



## **Engineering Leadership Council**

The Engineering Leadership Council's goal is to assist Engineering Clubs with financial backing and providing assistance with the operations of the ELC and ASUN. The Engineering Leadership Council also promotes engineering by helping with student retention and providing a link between students and organizations to help college graduates have applicable workforce skills.

## **Meetings**

### *General Assembly Meetings*

Attendance at these meetings is mandatory in order to receive funding from the ELC. These meetings allow the faculty of the College of Engineering and members of the community to talk to all clubs at the same time. They also handle emergency funding requests and remittance. If a club does not attend one or more of these meetings, they are subject to penalties to be decided by the ELC Leadership during an Executive Committee meeting with the club.

### *Funding Hearings*

Attendance at these meetings is non-mandatory. Funding Hearings are held once a semester within the first two weeks. These meetings hear all Term Funding requests. Voting members are the Funding committee and clubs in attendance. Each club present gets one vote. If an organization files a Funding Request and chooses to not attend the Funding Hearing, a decision will be made based on the information provided in the Funding Request. All decisions made at these meetings are final.

### *Committee Meetings*

These meetings are non-mandatory and in general run the major functions of the ELC. They vary in length and composition.

## **Committees**

### *Executive Committee*

The Executive Committee is a committee of all Committee Chairs, the ESO (Engineering Student Organization) Representative, and the Clerk. This committee oversees all actions of the ELC and makes sure all Committees are doing their job. This Committee also is used to communicate between the student leadership of the ELC and the Faculty Advisor(s)

### *Funding Committee*

The Funding Committee is a representative committee that does initial research of Funding Requests and makes recommendations to the General Assembly to hasten the proceedings of Funding Hearings.

### *Organization Affairs Committee*

The Organization Affairs Committee deals with the needs of organizations in the ELC. This includes overseeing organization status with the ELC, such as: organization admittance,

renewal, and violations. The committee also provides assistance to new organization leadership at Organization Assistance Meetings.

#### *Programming Committee*

The Programming Committee creates and organizes events of the ELC. This includes organizing the “Welcome Back BBQ” and “E-Week”. The Programming Committee does all planning and procurement for these events and can create other events for the ELC to further benefit ELC organizations.

#### *Rules and Procedures Committee*

The Rules and Procedures Committee maintains the Operational Procedures and Policy Manual and creates and reviews all new rules.

### **Officer Positions**

#### *ASUN Representative*

The ASUN Representative is an elected position in charge of the operation of the General Assembly Meetings. They may not be a chair of a committee. They are the representative of the ELC with respects to interacting with ASUN. They qualify as the “President” of the ELC for the purposes of ASUN recognition only.

#### *Funding Chair*

The Funding Chair shall oversee the operation of the Funding Committee. They oversee the Funding Hearings as well as the allocation of emergency funding at General Assembly meetings. They also process all Internal Purchase Orders of the ELC. They maintain funding records in the Accounting Spreadsheet and shall track all ELC funded transactions. The Funding Chair shall have a working knowledge of all prior ELC Funding decisions. They qualify as the “Treasurer” of the ELC for the purposes of ASUN recognition only.

#### *Organization Affairs Chair*

The Organization Affairs Chair shall oversee the operation of the Organization Affairs Committee: correspondence with new organizations, the admittance of new organizations into the ELC, and announcement of the admission of any new organizations to the ELC at General Assembly meetings. The Organization Affairs Chair also oversees the Violations of ELC policy made by ESOs. They also help ESOs gain access to knowledge and resources necessary to promote and operate their organization.

#### *Programming Chair*

The Programming Chair shall oversee the operation of the Programming Committee. They shall announce any new events of the ELC at General Assembly meetings. They shall appoint all event Programmers and oversee that events are properly organized.

#### *Rules and Procedures Chair*

The Rules and Procedures Chair shall oversee the operation of the Rules and Procedures Committee. The Rules and Procedures Chair shall announce and briefly describe any new amendments or rules to the General Assembly, and maintain record of the corresponding vote. The Rules and Procedures Chair shall have the power to stop debate during the General Assembly meetings and continue that debate at the following Rules and Procedures Committee Meeting to hasten the proceedings of the General Assembly. They may not represent a ESO at General Assembly Meetings or Funding Hearings.

