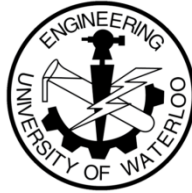

UNIVERSITY OF WATERLOO ENGINEERING SOCIETY 'A'

MEETING #1 – FALL 2016 ENGENDA



Date: Wednesday September 21st, 2016

Location: CPH 3607

[D] = Decision (Will Require Vote)

[I] = Information (No Vote Required)

1. Call to Order

2. [D] Approval of the Engenda

3. [D] Approval of Minutes

4. Business

- 4.1. [I] Robert's Rules Review
- 4.2. [I] Role of Representatives
- 4.3. [D] Teaching Committee Elections – Look! A committee! (Appendix A)
- 4.4. [D] Budget Approval & W16 Actuals (Appendix B)
- 4.5. [D] 'B' Society Carryover Motions
 - 4.5.1. [D] *How close was it?* (Appendix C)
 - 4.5.2. [D] *I hope we've all learned something* (Appendix D)
 - 4.5.3. [D] *Take a Stance on Me* (Appendix E)
- 4.6. [D] We love Charity (Appendix F)
- 4.7. [I] CRO – Election Info, Presidential Candidate Announcement
- 4.8. [I] Presidential Candidates Q&A

5. [I] Executive Reports

- 5.1. [I] President – Adelle Vickery (president.a@engsoc.uwaterloo.ca)
- 5.2. [I] VP External – William Wilmot (vpexternal.a@engsoc.uwaterloo.ca)
- 5.3. [I] VP Education – Jeffrey Gulbranson (vpeducation.a@engsoc.uwaterloo.ca)
- 5.4. [I] VP Finance – Abdullah Barakat (vpfinance.a@engsoc.uwaterloo.ca)
- 5.5. [I] VP Internal – Sarbajoy Majumdar (vpinternal.a@engsoc.uwaterloo.ca)
- 5.6. [I] Questions for the Executive

6. [I] Director & Affiliate Reports

- 6.1. [I] WEEF – (weef@uwaterloo.ca)

- 6.2. [I] The Iron Warrior – Caitlin McLaren (iwarrior@uwaterloo.ca)
- 6.3. [I] Senate – Pallavi Hukerikar (pallavi.hukerikar@uwaterloo.ca)
- 6.4. [I] FEDS Councillors – Denton Liu (denton.liu@uwaterloo.ca)
- 6.5. [I] EngFOC – Kenaryn Gourenzl (engfoc@uwaterloo.ca)
- 6.6. [I] Other

7. Varia

7.1. How many days ‘til IRS?

8. Adjournment

APPENDIX A

| | |
|-----------------|--|
| Title | Look! A committee! |
| Mover | Executive |
| Seconder | |
| Spirit | To fill the seats of the Teaching Excellence Award Committee |
| WHEREAS | There are two at large seats available for the Teaching Excellence Award Committee |
| BIRT: | <p>The two students at large be:</p> <p>1) _____</p> <p>2) _____</p> |

APPENDIX B.1 W16 ACTUALS

| University of Waterloo Engineering Society 'A' Budget | | | |
|--|---------------------|---------------------|---------------------|
| January 1, 2016 - August 31st, 2016 | | | |
| Revenues | Requested | Budgeted | Actuals |
| Student Fees | \$ 60,000.00 | \$ 60,000.00 | \$ 58,659.34 |
| Orifice Sales | \$ 1,400.00 | \$ 1,400.00 | \$ 1,565.21 |
| Cashier Variance | \$ - | \$ - | \$ (27.57) |
| Charities | \$ - | \$ - | \$ - |
| Total Revenues | \$ 61,400.00 | \$ 61,400.00 | \$ 60,196.98 |
| Expenses | | | |
| Fixed Costs | Requested | Budgeted | Actuals |
| Payroll/Operations | \$ 28,670.00 | \$ 28,670.00 | \$ 28,574.08 |
| ECIF | \$ 9,000.00 | \$ 9,000.00 | \$ 9,000.00 |
| Sponsorship | \$ 6,500.00 | \$ 6,500.00 | \$ 6,500.00 |
| Total Fixed Costs | \$ 44,170.00 | \$ 44,170.00 | \$ 44,074.08 |

