner Organization Agreements Document” must be updated and distributed to reflect said changes.

2.4. Renewal of SAP Status

- 2.4.1. In order to renew SAP Status, a Student Organization Representative must submit at least the following information to the LES Clubs Relations Chair , or in the absence of said chair, directly to a BOD meeting as a “Motion of Partnership Renewal”.
 - a. Name of Organization
 - b. Updated Names and Contacts of 3 Executives
 - c. Updated memorandum of understanding

2.5. Losing SAP Status

- 2.5.1. An SAP organization may lose its partnership status through its own free will by an executive member of the SAP submitting a letter indicating such intentions to the Clubs Relations Chair.
- 2.5.2. An SAP organization may lose its partnership status through a BOD Vote.
- 2.5.3. The Club Relations Chair will keep track of all conditions of eligibility and violations to the agreements committed by each partnered SAP.
- 2.5.4. In the event of violation or loss of eligibility, the Clubs Relations Chair will notify the relevant contacts of the SAP and ask for rectification of the situation in a timely manner.
- 2.5.5. If the SAP does not rectify the situation in a timely manner, the Clubs Relations Chair must submit a “Motion of Partnership Dissolution” at BOD to remove the SAP status of the organization.
- 2.5.6. Upon dissolution of a partnership, all liabilities will be honored and short-term agreements will be fulfilled unless both parties agree to null specific agreements.

CHAPTER 3 - STUDENT EXECUTIVE PARTNERS

3.1. General

- 3.1.1. SEP relationships are created for the purpose of mutual benefits in expanding the services and/or networks of both LES and the SEP.
- 3.1.2. An SEP is a student organization that aims to make a positive contribution to the academic or extracurricular activities of Lassonde Engineering Students.

3.2. Eligibility of SEP Status

- 3.2.1. The SEP must be a Student Organization Ratified by York University.
- 3.2.2. The SEP must be a Student Organization Ratified by the Lassonde School of Engineering.
- 3.2.3. The SEP must have Governing Documents with Elections Policies.
- 3.2.4. The SEP must show purpose and direction, through strategic plans or other forms of a long-term planning document.
- 3.2.5. The SEP must provide a list of fifteen (15) members with students numbers and emails.
- 3.2.6. The SEP must have a Logo
- 3.2.7. The SEP must have an online presence, such as a website or a social media page.
- 3.2.8. The SEP must have a proposed document (i.e., MOU) with the LES outlining relationship expectations at the time the proposed partnership is brought to the Board of Directors.
- 3.2.9. BOD may deem an organization ineligible for SEP status on the basis of not adhering to relevant LES Bylaws and Policies.
- 3.2.10. BOD may deem an organization eligible for SEP status if one or more of the above (Section 2.2) criteria is not being met due to reasons that do not betray the purpose of the partnership and the core values of the Society.

3.3. Application Process to Attain SEP Status

- 3.3.1. A Student Partner Organization representative must submit the following information to the LES Club Relations Chair in order to apply for SEP Status. The Club Relations Chair may choose to add more required information in addition to the following:
 - a. Organization Name
 - b. Organization Description
 - c. Names and Official Contact Information of 3 Executives
 - d. Short and Long Term Goals of the Organization
 - e. A Memorandum of Understanding between the SEP candidate and LES
- 3.3.2. Upon receiving and reviewing the submitted information, the LES Clubs Relations Chair may request for a meeting with the Student Organization Representative(s).
- 3.3.3. Upon receiving and reviewing the submitted information, the LES Clubs Relations Chair must submit a "Motion of Partnership" to BOD outlining the details of the partnership and if applicable, the findings of those involved in the meeting with the Student Organization Representative(s)..
- 3.3.4. If a "Motion of Partnership" is passed, the LES Club Relations Chair will create a "Partner Organization Agreements Document" containing at least the following:

- a. Name of Organization
- b. Category of Partnership (SEP, SAP)
- c. Date of Partnership Start (Passing of "Motion of Partnership")
- d. Date of Partnership End (default: End of Fiscal Year)
- e. Eligibility Criteria (including exceptional cases)
- f. Benefits agreed to in the "Motion of Partnership"

3.4. Benefits to SEP Status

- 3.4.1. Use of LES Network to advertise club activities
 - a. The use must be approved by the Club Relations Chair and Vice President Communications under an understanding that the Student Organization will not abuse this benefit.
- 3.4.2. Logo on website under "Full Student Partner"
- 3.4.3. Advertisement of select events and services
- 3.4.4. Access to partner funding through the Clubs and Teams Fund
- 3.4.5. BOD has the ability to cancel any number of the above mentioned benefits (Section 3.4) only at the time the partnership is made. The cancelled benefits must be mentioned in the "Motion of Partnership".
- 3.4.6. The LES Clubs Relations Chair has the authority to cancel any number of benefits anytime after the Motion of Partnership has passed, given that they have received formal permission from an Executive of the SEP to remove specified benefits. The "Partner Organization Agreements Document" must be updated and distributed to reflect said changes.

3.5. Renewal of SEP Status

- 3.5.1. In order to renew SEP Status, a Student Organization Representative must submit at least the following information to the LES Clubs Relations Chair , or in the absence of said chair, directly to a BOD meeting as a "Motion of Partnership Renewal":
 - a. Name of Organization
 - b. Updated Names and Contacts of 3 Executives
 - c. Updated Memorandum of Understanding

3.6. Losing SEP Status

- 3.6.1. An SEP organization may lose its partnership status through its own free will by a relevant organization representative (preferably an Executive Member) submitting a letter indicating such intentions to the Clubs Relations Chair.
- 3.6.2. An SEP organization may lose its partnership status through a vote of the Board of Directors
- 3.6.3. The Club Relations Chair will keep track of all conditions of eligibility and violations to the agreements committed by each partnered SEP.
 - a. In the event of violation or loss of eligibility, the Clubs Relations Chair will notify the relevant contacts of the SEP and ask for rectification of the situation in a timely manner.
 - b. If the SEP does not rectify the situation in a timely manner, the Clubs Relations Chair must submit a "Motion of Partnership Dissolution" at BOD to remove the SEP

status of the organization.

