Operational Policies and Procedures Manual

Engineering Leadership Council

University of Nevada, Reno

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Needs Rewriting
Needs Approval
Approved

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1 General Definitions and Terms

1.1 University of Nevada, Reno Engineering Leadership Council

The purpose of the University of Nevada, Reno (the University) Engineering Leadership Council (ELC) is to organize and assist the engineering clubs of the University both monetarily and administratively, host events for the benefit of the

1.2 Associate Students of the University of Nevada

The Associated Students of the University of Nevada (ASUN) is the student government of the University of Nevada, Reno. It is referenced in this document only for purposes of clubs it recognizes.

1.3 Differential Fees of the College of Engineering

1.4 Operational Procedures and Policy Manual

The Operational Procedures and Policy Manual is the governing document of the Engineering Leadership Council. Changes to the document may only be made by following the amendment procedure as describe. The document is partitioned into four organizational structures with a numerical indicator. Each structure is separated by a decimal point when being called. The structures are in order: title, chapter, section, and paragraph. For example, this definition is Title 1 Chapter 1 Section 0 Paragraph 0. Zeros past the furthest right non-zero number are not displayed for conciseness.

1.5 Group, Club, and Organization

The words “group,” “club,” and “organization” are interchangeable terms used within this document which refer to those assemblies of students at the University recognized by the Engineering Leadership Council. These terms may also, at times, refer to such assemblies which are in the process of applying for recognition or which have not been recognized, by which are in some way affiliated with the University and the field of engineering.

1.6 Committee

The word “committee” refers to specific bodies within the organizational structure of the Engineering Leadership Council. New Committees may only be created by amendment of the Standard Operating Procedures.

1.6.1 Club Affairs Committee

The Club Affairs Committee is responsible for providing assistance to ELC clubs, accepting new clubs into the ELC, monitoring clubs currently in the ELC, suspending clubs who violate policy, and terminating clubs which repeatedly or severely violate Engineering Leadership Council policy or are found to operate divergent to the Engineering Leadership Council's merits.

1.6.2 Funding Committee

The Funding Committee is responsible for the internal finances of the ELC, the efficient dispersal of funds allocated to the ELC by the College of Engineering, donors, and the other bodies, the initial review of funding applications, determining the validity of emergency funding requests, ...

1.6.3 Programming Committee

The Programming Committee is responsible for the planning and operation of the "Welcome Back BBQ" and "E-Week Activities" and the creation and operation of new events.

1.6.4 Rules and Procedures Committee

The Rules and Procedures Committee is responsible for tabling discussion of policy at General Assembly Meetings to its own committee meetings, the creation and drafting of amendments to the Operational Procedures and Policies Manual, drafting additional regulations and documentation necessary for the transparency of ELC activities, guide the General Assembly through the amendment process, look out for the interest of the ELC as a whole not the interests of a single (or group) of clubs, ...

X.X.X Violation Points (Before Suspension)

1.9.15 Faculty Advisor

The Faculty Advisor is appointed by the Dean of the College of Engineering or is a temporary representative appointed by the permanent Faculty Advisor.

1.9.16 Suspension

Suspension removes all rights to funding and voting for the club. Any money currently allocated to the organization, but not spent, is expected to be returned according to current practices. While suspend clubs can still accrue violation points for violating ELC policy.

Termination trial (2.5,3.5)
Funding Discipline
ELC Website
General Assembly
Funding Hearing
Funding Period
Funding Hierarchy
Funding Request and Funding Application
Fiscal Year
Remitted Funds
Receipt Submittal
Good Standing
Ex Post Facto
Violation

2 Club Membership

2.1 Eligibility

2.1.1 Engineering Focused

An organization wishing to become part of the Engineering Leadership Council must show that the purpose of their involves engineering principles and benefits the engineering student body. The affirmation of the above statement will be decided by the Club Affairs Committee.

2.1.2 Student Recruitment

An organization wishing to become part of the Engineering Leadership Council must be actively recruiting engineering students to be part of their club. The affirmation of the above statement will be decided by the Club Affairs Committee.

