

Regina Engineering Equipment Fund Constitution

Founded at the 2014 AGM by the RESS Council of 2013-14 led by Jason Whitelaw, President
– Special Thanks to Seth Hunt for presenting the idea to RESS Council

1st Draft: Jason Whitelaw, Jan 2015 – (to be) adopted at 2015 AGM

1. Name and Function

The name of the organization is the “Regina Engineering Equipment Fund”, herein referred to as the “REEF”. It is to function as a semi-autonomous non-profit organization within the University of Regina, herein referred to as the “U of R”.

2. Purpose

This fund is to address a need for increased money to purchase lab equipment to be used by the students of the Faculty of Engineering and Applied Science, herein referred to as the “Faculty”, at the U of R. This fund shall be maintained in a separate account and continue to grow in size through per semester contributions made by students as well as through alumni and industry donations.

Once the REEF reaches a level that interest earned surpasses the current equipment fund spending, the current equipment funding scheme will be dissolved and replaced by the REEF.

The REEF shall be a Tribunal of Faculty Members, Current Students of the Faculty, and Alumni of the Faculty to ensure fair and current perspectives on equipment spending.

The REEF is to always act in the best interest of undergraduate engineering education and to make recommendation only with respect to expenditure of Income in a fair and equitable manner keeping in mind the needs of undergraduate engineering education at the U of R.

3. Powers

To achieve the purposes aforesaid, the REEF shall have the following powers:

- a) To solicit funds in ways approved by the U of R;
- b) To save \$25 per student of the Faculty per semester from the current \$100 engineering equipment fund into the REEF account;
- c) To receive monthly and yearly reports from the U of R with respect to the income and the capital of the REEF;
- d) The Faculty not to be Affected;

And provided further that the powers of the Directors of the Foundation as provided herein, or as they may be executed, shall in no way interfere with or otherwise adversely affect the autonomy of the Faculty of Engineering in the exercise of its powers, authorities, duties, or

regular conduct of its affairs. The funds raised for the Foundation and the interest earned shall not have an adverse effect on the funding of the Faculty, and shall be held by the University in a separate account separate from all general funds of the University.

4. Directors

The affairs of the REEF shall be managed by its directors, who shall receive no remuneration for acting as such, in accordance with this constitution and the by-laws of the REEF.

The Board of Directors shall have authority to initiate reasonable expenditures for the administration of the REEF and shall have the sole authority to propose non-administrative expenditures, subject to approval by the Board of Directors.

a. Members of the Board of Directors

There shall be a minimum of seven (7) directors during establishment of the REEF, and a minimum of sixteen (16) directors upon establishment, provided there shall always be an equal number of representatives from each of the representative bodies identified in the tribunal, not counting the ex officio position which is intended to serve as chair of the REEF.

This number of sixteen (16) represents the current five (5) engineering disciplines offered at the U of R, with intention being a Board of Directors comprised of 5 students, 5 alumni, 5 faculty, one dean. This provides three (3) representatives for each discipline. If in the future a further discipline is established/abolished in the Faculty, the number sixteen (16) should be adjusted in multiples of three (3) accordingly.

The Board of Directors shall consist of the following voting members who must be a minimum of 18 years of age:

- i. Two (2) student elected Student Endowment Directors, currently registered in the undergraduate faculty in the 4th semester or later, from differing programs, in good academic standing;
- ii. Two (2) student elected Alumni Endowment Directors, graduates of the faculty, from differing programs, currently employed in industry, registered as an EIT with APEGS;
- iii. Two (2) faculty elected Faculty Endowment Directors, currently teaching classes or labs in the Faculty, from differing programs;
- iv. The Dean of Engineering, ex officio;
- v. Such additional directors (up to a maximum of nine (9) additional directors) as may be determined by resolution of the then existing Board of Directors.

b. Term of Office

Excluding the ex-officio members, the term of office for a director shall be determined by the Board of Directors and shall not exceed twenty-four (24) months from the date of election. Directors shall be eligible for re-election.