| Discretionary | Requested | Budgeted | Actuals |
|----------------------------|--------------------|--------------------|----------------------|
| Executive | \$ 2,000.00 | \$ 2,000.00 | \$ 1,936.18 |
| President | \$ 1,000.00 | \$ 1,000.00 | \$ 1,053.63 |
| VP-Finance | \$ 150.00 | \$ 150.00 | \$ 81.34 |
| Total Discretionary | \$ 3,150.00 | \$ 3,150.00 | \$ 3,071.15 |
| | | | |
| President | Requested | Budgeted | Actuals |
| P**5 | \$ 450.00 | \$ 450.00 | \$ 450.00 |
| Total President | \$ 450.00 | \$ 450.00 | \$ 450.00 |
| | | | |
| VP Education | Requested | Budgeted | Actuals |
| Career Fair | \$ - | \$ - | \$ (1,825.13) |
| | | | |
| Student Services | | | |
| Interview Skills Workshop | \$ 125.00 | \$ 125.00 | \$ - |
| Exam Bank | \$ 60.00 | \$ 60.00 | \$ - |
| Resume Critiques | \$ 723.00 | \$ 723.00 | \$ 290.64 |
| Total VP Education | \$ 908.00 | \$ 908.00 | \$ (1,534.49) |
| | | | |
| VP External | Requested | Budgeted | Actuals |
| NEM - General | \$ 750.00 | \$ 650.00 | \$ 14.46 |
| NEM - Rube Goldberg | \$ 120.00 | \$ 120.00 | \$ - |
| NEM - Pi Day | \$ 180.00 | \$ 160.00 | \$ 220.62 |
| PEO Representative | \$ 316.00 | \$ 316.00 | \$ 123.17 |
| | | | |
| Outreach | | | |
| Bus Push | \$ 750.00 | \$ 700.00 | \$ 764.19 |
| CANstruction | \$ 110.00 | \$ 110.00 | \$ 177.51 |
| Charity Bottle Drive | \$ 10.00 | \$ 10.00 | \$ 10.00 |
| Education Outreach | \$ 95.40 | \$ 95.40 | \$ 27.09 |
| Environmental | \$ 116.29 | \$ 116.29 | \$ - |
| Mac Eng Musical | \$ 350.00 | \$ 350.00 | \$ 300.50 |
| Women in Engineering | \$ 150.00 | \$ 150.00 | \$ - |
| Total VP External | \$ 2,947.69 | \$ 2,777.69 | \$ 1,637.54 |
| | | | |
| VP Finance | Requested | Budgeted | Actuals |
| Hockey Team Sponsorship | \$ 100.00 | \$ 100.00 | \$ 52.49 |
| Meeting Food | \$ 2,250.00 | \$ 2,250.00 | \$ 2,233.47 |
| POETS | \$ 180.00 | \$ 180.00 | \$ 146.44 |
| Staff Dinner | \$ - | \$ - | \$ 200.00 |
| Total VP Finance | \$ 2,530.00 | \$ 2,530.00 | \$ 2,632.40 |
| | | | |
| VP Internal | Requested | Budgeted | Actuals |
| Carebear | \$ 455.00 | \$ 455.00 | \$ 559.74 |

| | | | |
|--------------------------|----------------------|---------------------|---------------------|
| Student Life | | | |
| Arts | \$ 131.28 | \$ 131.28 | \$ 234.82 |
| Athletics | \$ 1,690.00 | \$ 650.00 | \$ 650.00 |
| Bowling | \$ 578.00 | \$ 578.00 | \$ 758.70 |
| Coffee House | \$ 120.00 | \$ 120.00 | \$ 128.68 |
| EngHack | \$ 500.00 | \$ 500.00 | \$ 872.37 |
| EngiQueers | \$ 30.00 | \$ 30.00 | \$ 16.81 |
| EngPlay | \$ 234.00 | \$ 230.00 | \$ 32.06 |
| EngProv | \$ 147.00 | \$ 147.00 | \$ - |
| Exchange | \$ 117.94 | \$ 117.94 | \$ - |
| Genius Bowl | \$ 275.00 | \$ 230.00 | \$ 151.34 |
| Jazz Band | \$ 655.00 | \$ 655.00 | \$ 473.84 |
| LAN Party | \$ 30.00 | \$ 30.00 | \$ 25.71 |
| Mental Health | \$ 95.00 | \$ 95.00 | \$ - |
| Mental Health - Puppies | \$ 112.00 | \$ 112.00 | \$ 100.00 |
| OT's | \$ 520.00 | \$ 520.00 | \$ 333.17 |
| Semi-Formal | \$ 750.00 | \$ 750.00 | \$ (670.02) |
| Ski Trip | \$ 1,715.64 | \$ 1,715.64 | \$ 2,764.54 |
| Snow Activities | \$ 248.00 | \$ 248.00 | \$ - |
| TalEng | \$ 287.60 | \$ 287.60 | \$ 196.97 |
| Total VP Internal | \$ 8,691.46 | \$ 7,602.46 | \$ 6,628.73 |
| | | | |
| | | | |
| Total Expenses | \$ 62,847.15 | \$ 61,588.15 | \$ 56,959.40 |
| | | | |
| Net Total | \$ (1,447.15) | \$ (188.15) | \$ 3,237.58 |