- 3.6.4. Upon dissolution of a partnership, all liabilities will be honored and short-term agreements will be fulfilled unless both parties agree to null specific agreements.

CHAPTER 4 - STUDENT PARTNER ORGANIZATION FUNDING

4.1. Purpose

- 4.1.1. The Student Partner Organization Funding exists to promote and support student organizations that are aiming to improve the experiences of engineering students at Lassonde whether it be through technical projects or soft skills.

4.2. Eligibility

- 4.2.1. SEP's are eligible to apply for funding
- 4.2.2. SAP's are not eligible to apply for funding
- 4.2.3. BOD may deem an organization eligible/ineligible for funding if one or more of the above (Section 4.2) criteria is not being met due to reasons that do not betray the purpose of the partnership and the core values of the Society.

4.3. Application Process

- 4.3.1. An application shall be made available to Student Organizations through the LES Website and distributed by email within one week of the determination of the yearly budget being passed.
- 4.3.2. Applications shall remain open from June 1st to February 28th.
- 4.3.3. The Application will require the following information from an applicant organization:
 - a. Statement of Intent explaining why the club or team is unable to finance themselves through Lassonde and sponsors.
 - b. Detailed explanation of how the applicant has attempted to raise the amount being requested from their dean, alumni and other available sources.
 - c. Explanation as to why the funding would be beneficial to both the applicant and LES.
 - d. Amount requested and expected cost
 - e. Detailed budget of the applicant club
- 4.3.4. The Club Relations Chair shall be tasked with processing and presenting the application to the Finance Committee within one month after receiving.
- 4.3.5. The Finance Committee will review all applications submitted in accordance with this policy.
 - a. 4.3.5.1. If the amount is greater than the authority for the Finance Committee to approve, it will submit recommendations for funding to the Board of Directors for allocation.

4.4. Funding

- 4.4.1. The Student Partner Organization Fund will be included in each LES Budget to administer the program.
- 4.4.2. Exact values of the Small Clubs Fund will be determined by the Board of Directors during Budget deliberations

CHAPTER 5 - STUDENT PARTNER ORGANIZATION FUNDING

5.1. Purpose

- 5.1.1. The Student Partner Organization Funding exists to promote and support student organizations that are aiming to improve the experiences of Engineering students at Lassonde whether it be through technical projects or soft skills.

5.2. Eligibility

- 5.2.1. SEP's are eligible to apply for funding
- 5.2.2. SAP's are not eligible to apply for funding
- 5.2.3. BOD may deem an organization eligible/ineligible for funding if one or more of the above (Section 4.2) criteria is not being met due to reasons that do not betray the purpose of the partnership and the core values of LES.

5.3. Application Process

- 5.3.1. An application shall be made available to Student Organizations through the LES Website and distributed by email within one week of the determination of the yearly budget being passed.
- 5.3.2. Applications shall remain open from June 1st to February 28th .
- 5.3.3. The Application will require the following information from an applicant organization:
 - a. Statement of Intent explaining why the club or team is unable to finance themselves through Lassonde and sponsors;
 - b. Detailed explanation of how the applicant has attempted to raise the amount being requested from their dean, alumni and other available sources;
 - c. Explanation as to why the funding would be beneficial to both the applicant and LES;
 - d. Amount requested and expected cost; and
 - e. Detailed budget of the applicant club
- 5.3.4. The Club Relations Chair shall be tasked with processing and presenting the application to the Finance Committee within one month after receiving.
- 5.3.5. The Finance Committee will review all applications submitted in accordance with this policy.
 - a. If the amount is greater than the authority for the Finance Committee to approve, it will submit recommendations for funding to the Board of Directors for allocation.

5.4. Funding

- 5.4.1. The Student Partner Organization Fund will be included in each LES Budget to administer the program.
- 5.4.2. Exact values of the Student Partner Organization Fund will be determined by the Board of Directors during budget deliberations.

CHAPTER 6 - PROFESSION PARTNER ORGANIZATIONS

6.1. General

- 6.1.1. Professional Partner Organizations are organizations who represent the interests of the engineering profession and with which the LES has recognized agreements. This includes any engineering unions such as but not limited to: ESSCO, CFES, PEO, OSPE.

6.2. Eligibility for PPO Status

- 6.2.1. While there are no specific requirements for this status, the following provisions are recommended:
- a. Mission compatible with that of the LES;
 - b. Services relevant to the membership
 - c. Incorporated as a legal entity

6.3. Details of Partnership

- 6.3.1. A proposed professional partner must have a document (i.e., contract) with the LES outlining relationship expectations at the time the proposed partnership is brought to the Board of Directors.

6.4. Responsibilities Regarding Professional Partner Organizations

- 6.4.1. The President has the responsibility to preside over Professional Partnerships with LES.
- a. In the event that the President has a conflict of interest with the Professional Partner, the Vice President Finance shall be responsible to preside over said Professional Partner relationship.
 - b. In the event that the Vice President Finance has a conflict of interest with the Professional Partner, responsibility over the relationship between LES and the Professional Partner shall be given to an Executive by order of precedence as described in Bylaw 1.