

**University of Toronto Engineering Society
Policy and Structures Committee Meeting Agenda
Meeting 02, July 23rd 2016
Engineering Communications Room**

Attendance:

VP Comm: Colin Parker	Present
Speaker: Eric Bryce	Present via Skype
Board Member: Billy Graydon	Absent
Board Member: Twesh Upadhyaya	Present
Appointed Member: Jonathan Swyers	Present
Appointed Member: Raffi Dergalstianian	Present via phone call for the duration of the election period

Discussion

1. Election of a permanent Chair of the committee from its members

Raffi Dergalstianian and Twesh Upadhyaya nominated themselves. Twesh was elected.

2. Discussion of how to record binding resolutions of the Engineering Society Board of Directors

The currently-binding resolutions of the Board of Directors which are not recorded should be recorded among the bylaws and policies. It is unclear if the bylaws, policies, or a separate document would be the most appropriate way to record them, so the Policy and Structures Committee will first gather all of the binding resolutions between meetings and then decide how to record them.

3. Discussion of how to ensure that Engineering Society is compliant with the Ontario Not-for-Profit Corporation Act

The amount of considerations for compliance are very substantial and no work has been done on this project in the past, so a new plan for approaching it was developed. The Policy and Structures Committee members will split up the Ontario Not-for-Profit Corporation Act into sections so that each person can become knowledgeable about part of the requirements. The Committee will then draft a new Bylaw 1 for the Engineering Society using a shared spreadsheet, and potentially draft modifications to the Elections bylaw and financial policies. Compliant drafts will be submitted to the Board of Directors with substantial justifications in early 2017 so that there would be

adequate time to review the proposed changes. Some time around the completion of a draft, EngSoc's legal council or council with more relevant experience could be consulted to ensure that the content of the document is not problematic.

Community Legal Education Ontario (CLEO) was discussed as a resource to familiarize the Committee with the Ontario Not-for-Profit Corporation, as the organization hosts a website for that purpose (<http://nonprofitlaw.cleo.on.ca/>).

4. Discussion of issue regarding the minute-taking practices of the Board of Directors, referred to the Policy and Structures Committee by that Board (without a deadline)

It was decided that this topic would be more effectively discussed via email, with all Committee members present and able to contribute after thinking through the matter.