

University of Victoria
Engineering Students Society



The Policy Manual and Bylaws of the University of Victoria Engineering Undergraduate Cinkant Endowment Fund

Document Revisions:

Revision	Author	Description	Date
1	Unknown	Document created	22/04/1997
2	Douglas Thomson	Document rewritten in MS Word	20/2/2014
3			

ARTICLE 1: POLICY MANUAL

1. This document is the Policy Manual of the University of Victoria Engineering Undergraduate Cinkant Endowment Fund.
2. Article 1 is unalterable.

ARTICLE 2: PURPOSE

1. The purposes of the Policy Manual is:
 - 1.1. Define how the endowment fund money is to be invested;
 - 1.2. Disbursement of the University of Victoria Engineering Undergraduate Cinkant Endowment Fund allocated interest; and
 - 1.3. Proposal Procedure.
2. Article 2 is alterable.

ARTICLE 3: PRINCIPLE

1. Principle balance of the investment may never be removed from the Engineering Undergraduate Cinkant Endowment Fund.
2. Article 3 is unalterable.

ARTICLE 4: ADMINISTRATION

1. The University of Victoria Engineering Undergraduate Cinkant Endowment Fund principal is administered by the University of Victoria Foundation, the interest allocation is to be administered by the University of Victoria Engineering Students' Society.
2. All interest allocation from the University of Victoria Undergraduate Cinkant Endowment Fund are administered in accordance with the University Of Victoria Engineering Students' Society Constitution.
3. Article 4 is unalterable.

The Bylaws of the University of Victoria

Engineering Undergraduate Cinkant Endowment

BYLAW 1: INTERPRETATION

1. All references to the plural shall include the singular, all references to the singular shall include the plural, all references to "she" shall include "he", and all references to "he" shall include "she".
2. "Society" shall refer to the University of Victoria Engineering Students' Society.
3. "Stream" shall refer to branches in the Society Act of British Columbia. Stream A is the Stream that has a majority of members scheduled to graduate in an even year according to the University of Victoria Calendar, and Stream B is the Stream that has a majority of members scheduled to graduate in an odd year according to the University of Victoria Calendar.
4. "UVSS" shall refer to the University of Victoria Students' Society.
5. "ESS" shall refer to the Engineering Students' Society.
6. "Endowment Fund" shall refer to the University of Victoria Engineering Undergraduate Cinkant Endowment Fund.
7. "Endowment Fund Policy" shall refer to this document.
8. "Constitution" shall refer to the Constitution of the University of Victoria Engineering Students' Society.
9. "University Foundation" shall refer to the University Of Victoria University Foundation.
10. "Committee" shall refer to the Engineering Undergraduate Endowment Fund Committee.
11. All references to an Executive office shall refer to the Executive officer, any of the officer's delegate, or any ad hoc committee created by the Executive office unless otherwise stated.
12. "Work Term" shall be defined according to the University of Victoria Calendar.
13. "General resolution" shall refer to an ordinary resolution.
14. No bylaw shall contravene the Society's Act of British Columbia.
15. The Executive shall refer to the board of directors in the Society Act of British Columbia.

BYLAW 2: INVESTMENT OF THE FUND

1. The Endowment Fund is to be invested with the UNIVERSITY OF VICTORIA FOUNDATION.
2. Engineering Students' Society Funds collected from the students are to be transferred to the University Foundation upon receipt from the UVSS.

BYLAW 3: DISBURSEMENT OF ALLOCATED INTEREST

1. Before the first business day after the Canadian Thanksgiving the in Stream ESS Executive must post an estimate of the accumulated interest from the University Foundation.
2. Formal proposals for funding must be received after the First business day after the Canadian Thanksgiving but before the last business day in February.

3. Within two days of the closing of the designated proposal period, the proposals are to be numbered and a hard copy of all proposals shall be presented to each member of the committee.
4. An Engineering Undergraduate Endowment Fund Committee will meet no more than two weeks after the end of the designated proposal period.
5. Within one week of the Engineering Undergraduate Endowment Fund Committee meeting all proposal rankings and recommendations from the advisory committee will be posted in the Engineering Lab Wing.

BYLAW 4: PROPOSALS

1. Proposals for funding may be made by any of the following people:
 - 1.1. A member in good standing of the ESS.
 - 1.2. A member of The University of Victoria Engineering faculty or staff.
 - 1.3. Members of all Subsidiary organization of the ESS.
2. Proposals must be presented Formally.
3. All Proposals must include a Price Quote and a legitimate cost analysis from any Suppliers or Service Providers.
4. Proposals must be received by an Executive member of the ESS by the last business day in February.

BYLAW 5: ENGINEERING UNDERGRADUATE ENDOWMENT FUND COMMITTEE

1. An Engineering Undergraduate Endowment Fund Committee consisting of Seven members must be created consisting of the following members:
 - 1.1. The Dean of Engineering
 - 1.2. Another Engineering Faculty member
 - 1.3. Two students from Stream 'A'
 - 1.4. Two students from Stream 'B'
 - 1.5. A member of Engineering Alumni or an Engineering Associate
2. A meeting day, time, and place for the Committee meeting must be set by the last Business day in January.
3. The Committee shall meet within two weeks of the close of the proposal period.
4. It's the committee's job to rank the received proposals on the basis of feasibility, practicality and necessity.
5. The Committee shall report its ranking to the treasurer of the current executive.
6. The Committee has the right to reject proposals that do not meet the guidelines or are not feasible at the present time.
7. Rejected proposals must be marked with brief reasons as to why.

BYLAW 6: MEETINGS

1. Meetings of the Committee shall be
 - 1.1. held within two weeks of the end of the proposal period.
 - 1.2. with all committee members present.

- 1.3. chaired by an appointed committee member and this chair shall have the casting vote in the event of a tie vote.
2. The Committee Meetings may reject proposals that do not meet the guidelines or are not feasible.
3. Voting is by show of hands.
4. Voting by proxy is not permitted.

BYLAW 7: AMENDMENTS

1. Amendments to the Endowment Fund Policy manual and its Bylaws shall require a special resolution of a general meeting of both streams.
2. Proposed amendments to the Policy Manual and the Bylaws shall be postponed indefinitely if a Special Resolution is made in one stream but is not made in the following stream.

BYLAW 8: REFERENDA

1. If funding for a proposal is contested by a student a referendum can be called in accordance with the BYLAW 11 of the University of Victoria Engineering Students' Society Constitution.

BYLAW 9: FUNDS

1. Funding will be given to the proposals ranked by the committee and voted on by the in Stream ESS Executive at a meeting.
2. Any money left after the ranked proposals have been carried out shall be reinvested into the principle of the Endowment fund.
3. If no proposals are received during the Proposal period the interest shall be invested into the principle of the Endowment fund.