2.1.3 ASUN Stipulations

If an organization is currently recognized by the Associated Students of the University of Nevada, they must be recognized as a member of the Science and Engineering Coalition or derivative future body. The affirmation of the above statement will be decided by the Club Affairs Committee. All exceptions will be made by the Club Affairs Committee.

2.2 Acceptance

Acceptance into the Engineering Leadership Council follows the procedures of the Club Affairs Committee. An accepted club is granted a maximum of a 1 year membership expiring on June 30th of the current academic year.

2.3 Requirements for Continued Membership

2.3.1 Engineering Focused

An organization in the Engineering Leadership Council must have a purpose involving engineering principles and benefiting the engineering student body. The affirmation of the above statement will be decided by the Club Affairs Committee. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.3.2 Student Recruitment

An organization in the Engineering Leadership Council must be actively recruiting engineering students to be part of their club. The affirmation of the above statement will be decided by the Club Affairs Committee. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.3.3 ASUN Stipulations

An organization in the Engineering Leadership Council that is currently recognized by the Associated Students of the University of Nevada, must be recognized as a member of the Science and Engineering Coalition or derivative future body. The affirmation of the above statement will be decided by the Club Affairs Committee. All exceptions will be made by the Club Affairs Committee. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.3.4 General Assembly Attendance

An organization in the Engineering Leadership Council is required to send a representative to all General Assembly meetings. Attendance will be taken by the Faculty Advisor of the Engineering Leadership Council. Exemptions to the General Assembly Meeting Attendance Requirement are to be made by the Faculty Advisor of the Engineering Leadership Council. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.3.5 Funding Hearing Attendance

An organization in the Engineering Leadership Council is required to send a representative to all Funding Hearings. Attendance will be taken by the Funding Manager of the Engineering Leadership Council. Exemptions to the Funding Hearing Attendance Requirement are to be made by the Faculty Advisor of the Engineering Leadership Council in case of extreme emergency only. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.3.6 ELC Event Attendance

An organization in the Engineering Leadership Council is required to partake in “E-Week” and “Welcome Back BBQ” as planned by the Programming Committee. Attendance will taken by the Faculty Advisor of the Engineering Leadership Council. Exemptions to the ELC Event Attendance Requirement are to be made by the Faculty Advisor of the Engineering Leadership Council. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.3.7 Receipts

An organization in the Engineering Leadership Council is required to timely turn in receipts equal to or more than the amount of money allocated for a request and for the items requested. All leftover money is to be returned to the Engineering Leadership Council following current procedures. Timeliness is to be decided by the Faculty Advisor of the Engineering Leadership Council. Exceptions are to be made by the Faculty Advisor of the Engineering Leadership Council. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.3.8 Other

An organization in the Engineering Leadership Council is required to partake in actions which are in line with the merits of the Engineering Leadership Council. Any actions deemed divergent by the Club Affairs Committee to the Engineering Leadership Council’s merits, are in violation of this policy. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.3.9 Contact Information

An organization in the Engineering Leadership Council is required to keep updated contact information for all officers with Engineering Leadership Council

administration. Information must be submitted via "Form 3: New Officer Information" within 5 business days of an administrative change. This includes changes in officers, new email address, any other required information asked in the form. Violating this policy is worth a number of violation points defined by the Club Affairs Committee on a per case basis.

2.4 Suspension

An organization in the Engineering Leadership Council who accrue one whole violation point are suspended from the Engineering Leadership Council until the following Academic Year.

2.5 Termination

An organization in the Engineering Leadership Council who accrue three whole violation point and confirmed through the Termination Trial are removed from the Engineering Leadership Council.

2.6 Resignation

An organization in the Engineering Leadership Council who chooses to resign or end its affiliation with the Engineering Leadership Council will be removed as a member organization. The organization is still responsible for outstanding funding requirements. Resigned organization, if they so choose, may reapply to become part of the Engineering Leadership Council at a later date as long as they left in good standing with the Engineering Leadership Council. Good standing is affirmed by the Club Affairs Committee.

2.7 Renewal

An organization in the Engineering Leadership Council who chooses to continue their membership to the next year, must follow current operations for club renewal. Club membership is renewed for a max period of 1 year, starting on July 1st. Clubs who do not renew are automatically resigned from the Engineering Leadership Council.

