



# VI - Ex-Officio Clubs

	Committee	Council	Version
<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

Responsible Body	Designated Execs & Volunteers
Governance Committee	EUS President EUS VP External

# VII - Ex-Officio Clubs

## 1. General

Ex-Officio Clubs are a recognized group of Engineering students other than program clubs.

## 2. Becoming an Ex-Officio Club

An organization must submit an Ex-Officio Club Application to Council to be considered for Ex-Officio Club Membership which shall include:

1. A petition signed by 25 Members of the Society in favour of the club's constitution;
2. A list of resources the club may need from the EUS to function;
3. A one-year plan outlining a minimum of three proposed events;
4. The purpose and goals of the club;
5. Any additional affiliations, such as external governing bodies, the club may have.

Ex-Officio Club Applications shall be approved if:

1. The Club's mandate furthers the Mission Statement of the EUS as defined in the Society's Constitution
6. It is open to students from any Engineering Program at UBC. The proposed club may primarily run services and events targeted at a particular engineering program, so long as membership is still open to students in all programs. Clubs which only benefit students in one particular program shall be referred to the Department Club responsible for said program.
  1. Clubs may otherwise govern or restrict membership status.
7. The club's purpose and goals do not overlap with an existing EUS Ex-Officio Club.

Ex-Officio Club Applications shall not be approved if:

8. The club's external affiliation would be the primary beneficiary of their membership.
9. The club's primary focus is benefiting communities or organizations that are not part of the Membership of the Society.
- 10.

## 3. Renewal of Ex-Officio Club Status

All Ex-Officio Clubs are required to complete a renewal form at the end of every academic year to renew their EUS Ex-Officio Club status. The form will be available for at least 30 days for all Ex-Officio Clubs to access and the VP External shall make a reasonable effort to publicise this form to club presidents.

Ex-Officio Clubs shall provide the following information on their renewal form:

1. A complete and up-to-date membership list at the time of submission including student numbers for use in verification;
2. The club's election results;
3. An annual budget. The budget must include detailed expenditures for any events funded through Events Funding.
4. Email and contact info for all current executives.

Completed forms shall be received by the VP External, and any irregularities shall be reviewed by the Executive Committee. The VP External shall make reasonable effort to inform all clubs which will be recommended for removal due to an invalid or missing submission. If a valid submission is not received within two weeks from the date of notice, the club removal shall be brought to Council.

#### **4. Removal of Ex-Officio Club Status**

An Ex-Officio Club may lose its Ex-Officio Club status for any of the following reasons:

5. Failure to submit a valid Ex-Officio Club Renewal Form;
6. Resignation of status, received by the VP External;
7. Failure to send a representative to two Ex-Officio Clubs Committee meetings without justification deemed valid by the VP External;
  1. The VP External will issue a written warning to the President of the Ex-Officio Club following the first missed meeting and at least one week before the next Ex-Officio Clubs Committee meeting.
8. Two consecutive renewal form submissions with club membership under 10 Active Members of the Society;
9. Falling below a threshold of 90% of club membership being Active Members of the Society
10. Club conduct that jeopardises the public perception of the Society or grossly violates the Mission Statement of the EUS.

#### **5. Powers and Duties**

1. Ex-Officio Clubs are welcome to give an update at Council meetings and shall inform the President if they intend to do so.
2. Ex-Officio Clubs shall be included on the Council mailing list.
3. Ex-Officio Clubs shall receive the same privileges as Program Clubs in terms of booking of facilities and use of services provided by EUS volunteers.
4. Ex-Officio Clubs shall send at least one representative every meeting of the Ex-Officio Clubs Committee.
5. Ex-Officio Clubs are encouraged to send representatives to the following EUS Committees:
  1. EUS Events Committee
  2. EUS E-WEEK Committee

## **6. Recognized Ex-Officio Clubs**

Ex-Officio Clubs shall be added or subtracted from this list and sorted alphabetically in accordance with the above policy on club addition, renewal, and subtraction.

1. Association of Chinese Canadian Engineering Professionals and Technologists (ACCEPT)
2. Alpha Omega Epsilon Professional Engineering Sorority (AOE or AOE)
3. Engineers for a Sustainable World (ESW)
4. Engineers Without Borders (EWB)
5. Gears and Queers (G&Q)
6. Institute of Electrical and Electronics Engineers (IEEE)
7. Sigma Phi Delta Professional Engineering Fraternity ( $\Sigma\Phi\Delta$  or SPD)
8. Strive Business and Engineering (STRIVE)
9. Women in Engineering (WiE)

## **7. EUS Ex-Officio Initiatives Fund**

1. The EUS Ex-Officio Initiatives Fund exists to fund events and services hosted by the EUS' Ex-Officio Clubs.
2. Finance Committee will recognize proposals for the following event types:
  1. Social Events;
  2. Academic Events; and
  3. Industry & Professional-Development Events.
3. Proposals must include:
  1. Event type;
  2. Event description & purpose;
  3. Event budget, including expected EUS Ex-Officio Initiatives Fund Contribution;
  4. Event planning timeline;
  5. Target audience; and
  6. Expected attendance.
4. The total amount of money allocated to the fund in a given year shall be at the discretion of the VP Finance, but shall not be less than \$200 per Ex-Officio club.
5. The Finance Committee will meet once in August to approve all event proposals received during the summer. Any Term 1 proposal received after the meeting will be assessed within a month of submission. The Finance Committee will meet once in December to approve all term two event proposals. Any Term 2 proposals received after the December meeting will be assessed within a month of submission.
6. Applications shall be sent to the Funds and Grants Administrator, who will bring them to Finance Committee for evaluation and approval.
7. The Fund will fund the greater of \$50 or 50% of the expenses for an event, up to a maximum of \$400 reimbursed.
8. Funding shall be disbursed on a reimbursement basis.

9. The Ex-OfficiolInitiatives Fund process and associated documents shall be available on the EUS Website.