

# By-Law XIII – WEESDF

## Part 1: Board Members

- 1) The Western Engineering Endowed Student Donation Fund's (WEESDF) Board shall be chaired by the WEESDF Chair.
- 2) Voting members of the WEESDF Board shall include:
  - a) UES President
  - b) VP Finance
  - c) VP Academic
  - d) VP Internal
  - e) Clubs' Commissioner
  - f) The Vice-Chairs of the Clubs' Commission
  - g) One UES Council Year Representative from the following disciplines:
    - i) Chemical and Biochemical Engineering
    - ii) Civil and Environmental Engineering
    - iii) Electrical Engineering
    - iv) First Year
    - v) Integrated Engineering
    - vi) Mechanical and Materials Engineering
    - vii) Mechatronics Systems Engineering
    - viii) Software Engineering
- 3) Non-voting members of the WEESDF Board shall include the following or their designates:
  - a) Undergraduate Dean
  - b) Director of Finance or designate
  - c) Director of Development
  - d) Director of Experiential Learning & Student Support or designate
  - e) Program Coordinator of Continuous Improvement, Student Learning & Awards
  - f) WEESDF Chair
- 4) Voting Members with a conflict of interest must disclose it before deliberations of the board and must abstain from voting on WEESDF applications with which they have a conflict.
- 5) The quorum shall be defined as 50%+1 of voting members who have been appointed to the Board.

## Part 2: Chair Responsibilities

- 1) Select year representatives for Board membership, in consultation with the President and VP Academic by October 15th each year.
- 2) Organize meetings of the Board and ensure the distribution of WEESDF funds as directed by the Board.
- 3) Inform the student population and faculty through email, social media, and any other promotional channels about the application deadline three weeks prior to the date thereof.

- 4) Make publicly available and present to the UES Council a report detailing fund distribution and rationale.
- 5) Ensure the Director of Finance receives any updates to this by-law.

### **Part 3: Applications and Fund Allocations**

- 1) Applications shall open a minimum of once per term and be due by the end of October and February of each respective term.
- 2) At least 30% of the expendable portion of the fund shall be reserved for the winter-term allocation unless otherwise approved by the UES Council.
- 3) At least 15% of the expendable portion of the fund shall be reinvested into the capital portion unless otherwise approved by the UES Council.
- 4) The delegation of the Donation Fund must be completed within three weeks after the final application deadline.
- 5) The selection committee shall use the assessment rubric(s) found on the UES website to assess the applications and determine the allocation of the fund.
  - a) This assessment rubric(s) may be amended by a majority vote of Council.
- 6) The selection committee must come to a common agreement on funding approvals. This voting record will not be made public. If there is a tie vote, the WEESDF Chair will receive one additional vote to break the tie.

### **Part 4: Purpose**

- 1) WEESDF shall exist with the mission to support any individual or group that benefits the Undergraduate Western Engineering community, including engineering student organizations, undergraduate labs, and student projects and opportunities.
- 2) Funding awarded by WEESDF is meant to enhance the future accessibility of any apparatus or equipment partially or wholly funded by the Engineering Students, with these items remaining property of the Faculty of Engineering at Western University.

**Part 5:** The final approval for spending resides with the Dean.