



# VI - Department Clubs

	<b>Committee</b>	<b>Council</b>	<b>Version</b>
<b>Approval</b>	November 16 <sup>th</sup> 2023	November 20 <sup>th</sup> 2023	3.0.0
<b>Last Modified</b>	November 16 <sup>th</sup> 2023	November 20 <sup>th</sup> 2023	3.0.0
<b>Last Reviewed</b>	November 16 <sup>th</sup> 2023	November 20 <sup>th</sup> 2023	3.0.0
<b>Responsible Body</b>	<b>Designated Execs &amp; Volunteers</b>		
Governance Committee	EUS President		

# V - Department Clubs

## 1. General

1. A department club shall be a fully recognized organization of the EUS Members within a specific engineering department or program.
2. Each club will receive and be able to apply for funding from the EUS.

## 2. Club Designations

1. All EUS Department Clubs must fall under one of two designations:
  1. Tier 1 Department Club
    - i. Tier 1 designation refers to Department Clubs that are capable of operating without oversight from the EUS, and are actively engaging their Membership.
  2. Tier 2 Department Club
    - i. Tier 2 designation refers to Department Clubs that require additional oversight from the EUS. This includes new Department Clubs and Department Clubs that are experiencing high turnover or lack of student engagement. EUS Department Clubs may be redesignated by Council, after a recommendation from the Club Mentorship Committee.

### 2.1 Tier 1 Redesignation

1. EUS Department Clubs in the Tier 2 designation may be redesignated to Tier 1 should the following criteria be satisfied, as determined by the Club Mentorship Committee. The Department Club shall:
  1. Be a recognized AMS Club;
  2. Have good AMS Financial standing within the last two years;
  3. Have held a minimum of one (1) social event and one (1) academic event per year;
    1. Including one (1) Beef & Pizza type event per year
  4. Have proven E-Week participation through:
    1. Attending all E-Week Committee Meetings
    2. Participating in all Tier 1 events as defined in the E-Week Guidebook.
  5. Have sufficient transition documentation for succeeding club Executive positions;
  6. Have successfully graduated a class of students; and
  7. Have met all other Tier 2 Performance Funding requirements.
2. Upon the satisfaction of the redesignation criteria, the Club Mentorship Committee shall recommend redesignation to Council.
  1. This motion shall require 2/3 approval by Council.
3. Tier 1 Performance Funding will take full effect upon commencement of a new term.

## **2.2 Club Redesignation to Tier 2 Designation**

1. To ensure a consistent quality of EUS Department Clubs, clubs in the Tier 1 designation may be re-designated to Tier 2 status.
2. Club redesignation to Tier 2 Status may occur for any of, not limited to, the following reasons:
  1. AMS Club status is revoked;
  2. Performance Funding falls below 90% for three terms in a row;
  3. By request of the Department Club, by 2/3rds vote of the Department Council.
3. A motion of redesignation may come from any voting member of Council.
  1. The club proposed for redesignation shall be provided reasonable notice of the recommendation for redesignation by the President.
  2. Redesignation shall be through a motion directly amending Department Club policy.
    - i. This motion shall require 2/3 approval by the Council.

## **3. Recognized Clubs**

### **3.1 Recognized Tier 1 Clubs**

1. Biomedical Engineering Undergraduate Student Association (BMEG)
2. Chemical and Biological Engineering Undergraduate Club (CHBE)
3. Civil Engineering Club (CIVL)
4. Electrical and Computer Engineering Student Society (ECE)
5. Environmental Engineering Student Association (ENVE)
6. The UBC Engineering Physics Student Association (FIZZ)
7. Geological Engineering Club (GEO)
8. Integrated Engineering Student Association (IGEN)
9. The Manufacturing Engineering Undergraduate Club of the University of British Columbia (MANU)
10. Materials Engineering Undergraduate Club (MTRL)
11. Mechanical Engineering Club (MECH)
12. UBC Mining Engineering Undergraduate Club (MINE)

### **3.2 Recognized Tier 2 Clubs**

## **4. Club Funding**

The EUS provides recognized Department Clubs with access to yearly funding. Each Department Club is guaranteed base funding, while event funding and performance funding require club's meet certain criteria for funding.

### **4.1 Base Funding**

1. Base Funding is guaranteed to all Department Clubs, and shall be distributed no later than one week following the EUS's receipt of Term 1 student fees, or one week after the constitution and creation of an AMS financial account for a new Department Club.
2. Tier 1 Base Funding
  - 2.1. Tier 1 Department Clubs shall receive \$6 per student registered in their respective Department Club.
3. Tier 2 Base Funding
  - 3.1. Tier 2 Department Clubs shall receive \$3 per student registered in their respective Department Club.

