

The Engineering Endowment Fund

Faculty of Engineering
University of Ottawa

September 19, 2015
(Revised March 3, 2019)

1. General

1.1. Definitions

- a. "The Fund" shall refer to the Engineering Endowment Fund.
- b. "Available Funds" shall refer to all funds available to be distributed in a fiscal year.
- c. "ESS" shall refer to the Engineering Students' Society of the University of Ottawa.
- d. "The University" shall refer to the University of Ottawa.
- e. "The Faculty" shall refer to the Faculty of Engineering of the University of Ottawa.
- f. "Allocated Funds" shall refer to any funds from the Fund awarded to an applicant.
- g. "The Executive Committee" shall refer to the definition in section 5.
- h. "The Advisory Committee" shall refer to the definition in section 4.
- i. "Student Group" shall refer to all students from a single program of studies in the Faculty of Engineering. Students at the undergraduate and graduate levels shall be considered as separate groups.
- j. "Participating Student Group" shall refer to any group of students within a program of studies in the Faculty that contributes to the fund.

1.2. Purpose of the Fund

The purpose of the Fund is to improve the quality of education in the Faculty of Engineering at the University of Ottawa by funding student related activities and educational purchases that:

- a. Benefit the engineering student body,
- b. Enhance existing educational facilities,
- c. Promote engineering at the University of Ottawa.

1.3. Eligibility of the Fund

The eligibility of the Fund is limited to students who contribute to the Fund.

1.4. Application Procedures to Join the Fund

Any student group can join the Fund for the following fiscal year following a referendum per university regulations to contribute an amount of \$25 per full-time student per semester of full-time registration according to section 2.3.

1.5. Probational Period for New Participating Student Groups

There will be a two (2) year probationary period following acceptance into the fund where the new participating student group will only be allocated \$12.5 of their \$25

contribution per semester to the Fund. After the two (2) year period has been completed funds will be distributed per section 2.5.

1.6. Procedure to Leave the Fund

Any student group can leave the fund for the following fiscal year following a referendum per university regulations to eliminate their contribution to the Fund according to section 2.3.

1.7. Amendments

All proposed amendments to this document shall be brought forward to the Executive Committee. Any amendment shall be determined by a majority of votes cast. In the case of an equality of votes the chair shall have a vote to break the equality.

1.8. Dissolution of The Fund

If, in the opinion of the University, it should become impossible, inadvisable or impractical to continue the Fund, the Faculty shall use the Fund or such part thereof in such a manner as in its discretion may seem to the best advantage of the students of the Faculty for other purposes consistent with the spirit and intent of the Fund.

2. Financial Arrangements

2.1 Donations

Any donation to the Fund shall be sent to the Alumni and Development Office for credit to the appropriate account.

2.2 Investment of Capital

The University of Ottawa may invest the capital of the Fund as it sees fit.

2.3 Financial Contribution

A total of \$25 per semester of full-time registration will be contributed to the fund by all students in all participating student groups.

2.4 Fiscal Year

The fiscal year of the fund shall be May 1 to April 30 of the following year.

2.5 Available Funds

The funds available for a fiscal year shall include \$12.5 from the student contribution and all expendable revenues gained by the account as allocated by the university.

2.6 Division of Funds

The funds for the year shall be split between each application period. Any funds not allocated in an application period shall be included in the next application period. The division of funds shall be:

- a. Summer: 25% of available funds
- b. Fall: 37.5% of available funds
- c. Winter: 37.5% of available funds

3. Chair

3.1 Election of the Chair

The Chair of the Fund shall be elected each year at the ESS Annual General Meeting. If it should become impossible to elect the Chair at this meeting the Executive Committee shall appoint a new Chair until a by-election can be held. All elections shall be conducted by the ESS in accordance with all applicable policies and procedures.

3.2 Responsibilities of the Chair

The Chair shall be responsible to ensure the smooth running of the fund to the extent that s/he shall:

- a. Ensure that application deadlines are well publicized, including but not restricted to Advisory Committee positions and project submissions.
- b. Ensure that the election of the Chair is well publicized no less than two (2) weeks prior to the election.
- c. Ensure that funded projects are well advertised.
- d. Make the submitted proposal applications available to the Advisory Committee members no less than two (2) days prior to the Advisory Committee meetings.
- e. Make the submitted proposal applications, project recommendations, and the minutes resulting from Advisory Committee meetings no less than two (2) days prior to an Executive Committee meeting.
- f. Publish all minutes arising from both Advisory Committee and Executive Committee meetings on the ESS website.
- g. Make available to the Advisory Committee and Executive Committee all minutes and the exact allocation of funding prior to public announcement.
- h. Shall inform all applicants of funding decisions in writing before public announcement.

4. Advisory Committee

4.1 Members

The Advisory Committee shall be comprised of:

- a. The Chair,
- b. A representative from each of the participating student groups,
- c. The current ESS President and Vice President of Financial Affairs,
- d. An alumni or representative from the engineering industry, when possible.

Each member of the Advisory Committee excluding the Chair shall be entitled to one (1) vote on any question presented at a meeting of the Advisory Committee.

4.2 Selection of the Advisory Committee

The Chair shall select the members of the Advisory Committee listed in Section 4.1 Sub-Section B. Participating student groups shall be notified by the Chair no less than two (2) weeks prior to an Advisory Committee meeting of vacant Advisory Committee positions. When selecting Advisory Committee members, the Chair shall give preference to those with no conflict of interest as described in Section 4.4.

4.3 Responsibilities

The Advisory Committee shall be responsible for making recommendations on all aspects of the fund to the extent that they shall:

- a. Review all applications prior to an Advisory Committee meeting.
- b. Evaluate each proposal at an Advisory Committee meeting and state a final recommended dollar value to be awarded to each applicant.
- c. Review and bring forward any proposed amendments to this document.