#### *Clerk*

The Clerk shall act as scribe for all General Assembly meetings, Funding Hearings, and Executive Committee meetings. The Clerk shall be the lead Scribe and will coordinate with all other Committee Scribes to ensure proper fulfillment of responsibilities. The Clerk will coordinate with the Webmaster to advertise all meeting minutes appropriately. The Clerk shall be responsible for all documentation advertisement.

#### *Committee Scribes*

There shall be a committee scribe appointed for all committees of the Engineering Leadership Council. Committee Scribes are responsible for sending all meeting minutes to the Clerk.

#### *Committee Member*

Any person who shows up to a committee meeting.

#### *Programmer*

The Programming Committee shall appoint at least one Programming Committee Member to be the Programmer of an event. Programmers are in charge of ensuring smooth and successful operation, working with the Funding Chair to allocate a reasonable budget for the event, and purchasing all necessary materials for the event.

#### *Elections*

Elections for all positions are held during the February General Assembly meeting. They follow ELC voting procedures.

### **ELC Club Requirements**

In order for a club to be a funded member of the ELC, they must be: engineering focused, actively recruit engineering students, attend General Assembly meetings, Welcome Back BBQ and E-Week, and turn in receipts for money allocated to your club.

### **Voting Procedures**

A simple majority is required to pass a judgement in the ELC. Quorum is met with three people for committees. Voters are expected to be ethical and abstain when a conflict of interest is present.

## **Funding**

### *Term Funding*

Term Funding is the primary way for clubs to request money from the Engineering Leadership Council. Requests are submitted for any Funding Term (Fall or Spring) and the request is to be heard at the corresponding Funding Hearing (Fall or Spring). The ELC has a budget of \$75,000 per year. Per semester funding shall be decided by the Funding Committee and be announced at the first Funding Hearing of the year. The Funding Committee shall allocate the following amounts each year when preparing the ELC budget: \$7,500 for Emergency Funding, \$250 per undergraduate club Fringe Funding, and \$500 per graduate club Fringe Funding. There is no limit for the amount of money a club can request during term funding and no limit to the number of requests that a club can file.

### *Emergency Funding*

Emergency Funding is for unforeseen expenditures which come up after the fall funding hearing, but before the spring funding hearing. These funds are meant to be used in cases of emergencies outside the control of the applicant organization and its members. This funding is not for cases of negligence. All Emergency funds awarded shall be spent or remitted by the date listed in the request. Emergency Funding requests are generally heard at the following General Assembly meeting for all to vote on; however, ELC Leadership reserves the right to vote on requests outside GA meetings based on time constraints of the request.

### *Fringe Funding*

Fringe Funding is funding that is guaranteed to all organizations. Fringe Funding is available to all renewed organizations starting every July 1. Fringe Funding could be spent on things that organizations use on a daily basis, as well as foodstuff for periodic organization meetings and for organization apparel. Fringe Funding shall be either spent or allocated before Spring Funding Requests are due. Unused Fringe Funding is included in the Spring funding budget. The Fringe Funding amounts are: \$250 per undergraduate club per year, and \$500 per graduate club per year.

### *Restrictions*

Funding policy of the ELC follows precedent set forth by previous funding hearings. Items which were not previously funded, will not be funded in the future unless overridden by the Funding Committee. The ELC does not fund salaries, scholarships and grants, duplicates of University services, activities of a club that are not engineering-related, and activities which are not in line with a clubs goals or does not benefit all members of a club. Food for general club meetings will only be funded out of a club's fringe funding. Rental cars will not be funded if other forms of transportation are found to be more reasonable or if the departure and arrival points are in the Greater Northern Nevada Area.

### *Stipulations*

All apparel requests must have a quote from F.U.E.L. Reno, [sales@fuelreno.com](mailto:sales@fuelreno.com). Any other quotes may be provided, but the lowest cost per item will be funded. The Funding Committee may apply any additional stipulations which are deemed necessary to a request.

#### *Change of Funding Use*

Using funds in a manner other than approved in the original funding request must be approved by the General Assembly. Examples of a Change of Funding Use include but are not limited to: changing item purchased, and changing the grade an item is funded under. In order to request a Change of Funding Use an additional funding request shall be submitted as a Change of Funding Use and will be heard at the following General Assembly meeting. ELC Leadership reserves the right to vote on requests outside GA meetings based on time constraints of the request.