APPENDIX B.2 FALL 2016 BUDGET

| University of Waterloo Engineering Society 'A' Budget | | | | |
|--|---------------------|---------------------|----------------|----------|
| September 1, 2016 - April 30, 2017 | | | | |
| Revenues | | | | |
| General Revenue | Requested | Budgeted | Actuals | |
| Student Fees | \$ 65,000.00 | \$ 65,000.00 | \$ | - |
| Orifice Sales | \$ 1,400.00 | \$ 1,400.00 | \$ | - |
| Cashier Variance | \$ - | \$ - | \$ | - |
| Total General Revenue | \$ 66,400.00 | \$ 66,400.00 | \$ | - |
| Event Revenue | Requested | Budgeted | Actuals | |
| Career Fair | \$ 1,500.00 | \$ 1,500.00 | \$ | - |
| EngHack | \$ 1,500.00 | \$ 1,500.00 | \$ | - |
| EngPlay | \$ 3,630.00 | \$ 3,530.00 | \$ | - |
| FYELC | \$ 5,600.00 | \$ 4,100.00 | \$ | - |
| Hardware Workshop | \$ 1,350.00 | \$ 1,350.00 | \$ | - |
| Laser Tag | \$ 525.00 | \$ 525.00 | \$ | - |
| Paintball | \$ 700.00 | \$ 700.00 | \$ | - |

| | | | |
|--------------------------------|---------------------|---------------------|----------------|
| Semi Formal | \$ 4,500.00 | \$ 3,000.00 | \$ - |
| WEC | \$ 160.00 | \$ 160.00 | \$ - |
| Total Event Revenue | \$ 19,465.00 | \$ 16,365.00 | \$ - |
| Other Revenue | Requested | Budgeted | Actuals |
| Total Other Revenue | \$ - | \$ - | \$ - |
| Total Revenues | \$ 85,865.00 | \$ 82,765.00 | \$ - |
| Expenses | | | |
| Fixed Costs | Requested | Budgeted | Actuals |
| Payroll/Operations | \$ 26,962.00 | \$ 26,962.00 | \$ - |
| ECIF | \$ 9,750.00 | \$ 9,750.00 | \$ - |
| Sponsorship | \$ 9,750.00 | \$ 9,750.00 | \$ - |
| Total Fixed Costs | \$ 46,462.00 | \$ 46,462.00 | \$ - |
| Discretionary | Requested | Budgeted | Actuals |
| Executive | \$ 1,000.00 | \$ 1,000.00 | \$ - |
| President | \$ 1,000.00 | \$ 1,000.00 | \$ - |
| VP Finance | \$ 150.00 | \$ 150.00 | \$ - |
| Total Discretionary | \$ 2,150.00 | \$ 2,150.00 | \$ - |
| Event Expenses | Requested | Budgeted | Actuals |
| Career Fair | \$ 1,931.00 | \$ 1,831.00 | \$ - |
| EngHack | \$ 2,020.00 | \$ 1,970.00 | \$ - |
| EngPlay | \$ 3,676.83 | \$ 3,618.07 | \$ - |
| FYELC | \$ 5,899.00 | \$ 4,324.00 | \$ - |
| Hardware Workshop | \$ 1,857.20 | \$ 1,857.20 | \$ - |
| Laser Tag | \$ 836.50 | \$ 836.50 | \$ - |
| Paintball | \$ 960.50 | \$ 960.50 | \$ - |
| Semi Formal | \$ 3,450.00 | \$ 2,700.00 | \$ - |
| WEC | \$ 1,800.00 | \$ 1,700.00 | \$ - |
| Total Event Expenses | \$ 22,431.03 | \$ 19,797.27 | \$ - |
| Other Expenses | Requested | Budgeted | Actuals |
| Other Expenses | \$ 1,050.00 | \$ 1,000.00 | \$ - |
| Appreciation | \$ 2,352.10 | \$ 2,352.10 | \$ - |
| Total Other Expenses | \$ 3,402.10 | \$ 3,352.10 | \$ - |
| President Directorships | Requested | Budgeted | Actuals |
| CRO | \$ 1,162.64 | \$ 977.64 | \$ - |
| P**5 | \$ 650.00 | \$ 650.00 | \$ - |