3 Club Affairs Committee

3.1 Duties

3.1.1 Assistance

The Club Affairs Committee is to provide assistance, within reason, with any request which is made by a club. This includes providing information on the

workings of ASUN, the ELC, Differential Fees, and other campus organizations, information of how to reserve rooms, plan meetings, organize travel, manufacture parts, and other information that is requested by a club. This assistance may be in the form of documentation published by the committee, meetings hosted by the committee, or other means that the committee finds are effective forms of communication.

3.1.2 Admission

The Club Affairs Committee is to administer the admission of new clubs into the ELC. The committee is to accept new clubs through requirements defined in Title 2 and follow the process laid out in Title 3 Chapter 2. This process is designed to relieve the amount of work done in the General Assembly meetings and provide a personal experiences for new clubs become familiar with the ELC. This is both for the interest of the ELC and for the success of new clubs.

3.1.3 Oversight

The Club Affairs Committee is to perform oversight of organizations which are in the Engineering Leadership Council. The committee is to hear concerns of rule violations, investigate such concerns, and escalate the violations to follow the rules for violation points, suspension or termination if necessary.

3.1.4 Renewal

The Club Affairs Committee is to administer club renewal each year. The process is designed to help clubs plan out a successful year and guide the ELC in creating policy and programs to help them achieve their goals. The Committee is required to collect from clubs an updated officers list, a summary of the last year, any failings of the last year, plans for the upcoming year, and changes that they would like to see in the ELC. The Committee must make a reasonable effort to get all clubs renewed. The renewal process for all clubs should be began by June 1st and finished by September 15th.

3.1.5 Representation

The Club Affairs Committee is to make reasonable accommodations for organizations in the Engineering Leadership Council to have effective representation in the General Assembly and Committees. This includes facilitating the assigning and changing of Engineering Discipline Representatives.

3.2 Assistance

3.2.1 Club Assistance Meetings

The Club Affairs Committee will hold Club Assistance Meetings at least biweekly at a standard time designated at the beginning of the semester by the Club Affairs Committee Chair. Meetings will be at least 1 hour long. Meetings are required to adhere to current meeting hosting and posting requirements. The meetings will be staffed on a volunteer basis by students with at least one year's experience in club administration. These meetings are for club leaders to attain the information necessary for the administrative operations operations of their clubs. This includes information regarding ELC operations, ASUN operations, Differential Fees, departments of the College of Engineering, Environmental Health and Safety, and other campus organizations.

3.2.2 Club Assistance Documentation

The Club Affairs Committee will publish any documentation deemed necessary because of widespread misconception or general lack of knowledge. Documentation has to go through steps in the following order: Need, Authorship, Drafting, Deliberation, Revision, Fact Checking, Formatting, and Publishing.

Need

The Club Affairs Committee must determine if there is a need for documentation. This can be determined by either observations by committee members or through an investigation of club leaders.

Observation

Observation is a passive action performed by members of the Club Affairs Committee while interacting with other members of the Engineering Leadership Council. If a member of the committee has personal knowledge of members of the ELC having misconceptions of policy or lack of knowledge on a policy, it counts as need for documentation. Second hand knowledge does not count and requires an investigation before need for documentation is affirmed.

Investigation

An investigation is an active action performed by the Club Affairs Committee. Before an investigation may take place, it must be approved by a unanimous vote by all Club Affairs Committee members in attendance. If approved an investigation must involve at least fifty percent of all clubs in the ELC. Results may be collected either by questionnaire or through conversation. In order to prove a need for documentation, at least twenty-five percent of all ELC clubs must have either misconceptions or lack of knowledge of the policy for which they were questioned.

Authorship

When a need has been proven, authors will be assigned to the document. In order to provide transparency each document will categorize its authors into three groupings: Lead Author, Authors, and Co-Authors. Each document is required to have a lead author who is responsible for responding to future inquires into the document's subject matter. The Lead Author is also has to have been a major contributor to the drafting and development of the document. An Author is an individual who is a major contributor to the drafting and development of the document. A Co-Author is any individual which contributed to the document.

