

**THE PARTNER ORGANIZATIONS POLICY
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

- 1.1.1. In any situations where this Bylaw contradicts Bylaw 1, Bylaw 1 shall have precedence.
- 1.1.2. The Digital Standards, Space Management and Finance policies shall take precedence over this policy.

1.2. Definitions

- 1.2.1. In this document:
 - a. Lassonde Engineering Society shall be referred to as “LES”;
 - b. The 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 BOD to create a partnership with an organization shall be referred to as a “Motion of Partnership”;
 - g. A motion that is presented at BOD to renew a previously created partnership with an organization shall be referred to as a “Motion of Partnership Renewal” ;
 - h. A motion that is presented at BOD to dissolve a partnership with an Organization shall be referred 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 a “Partner Organization Agreements Document”.
 - j. The application that student organizations will use to request funding shall be called “Student Organization Funding Application” (SOFA).
 - k. A Memorandum of Understanding shall be referred to as an ”MOU”

CHAPTER 2 - STUDENT ASSOCIATE PARTNERS

2.0. General

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

2.1. Eligibility

- 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 based on 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

- 2.2.1. A Student Partner Organization representative must submit information demonstrating the eligibility criteria in 2.2.1 to the Club Relations Chair to apply for SAP Status.
 - a. The Club Relations Chair may choose to add more required information.
- 2.2.2. Upon receiving and reviewing the submitted information, the LES Clubs Relations Chair may request 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 the **Student Life Committee** 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

- 2.3.1. Visibility to LES Members
- 2.3.2. **Use of LES Network to advertise club activities**
 - a. **The use must be approved by the Vice President Communications.**
- 2.3.3. Benefits as specified by the BOD
- 2.3.4. **The Student Life Committee** can 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”.

- 2.3.5. 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.

CHAPTER 3 - STUDENT EXECUTIVE PARTNERS

3.1. General

- 3.1.1. SEP relationships are created for 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

- 3.2.1. An organization with SEP candidacy must:
 - a. Be a Student Organization ratified by York University.
 - b. Be a Student Organization ratified by the Lassonde School of Engineering.
 - c. Have governing documents with election policies.
 - i. **Executives of the organization must be democratically elected by its membership.**
 - d. Show purpose and direction, through strategic plans or other forms of a long-term planning document.
 - e. Provide a list of fifteen (15) members with student numbers and emails.
 - f. Have a logo
 - g. Have an online presence, such as a website or a social media page.
 - h. Have an MOU outlining relationship expectations at the time the proposed partnership is adopted by the Board of Directors.
- 3.2.2. The Student Life Committee may deem an organization ineligible for SEP status based on not adhering to relevant LES Bylaws and Policies.
- 3.2.3. The Student Life Committee 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.
- 3.2.4. A Student Partner Organization representative must submit information demonstrating the eligibility criteria in 3.2.1 to the Club Relations Chair to apply for SEP Status.
 - a. The Club Relations Chair may choose to add more required information.

3.3. Application Interpretations

- 3.3.1. Upon receiving and reviewing the submitted information, the LES Clubs Relations Chair may request a meeting with the Student Organization Representative(s).
- 3.3.2. 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).
- 3.3.3. 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

- 3.4.1. Use of LES Network to advertise club activities
 - a. **The use must be approved by the Vice President Communications.**
- 3.4.2. Logo on the website under “Full Student Partner”
- 3.4.3. Access to partner funding through the Clubs and Teams Fund
- 3.4.4. **Access to Use of Property requests**
- 3.4.5. **The Student Life Committee** can 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 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

- 3.5.1. To renew SEP Status, a Student Organization Representative must submit at least the following information to the Clubs Relations Chair, or in the absence of said chair, directly to a **an Student Life Committee** meeting as a “Motion of Partnership Renewal”:
 - a. Name of Organization
 - b. Updated Names and Contacts of 3 Executives
 - c. Updated MOU
 - d. **Up-to-date organizational governing documents**
 - e. **Updated strategic planning documentation**

CHAPTER 4 - STATUS LOSS AND APPEALS

4.1. General

- 4.1.1. A partnered student organization may lose its status through:
 - a. Its own free will by a relevant organization representative submitting a letter indicating such intentions to the Clubs Relations Chair.
 - b. Revocation by BOD
- 4.1.2. Student organizations shall have the right to appeal LES decisions regarding their partnership
- 4.1.3. 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.

4.2. Infractions

- 4.2.1. The Club Relations Chair will keep track of all conditions of eligibility and violations of the agreements committed by each partnered SEP.
 - a. In the event of violation or loss of eligibility, the Club Relations Chair will notify the relevant contacts of the SEP and ask for rectification of the situation on time.
 - b. If the SEP does not rectify the situation promptly, the Club Relations Chair shall submit a motion to dissolve the partnership at BOD.

4.3. Appeals

- 4.3.1. Student organizations may appeal the Student Life Committee's decision on their application by notifying the Club Relations Chair of their intent
- 4.3.2. Partner organizations may appeal the dissolution of their partnership by notifying the Club Relations Chair of their intent
- 4.3.3. Upon receiving an appeal, the Club Relations Chair must submit a motion of partnership to BOD

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. SEPs are eligible to apply for funding
- 5.2.2. SAPs 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 5.2) criteria is not being met due to reasons that do not betray the purpose of the partnership and the core values of the Society.

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 summer 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 the **student community within the Lassonde School of Engineering**.
 - d. Amount requested and expected cost
 - e. Detailed budget of the applicant organization

5.4. Application Interpretations

- 5.4.1. The Club Relations Chair shall be tasked with processing and presenting the application to the Finance Committee within one month after receiving it.
- 5.4.2. **All approved Student Partner Organizing Funding requests shall take effect upon the ratification of an MOU between LES and the student organization on the use of funds.**
 - a. **The Finance Committee shall ratify funding MOUs for requests within their approval authority.**
 - b. **BOD shall ratify funding MOUs for requests outside of the Finance Committee's approval authority**
- 5.4.3. The Finance Committee will review all applications submitted per this chapter.
 - 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.

CHAPTER 6 - USE OF PROPERTY

6.1. Purpose

- 6.1.1. Property use requests exist to support student organizations that are aiming to improve the experiences of engineering students at Lassonde whether it be through technical projects or soft skills.

6.2. Eligibility

- 6.2.1. SEPs are eligible to request the use of LES' property
- 6.2.2. BOD may deem an organization eligible/ineligible for funding if one or more of the above (Section 6.2) criteria is not being met due to reasons that do not betray the purpose of the partnership and the core values of the Society.

6.3. Application Process

- 6.3.1. Partnered Student Organizations who would like to use LES' property can submit a request through the Club Relations Chair
- 6.3.2. A request must include:
 - a. A statement of intent outlining the need for the requested property use and its benefit to the school community
 - b. A memorandum of understanding outlining the terms by which the property will be used, cared for and returned
 - c. A detailed plan for the use of the property
- 6.3.3. The Club Relations Chair shall be tasked with processing and presenting the request to the Finance Committee within one month of receiving it

CHAPTER 7 - PROFESSIONAL PARTNER ORGANIZATIONS

7.1. General

- 7.1.1. Professional Partner Organizations are organizations that 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.

7.2. Eligibility for PPO Status

- 7.2.1. 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

7.3. Details of Partnership

- 7.3.1. 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.

7.4. Responsibilities Regarding Professional Partner Organizations

- 7.4.1. The President has the responsibility to preside over Professional Partnerships with LES.
- a. If the President has a conflict of interest with the Professional Partner, the Vice President Finance shall be responsible for presiding over said Professional Partner relationship.
 - b. If 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.