| | | | |
|---|--------------------|--------------------|----------------|
| SCUNT | \$ 582.12 | \$ 319.20 | \$ - |
| Website | \$ 150.00 | \$ 150.00 | \$ - |
| Total President Directorships | \$ 2,544.76 | \$ 2,096.84 | \$ - |
| | | | |
| VP Education Directorships | Requested | Budgeted | Actuals |
| Student Services | | | |
| Exam Bank | \$ 50.00 | \$ 50.00 | \$ - |
| Resume Critiques | \$ 605.00 | \$ 405.00 | \$ - |
| Total VP Education Directorships | \$ 655.00 | \$ 455.00 | \$ - |
| | | | |
| VP External Directorships | Requested | Budgeted | Actuals |
| PEO Representative | \$ 316.00 | \$ 316.00 | \$ - |
| | | | |
| Outreach | | | |
| Bus Push | \$ 750.00 | \$ 750.00 | \$ - |
| CN Tower Climb | \$ 250.00 | \$ 150.00 | \$ - |
| Education Outreach | \$ 85.00 | \$ 85.00 | \$ - |
| Environmental | \$ 400.00 | \$ 250.00 | \$ - |
| Santa Claus Parade | \$ 685.38 | \$ 685.38 | \$ - |
| Total VP External Directorships | \$ 2,486.38 | \$ 2,236.38 | \$ - |
| | | | |
| VP Finance Directorships | Requested | Budgeted | Actuals |
| Meeting Food | \$ 2,500.00 | \$ 2,500.00 | \$ - |
| POETS | \$ 500.00 | \$ 420.00 | \$ - |
| Total VP Finance Directorships | \$ 3,000.00 | \$ 2,920.00 | \$ - |
| | | | |
| VP Internal Directorships | Requested | Budgeted | Actuals |
| Carebear | \$ 715.00 | \$ 665.00 | \$ - |
| | | | |
| Student Life / First Year | | | |
| Arts | \$ 450.00 | \$ 450.00 | \$ - |
| Athletics | \$ 791.53 | \$ 791.53 | \$ - |
| Coffee House | \$ 110.51 | \$ 110.51 | \$ - |
| EngiQueers | \$ 30.00 | \$ 30.00 | \$ - |
| EngProv | \$ 237.00 | \$ 200.00 | \$ - |
| Exchange | \$ 65.00 | \$ 65.00 | \$ - |
| First Year Mentoring | \$ 1,590.00 | \$ 1,590.00 | \$ - |
| Genius Bowl | \$ 335.00 | \$ 305.00 | \$ - |
| Jazz Band | \$ 465.00 | \$ 465.00 | \$ - |
| LAN Party | \$ 30.00 | \$ 30.00 | \$ - |
| Mental Health | \$ 709.00 | \$ 659.00 | \$ - |
| Mental Health - Puppies | \$ 128.00 | \$ 128.00 | \$ - |
| OT's | \$ 477.00 | \$ 267.00 | \$ - |
| TalEng | \$ 300.00 | \$ 300.00 | \$ - |
| Total VP Internal Directorships | \$ 6,433.04 | \$ 6,056.04 | \$ - |
| | | | |

| | | | |
|----------------------------|----------------------|----------------------|-------------|
| Total Directorships | \$ 15,119.18 | \$ 13,764.26 | \$ - |
| Total Expenses | \$ 89,564.31 | \$ 85,525.63 | \$ - |
| Net Total | \$ (3,699.31) | \$ (2,760.63) | \$ - |

APPENDIX B.3

| | |
|--------------------|---|
| Title | B-B-B-Budget |
| Mover | Executive |
| Secunder | |
| Spirit | To adopt an operating budget for the Fall 2016 term |
| WHEREAS | The Vice-President of Finance has received budget requests from all event directors this term |
| AND WHEREAS | The Society must operate with a budget each term. |
| BIRT: | The budget be adopted as distributed |

APPENDIX C

| | |
|--------------------|--|
| Title | How close was it? |
| Mover | Executive |
| Secunder | |
| Spirit | To make the election proves more transparent to Society Members |
| WHEREAS | The winning candidates of the Society elections are the only information released following the voting period |
| AND WHEREAS | It is best practice to be as transparent as possible during an election |
| BIRT: | <p>Bylaw 2: Elections and Referenda be amended to read:</p> <p>Section H: Determination of Results</p> <p>9. Once the votes have been determined the results shall be announced to the candidates. Following the announcement to the candidates, the results shall be announced to the general public in a way the CRO deems appropriate.</p> <p>10. Within one week of the announcement, the breakdown of the votes for each candidate shall be posted on the Society website.</p> <p style="padding-left: 40px;">a. If there were two or more candidates for a position, the breakdown must include the results after each elimination while calculating the winner, if applicable.</p> <p style="padding-left: 40px;">b. If there was only one candidate for a position, the breakdown of yes/no votes shall be released.</p> <p style="padding-left: 40px;">c. Results of by-elections shall be released in the same manner.</p> <p>10. 11. All disputes shall be received by the CRO and shall be settled before the election is declared official by the CRO.</p> |

