

Title:	WEESDF Bylaw changes and new templates		
Mover:	VP Internal	Second:	
Spirit	To increase the ease of club funding allocation and make necessary changes for a smoother process		
Whereas:	WHEREAS it is hard to find a time that works for so many board members WHEREAS some members gave little feedback WHEREAS faculty wanted some changes WHEREAS an alternative template made it hard to judge a club WHEREAS it takes many hours to allocate funds to clubs WHEREAS it is simpler to do one round of funding for clubs WHEREAS Meeting deadlines was difficult with the lack of concrete dates WHEREAS The current templates didn't reflect well with the current scoring system WHEREAS Many clubs were confused by the current budget template		
BIRT:	BIRT Board Membership is now department based BIRT Faculty membership was changed to match faculties asks BIRT Clubs must get approval for any alternate templates BIRT There will now be one singular allotted allocation time for clubs BIRT The deadlines for WEESDF are more explicit BIRT The templates are changed to the new templates		
What Matter Does the Motion Address?	Consultation:	Alternative Actions Considered:	
Changes to WEESDF to better the process for years to come	Vicki, Kyle Reid, WEESDF Chair, Stephanie	Keeping things the same	
Action Item(s):	Person(s) Responsible:	Timeline:	
After formal approval from faculty, change the bylaws as mentioned below, and update the templates available through the faculty website.	VP Internal, VP Academic, Future WEESDF chairs	Changes to be finalized by the end of summer	
Time Implication:	Financial Implication:	Risks:	
Less	Not really	New changes overlooking something	
Result:			
Discussion:			

By-Law XIII – WEESDF Fund

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
 - i) Build Team Representative
 - ii) Focus Group Representative
 - iii) Discipline Club Representative
 - g) One UES Council Year Representative from the following disciplines departments:
 - i) Chemical and Biochemical Engineering
 - ii) Civil and Environmental Engineering
 - iii) Electrical and Computer Engineering
 - iv) First Year
 - v) Integrated Engineering
 - vi) Engineering Leadership and Innovation
 - vii) Mechanical and Materials Engineering
 - viii) Mechatronics Systems Engineering
 - ix) Software Engineering
- 3) Non-voting members of the WEESDF Board shall include the following or their designates:
 - a) Undergraduate Dean or designate
 - b) Director of Finance or designate
 - c) Director of Development or designate
 - d) Director of Student Services 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** **Contact** representatives for Board membership, in consultation with the President and VP Academic **by October 15th each year before the club funding application deadline.**
- 2) Organize meetings of the Board and ensure the distribution of WEESDF funds as directed by the Board.
- 3) Inform the student population and **f**aculty through email, social media, and any other promotional channels about the application deadline **and other important information three two** 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) **The assessment rubric(s) may be amended by a majority vote of Council.**
- 6) **Applicants must use the most up-to-date application templates provided.**
 - a) **Alternate templates must receive explicit approval from the WEESDF Chair.**
 - b) **Non-approved templates will not be reviewed and will receive no benefit from the fund.**
- 7) **Club funding:**
 - a) **Applications shall open once per year and be due on the last Friday of September.**
 - b) **Applications shall be delegated by the 2nd Friday of October.**
 - i) **Feedback is to be provided by the 3rd Friday of October.**
 - c) **Funds shall be distributed by the end of October.**
 - d) **Appeals shall be submitted before the Fall Reading Week.**
 - i) **Appeals shall be reviewed via the Board by the last Friday of November.**
 - ii) **Applicants are required to be present for questions during the appeal review.**
- 8) **Lab & Common Space funding:**
 - a) **Applications shall be opened twice per year**

- i) On the last Friday of October.
 - ii) On the last Friday of January.
 - b) Applications shall be delegated no later than:
 - i) On the last Friday of November.
 - ii) On the last Friday of February.
 - c) Applicants are required to be present for questions during the application review.
 - d) There is no appeal for lab funding decisions.
 - i) Applicants may re-apply during the following application period.
- 9) At least 10% of the expendable portion of the fund shall be reserved for the winter-term Lab & Common Space allocation.
- 10) At least 15% of the expendable portion of the fund is recommended to be reinvested into the capital portion.
 - a) Unless extenuating circumstances are recognized by the WEESDF Board.
- 11) 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.
- 12) The Dean has final authority on all decisions made regarding the allocation of and changes to the WEESDF Fund.

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 WESEF 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.