



## Club Recognition and Funding

### By-Laws

- The Council shall charter and provide funding for student clubs and organizations that benefit engineering graduate students.
- In order to be chartered under the Council and funded by the Council, student clubs shall work with the Budget Committee in accordance with the current procedures.
- Student clubs shall be re-evaluated every semester by the Budget Committee. The Budget Committee shall consider the quality of events organized by that club, use of its entire budget, event attendance and its current number of members. Based on this evaluation, the club shall (or shall not) obtain the budget for the next semester. Each time, to obtain a new budget, the club shall petition to the Budget Committee in accordance with the current procedures.

### Procedure

**Ratified:**  
**02/05/16**

#### Recognition

- A graduate engineering student shall fill the club recognition form and the club budget proposal form. The club recognition form shall have at least ten signatures under it (including his/her) and shall briefly describe the clubs goals. That form must be accompanied with the club's Constitution.
- The council shall vote on the recognition of the group, under the guidelines of the council's constitution. Representatives of the proposed group may be asked to be present at the meeting if the council deems it necessary for clarifications.

#### Funding

- Recognized student groups may apply for funding from the Council every semester, excluding summer.
- To apply for funding, the President or the Treasurer of the student group must fill out the budget proposal form completely, which shall be available on the Council's website.



- Upon reviewing the proposal for completion, the EGSC Treasurer will present the proposal at a general body meeting of the Council. Upon discussion, the Council may vote on a motion to approve the budget fully or partially or it may decide to table the proposal pending further clarification. For such clarification, the Council may ask representatives of the group to be present at the next meeting if it deems it necessary to do so.
- A recognized student group may be allocated a maximum budget of \$2000 by the Council, except when the group has been recognized in the same semester as the one for which the budget proposal was filed for. In that case, the group may be allocated a maximum of \$1000 by the Council.
- Upon approval of the budget, members of the group must fill in an event proposal form (available on the Council's website) completely, for every event it organizes. The Office of Graduate Student Affairs will review the event proposal and follow up with the student group as necessary.

## Co-sponsorships

- Co-sponsorships, supplementary to the group's budget, may be provided discretionally by the Council on a per event basis.
- Requests for co-sponsorships must be made to the Council by contacting its Treasurer and President before filing an event proposal.
- The Council shall discuss the request and may decide to vote on a motion to approve or reject the request.
- If the request is approved, a letter confirming the co-sponsorship shall be provided to the group. The letter shall only be considered valid when signed by the EGSC president. The signed letter must be provided when filing the event proposal, which is available on the Council's website.