## **4.2 Event Funding**

1. All Department Clubs are encouraged to apply for Event Funding.
2. The total Event Funding is \$3.50 per student in each recognized Department Club.
3. The total event fund will be divided equally between recognized Department clubs.
4. Clubs shall submit an event proposal to the Finance Committee via the Funds and Grants Administrator.
5. Finance Committee shall recognize proposals for the following event types:
  1. Social Events;
  2. Academic Events;
  3. Industry & Professional-Development Events.
6. Proposals must include:
  1. Event type;
  2. Event description & purpose;
  3. Event budget, including expected EUS Events Fund Contribution;
  4. Event planning timeline;
  5. Target audience;
  6. Expected attendance.
7. If a Club is not splitting their funding evenly between the recognized event types, the applications shall also demonstrate how the other event types will be offered. The Finance Committee shall accept all proposals, contingent that all inclusions are complete and fairly justified.
8. The Finance Committee will meet once in August to approve all event proposals received during the summer. Any Term 1 proposal received after the August meeting will be assessed within a month of submission. The Finance Committee will meet once in December to approve all Term 2 event proposals. Any Term 2 proposals received after the December meeting will be assessed within a month of submission.
9. The Finance Committee may approve Events Funding applications through an online vote, provided that all members of the committee consent.
  1. The methods of online voting are at the discretion of the Finance Committee Chair, but the vote shall still be quorate and permanently recorded.
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10. Any event funds remaining after Term 2 disbursements will be transferred the following way, in preferential order:
  1. The unspent amount available to each Department club shall be rolled over into that club's event funding for the following year(s), provided that the amount does not exceed twice the total event funding of the rollover year
  2. Transferred to the Club Support Fund.
11. The Event Funding process and associated documents shall be available on the EUS Website.

### **4.3 Performance Funding**

1. Performance Funding will total \$3.75 per student recognized by a Tier 1 Department Club.
  1. The Tier 1 performance fund will be divided equally between recognized Tier 1 Department Clubs.
2. Performance Funding will total \$2.50 per student recognized by a Tier 2 Department Club.
  1. The Tier 2 performance fund will be divided equally between recognized Tier 2 Department Clubs.
3. All required Performance Funding documents must be sent to the VP Finance before the last day of classes.
4. An in-person meeting is required for any club anticipated to receive less than 95% of the funding available in a term.
  1. These meetings will occur in the two weeks before the last day of classes.
  2. These meetings will be attended by the EUS VP Finance and VP Administration, and the Department Club President. The New Clubs Manager shall attend if a Tier 2 club is present.
5. Funds will be disbursed before the last day of the term.
6. Any performance funds remaining after the term two disbursements will be transferred to the Club Support Fund.
7. Funds will be disbursed based on the completion of the following tasks as evaluated by the EUS VP Administration and VP Finance. If a task is partially completed, the task will only be funded by the percentage of the task completed. Each task is worth a percentage of total funding available, as detailed below:
  1. Club Communications 15%
    1. Information on upcoming events relevant to the Department Club and/or engineering at large.
    2. Accepted communication includes newsletters, sent by email or made available online; or regular social media posts on multiple social media platforms.
    3. At least seven (7) newsletters or fifteen (15) posts per term constitute full funding.
    4. Communications must be submitted to the EUS VP Administration, through an online system, as prescribed at the Annual Council Transition meeting.
    5. One half ( $\frac{1}{2}$ ) of the funding will be available per term.

2. Club Meetings 15%
  1. Club Meetings shall be held weekly during the term. Four (4) meetings may be missed per term, and meetings cannot be missed two (2) weeks in a row.
  2. The standard meeting time and location must be communicated to club members.
    1. If a standard time cannot be made, the time and location of the next meeting must be included in the minutes of the previous.
  3. Meeting minutes must be submitted to the EUS VP Administration, through an online system, as prescribed at the Annual Council Transition meeting.
  4. Nine (9) meetings per term constitute full funding.
  5. One half ( $\frac{1}{2}$ ) of the funding will be available per term.
3. EUS Meeting Attendance
  1. EUS Council 20%
  2. EUS Committees 15%
    1. Academic Committee 5%
    2. SAC and Grand Council 5%
    3. Events Committee 5%
    - 4.
  3. E-WEEK Committee, following E-WEEK 5%
  4. One half ( $\frac{1}{2}$ ) of the Council and Committee funding, with the exception of the E-WEEK Committee, will be available per term.
4. Graduation 10%
  1. Provide EUS Iron Manager with club Grad Rep contact information.
  2. Communication of graduation headshot and graduation registration timelines to graduating Members.
  3. Submit Slipstick media by the deadline.
  4. If a Tier 2 Club is not graduating a class of students in a given year, their Graduation requirements will be as follows:
    1. Submitting Slipstick media by the deadline
5. Club Materials 15%
  1. Submit a copy of the club constitution and governing documents to the EUS VP Administration, once per year, for archiving.
  2. Submit a club executive contact list to the EUS VP Administration by the beginning of Term 1.
    1. Submit updated contact lists, if necessary, within a week of new executive appointments.
  3. Submit an annual budget. The budget must include detailed expenditures for any events funded through Events Funding.
6. Career Fair 5%
  1. Communication of Career Fair materials to Membership.

8. Tier 2 Department Clubs shall have their total funding calculated with regards to the above formula which will then be scaled to 80%. The remaining 20% will be granted for attendance of the EUS Club Mentorship Committee.

**Performance Funding Summary**

<b>Categories</b>	<b>Tier 1 Total %</b>	<b>Term 1 Breakdown %</b>	<b>Term 2 Breakdown %</b>
<b>Communications</b>	15	7.5	7.5
<b>Meetings</b>	15	7.5	7.5
<b>Council</b>	20	10	10
<b>Committees</b>	15	7.5	7.5
<b>E-Week Comm</b>	5	0	5
<b>Graduation</b>	10	0	10
<b>Club Materials</b>	15	15	0
<b>Career Fair</b>	5	0	5
<b>Total %</b>	<b>100</b>	<b>52.5</b>	<b>47.5</b>