#### *Remittance of Funds*

In order to remit funds an additional funding request shall be submitted as a remittance request and will be heard at the following General Assembly meeting.

## **Funding Hierarchy**

#### *General Rules*

Funding Requests are divided into Grades by the values of the ELC. Grades with a lower numeric value will be funded before Grades with a higher numeric value. The Grade of a request is decided by the Funding Committee during the Funding Hearing. Any parent club requests that will directly benefit a child club will be placed at the bottom of the funding hierarchy.

Funds will be distributed in the following order:

Grade	Amount Funded
1a	First Round Cap
2	First Round Cap
3	First Round Cap
1b	First Round Cap
4	First Round Cap
1a	Balance of request
2	Balance of request
3	Balance of request

1b	Balance of request
4	Balance of request
5	First Round Cap
6	First Round Cap
5	Balance of request
6	Balance of request

First round caps for the following grades are for the entire academic year so the amount requested within an individual grade will affect the amount of funding available to a given club during the first round in the Spring Funding Term.

*Grade 1a: Competition & Conference Travel*

This grade consists of all relevant costs of attending a competition or conference, such as but not limited to: registrations, flights, hotels, and/or rental cars. It is typical that we will fund the balance for ASUN Travel requests as well as things that ASUN does not cover that still follows ELC restrictions.

For competitions and conferences larger than 10 people per club attending, the club must submit a list of roles showing what people will be doing at that event.

The First Round cap for this grade is \$3,750

*Grade 1b: National Competition Travel*

This grade consists of all relevant costs of attending a competition in which a team had to first qualify through a regional competition.

The First Round cap for this grade is \$3,125

*Grade 2: Competition/Conference Parts/Materials*

This grade consists of all parts and materials that specifically allow the organization to compete at their competition or conference, excluding items that are a better fit for any other category.

The First Round cap for this grade is \$2,500

*Grade 3: Team Infrastructure*

This grade consists of all items that are used by clubs for member growth, retention, and development, but not including Apparel.

The First Round cap for this grade is \$625

*Grade 4: Events*

This grade consists of all relevant costs (including food) for hosting events on and around the University campus. These events cannot be related to meetings or the construction of anything funded in Grades 1 or 2. Examples include ACM's Meet the Faculty BBQ, SWE's Study Night, and WiCSE's The Most Significant Bit.

The First Round cap for this grade is \$1,875

*Grade 5: Apparel*

This grade consists of all items that are worn or brandished by members of a club for them to identify as being part of that club. Items must be made available to all members in the club and not just to a smaller portion of the club (i.e. officer or senior apparel).

The First Round cap for this grade is \$500

*Grade 6: Banquets & Retreats*

This grade consists of all costs related for membership banquets or membership retreats. These banquets/retreats must be open to all members of the club and be for professional purposes only.

The First Round cap for this grade is \$500

**Organization Affairs***Club Attendance*

If a club does not attend one or more mandatory events they are subject to funding penalties to be decided by the Executive Committee after consulting with the club.

A club may request that an absence be excused by emailing [nevadaelc@googlegroups.com](mailto:nevadaelc@googlegroups.com) at least 24 hours in advance.

*Funding and Receipts*

Clubs are required to turn in receipts equal to or greater to the requested amount in a timely manner, and return unspent funds. If receipts are not turned in in a timely manner, determined by the faculty advisor of the Engineering Leadership Council, violations will be decided on a case by case basis.

*Renewal*

An organization in the Engineering Leadership Council who chooses to continue their membership to the next year, must follow current operations for organization renewal. Organization membership is renewed for a maximum period of 1 year, starting on July 1st.



## **Rules and Procedures**

### *Amendment*

An amendment can be proposed by mentioning the change in policy to one of the following: a General Assembly meeting, a Funding Hearing, a Rules and Procedures Committee Meeting, or directly to the Rules and Procedures Committee Chair.

All debate over an amendment must take place at a Rules and Procedures Committee Meeting. If the Rules and Procedures Committee deem that the basis for the proposed amendment is valid and necessary then the Committee writes the Amendment. The Amendment is then presented to the General Assembly for ratification.