

**POLICY NUMBER 2015-06-21
POLICY ON AFFILIATED CLUBS
UNIVERSITY OF TORONTO ENGINEERING SOCIETY**

ADOPTED: December 12, 2015



POLICY ON AFFILIATED CLUBS

0. General

- 0.1. Purpose: To describe the procedure student groups use to initially obtain Engineering Club Trial Status clubs and then to obtain and maintain Engineering Club Full Status.
- 0.2. The Engineering Society does not endorse the views expressed by those of affiliated clubs
 - a. No club shall purport to speak for the Society

1. Engineering Club Trial Status Standards to be Met

- 1.1. The club must maintain a membership that contains at least 10 undergraduate engineering students.
- 1.2. The club must provide benefit to the Engineering student body by developing members' skills and improving the student experience.
- 1.3. The club must be unique from all other pre-existing Engineering Society affiliated clubs.
 - a. The mandate, scope and focus shall not overlap with that of other clubs.
 - b. It is the responsibility of the club applying to ensure that there are no similar clubs already affiliated.
 - c. If similar clubs are applying for trial status at the same time they will be given the following options: prove differentiation by revising their application, merge together or leave their application as is and compete for Trial Status affiliation.
- 1.4. The club must follow all Engineering Society policies.
- 1.5. Trial membership shall be held for 4 months before the club may proceed to Section 4 (Engineering Club Full Status - from Trial - Application).
 - a. If clubs are not granted Full Status within reasonable time after the end of their 4 month trial period, then the Trial Status will expire.
- 1.6. Once granted trial membership clubs will be eligible for all the benefits that full status clubs hold.

2. Engineering Club Trial Status Application

- 2.1. To apply for trial status a club representative shall complete and submit the following to the Affiliations Committee:
 - a. Club proposal letter detailing:
 - i. Club name.
 - ii. Club description.
 - iii. Contact name and email address.
 - iv. Type of club (select one: cultural, design/competition team, musical group, fine arts, athletic group, societal/community/charity, hobby/interest, professional development).
 - v. Mandate of the club.
 - vi. Vision and goals for the club.
 - vii. Difference between this club and existing affiliate.
 - viii. Contribution/benefit to Engineering Society members.
 - b. Member list.



- i. The club shall demonstrate that at least 10 members are enrolled as undergraduate engineering students.
 - 2.2. Following the receipt of the application, the Affiliation Committee may request to meet with a club representative in person.

3. Engineering Club Full Status - from Trial - Application

- 3.1. After 4 months of maintaining trial status a club representative shall complete and submit the following to the Affiliations Committee in order to achieve Full Status - which will expire annually on May 31st:
 - a. A document including the following:
 - i. Description of how the club fulfilled its mandate during the trial period.
 - ii. Description of how the club contributed to and benefited the Engineering Society community.
 - iii. A plan to ensure long-term sustainability. Including:
 - a. A draft timeline for the next year for major events and activities.
 - b. A statement of long-term goals.
 - c. A plan for leadership turnover (e.g. a plan for elections/appointments, etc).
 - d. Assessment of potential avenues of partnership/collaboration with other organizations (internal or external to the University of Toronto).
 - iv. Detailed description of how the club used the money allocated to it by the Finance Committee, if applicable.
 - v. Constitution or founding document, including:
 - a. Statement of vision and goals.
 - b. Executive position structure.
 - vi. Member list
 - a. The club shall demonstrate that at least 10 members are enrolled as undergraduate engineering students.
 - vii. Approval of Full Status applications shall be ratified by the Board of Directors.

4. Engineering Club Full Status Standards to be Met

- 4.1. The club may be asked to attend an interview with the Affiliation Committee to verify legitimacy, at the discretion of the VP Student Life or President at least once every two years.
- 4.2. The club must maintain a membership that contains at least 10 undergraduate engineering students.
- 4.3. The club must follow all Engineering Society policies.
- 4.4. The club must provide benefit to the Engineering student body by developing members' skills and improving the student experience.
- 4.5. The club shall not encroach on other clubs mandates or scopes.
- 4.6. Membership is set to expire on the 31st of May of every year and must be renewed for the next year.



5. Engineering Club Full Status Annual Renewal Application

- 5.1. In order to renew Full Status a club representative shall complete and submit the following to the Affiliations Committee:
- a. Description and picture for promotional uses by the Engineering Society.
 - b. Document with the following information from the past year:
 - i. Length of time that the club has been active.
 - ii. List of services provided by the Engineering Society that the club used.
 - iii. Contributions and benefits to Engineering Society members.
 - iv. Note of whether the club's budget will exceed \$500.
 - c. Onus of differentiation
 - i. A detailed explanation describing how this club differs from other similar clubs.
 - ii. If similar clubs are applying for Full Status renewal at the same time they will be given the following options: prove differentiation by revising their application, merge together or leave their application as is and compete for Full Status renewal.
 - d. Member list
 - i. The club must demonstrate that at least 10 members belong to the undergraduate engineering student body throughout the academic year.

6. Loss of Engineering Club Status

- 6.1. Official Engineering Club Status can be removed by a two thirds majority vote at a meeting of the Board of Directors.



APPENDIX

The following changes were made from the previous version (Revised on August 13, 2015):

1. Section 0.2 was added as per December 2015 BoD decision