The office of director shall be automatically vacated:

- i. if a director resigns an office by delivering a written resignation to the secretary of the REEF;
- ii. if the director is found guilty of a financial felony by a court;
- iii. if the director becomes bankrupt;
- iv. if in a special general meeting of members, duly called for that purpose, a resolution is passed by two-thirds (2/3) of the members present at the meeting that the director be removed from office;

Provided that if any vacancy shall occur for any reason in this paragraph contained, the remaining members of the Board of Directors by majority vote, may fill the vacancy with a member of the REEF.

c. Funding Allocation

The board of directors is responsible for reviewing and approving funding grants. It shall act as a body representing each undergraduate Engineering discipline in a fair manner.

d. REEF By-Laws

All by-laws of the REEF and amendments thereto must be approved by a two-thirds (2/3) majority of the Board of Directors at a meeting duly called for that purpose.

The directors of the foundation, at their earliest convenience and subsequently as may be required, shall draft by-laws in concert with the general aims and objectives of the REEF relevant to the management of the affairs of the REEF and the procedures of the meetings of members and of directors. These shall include at least the following:

- i. Frequency of regular meetings, notice of meetings, minutes and records, etc.;
- ii. Formality of making and passing resolution, and voting procedures;
- iii. Establishment of officers of the REEF, and their duties and responsibilities;
- iv. Establishment of any standing committees, such as an executive committee, and their powers, duties or responsibilities;
- v. Establishment of fiscal year, which shall coincide with the University's fiscal year, and accounting procedures which shall be satisfactory to and approved by the University's Treasurer and Auditors;

e. Meeting Quorum

Two-thirds (2/3) of the members of the Board of Directors present in person shall constitute a quorum for approval of such by-laws and amendments

5. Membership of the REEF

Membership shall include all current undergraduate students of the faculty, alumni of the faculty, and members of the faculty. There shall be no membership fees or dues.

6. Annual General Meeting

The directors of the REEF shall call an annual meeting of the members at the U of R on a day and at a time as shall be determined by the directors and fixed by a by-law of the foundation. Only at an annual general meeting, and with one (1) month prior notice sent out to the membership, may this Constitution be amended.

7. Auditors

The accounts of the REEF shall be audited by the Auditors of the University. In the event that the REEF requests an additional audit, any expenses for fees or services for such audits shall be charged to the accounts of the REEF.

8. Establishment of a Separate Foundation

In the event that the members, through a majority vote to the effect at a membership referendum, determine that it is desirable to set up a new foundation with similar objectives to the REEF but wholly separate from the U of R, a separate foundation may be set up and this Constitution shall continue to apply to the funds held by the U of R.

Provided however, that the Board of Directors of the REEF after consideration of the objectives and powers of the new foundation, determine that it is in the best interest of the REEF to transfer the funds, and Revenue Canada approves such a transfer, the U of R shall transfer the funds to the new foundation upon such terms and conditions as the Board of Directors may direct. After such a transfer is finalized, the foundation shall be dissolved.

9. Dissolution

If for any reason the REEF is dissolved and the funds are not transferred to a new foundation, then the following restrictions to dissolution apply:

- a. Upon dissolution the funds after payment of all debts and liabilities, shall remain the property of the Faculty of Engineering, to be used as recommended by the Dean of Engineering, for the purposes of benefitting the undergraduate programs in the Faculty of Engineering at the U of R;

- b. If the Faculty of Engineering at the U of R no longer exists, the funds shall transfer to the Association of Professional Engineers and Geoscientists of Saskatchewan, herein APEGS, for use in educational purposes as the Education Board of APEGS may direct;
- c. Voluntary dissolution shall take place only after a two-thirds (2/3) majority vote to that effect at a membership referendum. The majority vote shall be based on the number of votes cast.

10. Works Cited

As this foundation was inspired by the Waterloo Engineering Endowment Foundation, much of the constitution is based on the WEEF Constitution of 1991, used with permission.

Beinsky, A., & Vellinga, J. (1991). *Constitution of the Waterloo Engineering Endowment Foundation*. Retrieved Sept. 2014 from: <http://www.weef.uwaterloo.ca/documents.php>.