APPENDIX D

| | |
|--------------------|---|
| Title | I hope we've all learned something |
| Mover | Executive |
| Seconder | |
| Spirit | To promote deeper learning while studying for exams |
| WHEREAS | Professors sometimes reuse previous exams. |
| AND WHEREAS | Using the internet, it is easier than ever to find old exams posted by students and professors |
| AND WHEREAS | Not all students will search for these exams while a smaller subset will find them resulting in not all students having equal access to these exams |
| AND WHEREAS | Allowing the reuse of old exams encourages students spending time searching for these exams rather than studying |
| AND WHEREAS | It is unfair to students trying to study using 'correct' methods (i.e. actually learning the material) |
| AND WHEREAS | The University has already suffered some negative publicity on account of this issue with MATH 136 during the winter 2016 term. |
| BIRT: | The Society believes that the Faculty of Engineering should adopt policies discouraging and/or restricting professors' ability to reuse old exams |
| BIFT: | The Vice-President of Education should formally present this stance to the Faculty of Engineering. |

APPENDIX E

| | |
|--------------------|--|
| Title | Take a Stance on Me (Take a stance take a stance take a stance) |
| Mover | Executive |
| Seconder | |
| Spirit | To adopt a Document of Stances for the Society |
| WHEREAS | In recent terms, the Society has adopted stances regarding international student tuition and engineering counselling |
| AND WHEREAS | The Canadian Federation of Engineering Students recently adopted a Document of Stances in order to improve their advocacy initiatives |
| BIRT: | The Society adopts the distributed Document of Stances as a list of all official positions taken by the Society. |
| BIFRT: | <p>Bylaw 1: Constitution be amended as follows:</p> <p>Chapter IV: Executive Officers</p> <p><u>Section B: President</u></p> <p>8. The President shall be responsible for managing policies and procedures that are of relevance to the Document of Stances, presenting appropriate stances on behalf of the Executive, and conducting research regarding implications of potentials stances, including both those put forth by the Executive and members, and presenting these findings to the membership.</p> <p>Chapter VIII: Amendments and Bylaws</p> <p><u>Section A: General</u></p> <p>1. There shall be three four levels of documents specifying the organization of the Society:</p> |

| | |
|--|---|
| | <ul style="list-style-type: none"> a. Bylaw 1 (Constitution); b. Other Bylaws;and c. Policies; and d. The Document of Stances <p><u>Section C: Other Bylaws Documents</u></p> <ol style="list-style-type: none"> 1. Other Bylaws shall: <ul style="list-style-type: none"> a. Provide additional order to the organization specified in Bylaw 1; and/or b. Specify the organization of other areas of the Society. 2. Other bylaws may only be passed, repealed or amended by: <ul style="list-style-type: none"> a. A Special Resolution in favour of the amendments by Council, approved on an A-Society Academic Term and a B-Society Academic Term, after having presented the amendments publically at least one month in advance of the first vote to occur; b. A Resolution in favour of the amendments at a Joint General Meeting; and c. A Successful referendum containing the full text of the amendments. 3. In the case of Section C.2.a such amendment must be ratified at: <ul style="list-style-type: none"> a. A Joint General Meeting called for that purpose; and b. The next Joint Annual General Meeting. 4. Official positions taken by the Society can be found in the Document of Stances. 5. A stance may be added, modified, or removed by: <ul style="list-style-type: none"> a. A Special Resolution in favour of the amendments by Council, approved on an A-Society Academic Term and a B-Society Academic Term; b. A Resolution in favour of the stance at a Joint General Meeting; and c. A successful referendum in favour of the stance. 6. In the case of Section 5.C.a such a stance must be ratified at: <ul style="list-style-type: none"> a. A Joint General Meeting called for that purpose; or b. The next Joint Annual General Meeting. |
|--|---|

APPENDIX F

| | |
|--------------------|---|
| Title | We love Charity! |
| Mover | Rachael Schachtler (2019 Systems Design Engineering) |
| Seconder | |
| Spirit | To select a charity to which the Society shall donate |
| WHEREAS | The Society has many events designed to raise money for charity |
| AND WHEREAS | Choice of the charity should be in the power of the students. |
| BIRT: | The Society will donate funds raised from the charity events taking place during the 2016 to 2017 academic-year to _____. |