4.4 Advisory Committee Conflict of Interest

For the purpose of the Advisory Committee a conflict of interest shall refer to any Advisory Committee member having a vested interest in a submitted application for funding where their interest could corrupt the motive of the Advisory Committee member. Advisory Committee members and applicants shall immediately notify the Chair of any actual or potential conflict of interest. Prior to any presentation or voting the Advisory Committee member shall notify the Advisory Committee of said conflict of interest. Any comments made by the conflicted Advisory Committee member during the discussion of said application should be impartial and fact based. The Advisory Committee member shall then abstain from voting on any matters of said application.

It is inadvisable for an Advisory Committee member to be a funding applicant. Should this be unavoidable, the Advisory Committee member is required to notify the Chair as soon as possible. This member cannot be present during discussion and voting for the application in question.

4.5 Nondisclosure of Recommendations

The Advisory Committee shall not disclose any information discussed at an Advisory Committee meeting until the public announcement of the results is made.

4.6 Meetings

The Advisory Committee shall meet once (1) per application period to review all applications. Each application review shall include:

- a. An oral presentation by the applicant not exceeding five (5) minutes.
- b. A question period not exceeding five (5) minutes.
- c. A discussion of the application by the Advisory Committee not exceeding five (5) minutes.

Following the application review period, the Advisory Committee shall discuss all applications and recommend a final amount to be awarded to each applicant.

4.7 Chair of Meetings

The Chair of the Fund shall act as the chair of all Advisory Committee meetings. In the event that the Chair is absent, the members who are present and entitled to vote at the Advisory Committee meeting shall choose one member among them to chair the meeting. The Chair shall hold no voting rights at any meeting of the Advisory Committee unless there is an equality of votes, in which case the Chair shall be entitled to one vote.

4.8 Quorum of Meetings

A quorum at any meeting of the Advisory committee shall be 3/4 of members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

4.9 Votes to Govern Meetings

At any meeting of the Advisory Committee every question shall, unless otherwise provided by the articles of this document, be determined by a majority of the votes cast on the question. In the case of an equality of votes the Chair of the meeting shall have a vote.

5. Executive Committee

5.1 Members

The Executive Committee shall be comprised of:

- a. The Chair,
- b. The Dean of the Faculty of Engineering,
- c. One (1) member from the Faculty of Engineering at the discretion of the Dean in consultation with the Chair,

- d. The current ESS President and Vice President of Financial Affairs,
- e. The Development Officer of the Faculty of Engineering.

Each member of the Executive Committee is entitled to one (1) vote on any question presented at a meeting of the Executive Committee.

5.2 Responsibilities

The Executive Committee shall be responsible for final approval of all activities of the Fund.

5.3 Meetings

The Executive Committee shall meet once (1) per application period to review all recommendations from the Advisory Committee and approve all funds to be awarded. A meeting of the Executive Committee shall include:

- a. An introduction of the Executive Committee members
- b. A summary presented by the EEF Chair of all applications, their individual merits and demerits, and all other recommendations from the Advisory Committee.
- c. A discussion period to review all recommendations from the Advisory Committee.
- d. A vote to approve all recommendations of the Advisory Committee.

5.4 Chair of Meetings

The Dean shall act as the chair of all Executive Committee meetings. In the event that the Chair is absent, the members who are present and entitled to vote at the Executive Committee meeting shall choose one member among them to chair the meeting.

5.5 Quorum of Meetings

A quorum at any meeting of the Executive committee shall be 3/4 of members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

5.6 Votes to Govern Meetings

At any meeting of the Executive Committee every question shall, unless otherwise provided by the articles of this document, be determined by a majority of the votes cast on the question. In the case of an equality of votes, the Chair will vote.

6. Applications for Funding

6.1 Application Periods

The Application Period shall start when the Chair releases all deadlines associated with an application period and be completed upon the approval of allocated funds. A total of three (3) application periods will be held during each fiscal year of the fund as follows:

- a. Summer: Completed before June 30,
- b. Fall: Completed before October 31,
- c. Winter: Completed before February 28.

6.2 Application Procedure

The following must all occur within the Application Period:

- a. The release of all deadlines associated with the Application Period along with a standardized application form.
- b. A written application due no less than two (2) weeks after the start of the Application Period. The written application should include the standardized application form, a clear, concise cover letter, and any other document pertaining to the application.
- c. An oral presentation by the applicant to the Advisory Committee no less than two (2) days after the due date of the written application.
- d. Approval of all allocated funds by the Executive Committee.

6.3 Guidelines for the Allocation of Funds

The Advisory Committee shall follow the following guidelines when making recommendations on an application:

- a. The Applicant shall demonstrate that other possible sources of financing were considered and explored
- b. Applications shall be specific in their requests.
- c. The applications shall benefit larger groups of students in engineering.
- d. The application shall promote engineering at the university.
- e. Awareness of precedence setting and possible consequences must be taken.
- f. Funds shall be distributed fairly assuming all other guidelines were met by applicants such that there should be a balance between:
 - 1. Special projects, conferences, technical tours, equipment, competitions and any other project category that may arise.
 - 2. Allocations to the departments, the student groups, the individuals and any other group classification that may arise.
- g. Should some funding in an Application Period not be allocated due to lack of applications or lack of appropriate requests or other reasons, all funds are not required to be awarded. Funds shall only be awarded to applicants that have demonstrated appropriate need.

6.4 Deadline to Receive Awarded Funds

All funds awarded to applicants have until the next Advisory Committee meeting to claim any expenses towards their allocated funds. Any allocated funds not claimed at this time shall be returned to the fund.