Drafting, Deliberation, and Revision

Drafting is to be performed by all the authors of the document. All authors will be assigned sections by the lead author. Before the document proceeds to deliberation, all sections must be signed off by the Lead Author. After the Lead Author has signed off on the document, it will be presented to the Club Affairs Committee. The document will be read at a meeting and members of the committee are responsible for making sure that the document provides clarity. The Lead Author will then make the applicable revisions and send the document off for Fact Checking.

Fact Checking

In order to check that documentation correctly represents the ELC policies which it is trying to inform clubs about, it must be fact checked by a permanent member of the Rules and Procedures Committee and getting them to sign an authorization for publication form.

Formatting

The document must adhere to the following formatting guidelines. It must be in Arial font, 12 point, justified, and 1.15 line spacing, have one inch margins, have bolded section titles, have an additional two-fifths inch margin for paragraphs, have a space after each paragraph, and have a table of contents. The title page must have the title in Arial 24 point font, followed by "Engineering Leadership Council" in Arial 18 point font and "University of Nevada, Reno" in Arial 12 point font. Finally, all authors are listed according to their titles and work contributed. This document can be used as an example of proper formatting. The finished file will be in Adobe PDF format.

Publishing

When the document is ready to be published, it must be checked off by the Faculty Advisor. Afterwards it will be published to the committees page of the website, the committees Slack channel, the general Slack channel, and be sent by email to the ELC mailing list.

3.3 Admission

3.3.1 New Club Hearing

The Club Affairs Committee will hold New Club Hearings irregularly throughout the year. These meetings will be held no later than two weeks during the fall or spring semester after a new club form is submitted. These meetings are held for the sole purpose of verifying the purpose, goals, and intent of a new club applying for admission into the ELC are in line with the purpose, goals, and intents of the ELC. The Club Affairs Committee has the ability to table any New Club Hearing to the General Assembly for final approval. These meetings are to be audio recorded and published to the ELC website in MP3 format.

3.3.2 New Club Appeals Hearing

Clubs seeking admission into the ELC who disagree with the outcome of the New Club Hearing may file a New Club Appeals Form found in Appendix 13.X or on the ELC website. At the next General Assembly meeting after the form is submitted the New Club Appeal is heard for the sole purpose of assessing the claim made in the Appeal. These meetings are to be audio recorded and published to the ELC website in MP3 format.

3.4 Policy Violation

In the case that an organization in the Engineering Leadership Council violates ELC policy, the Club Affairs Committee is responsible for taking the appropriate steps necessary to investigate the violation and assign an amount of violation points that the committee finds is appropriate. If an organization in the Engineering Leadership Council feels that the number of violation points assigned to them was unfair, then they may file an appeal. If the numbers of violation points assigned to an organization makes their yearly total surpass one or three points, then a Violation Trial must take place before the violation points can be assigned.

3.4.1 Violation Hearing

A Violation Hearing is held to investigate the possibility of a policy violation by an organization in the Engineering Leadership Council, as well as to assign an appropriate punishment if an organization is found to have violated policy. The

offending organization must be notified using the email template provided in Appendix 13.X at least one week before the date of the hearing. The hearing is to be audio recorded and published to the ELC website in MP3 format.

3.4.2 Violation Appeal

A Violation Appeal is a form posted on the website and found in Appendix 13.X of this document. If an organization fills out the appeal, it must be processed by the Club Affairs Committee and must be escalated to a Violation Trial.

3.4.3 Violation Trial

A Violation Trial is held to investigate the possibility of a policy violation by an organization in the Engineering Leadership Council that could potentially pass the yearly threshold of one or three Violation Points or if a Violation Appeal was filed, as well as to assign an appropriate punishment if an organization is found to have violated policy. The offending organization must be notified using the email template provided in Appendix 13.X at least one week before the date of the trial. The trial will be held during a normal monthly General Assembly meeting. The trial will be judged by the Club Affairs Committee Chair and we have a ten person jury. The jury will be made up of the Funding Manager, Programming Committee Chair, Rules and Procedures Committee Chair, the Faculty Advisor, and randomly selected members in attendance of the General Assembly meeting. The hearing is to be audio recorded and published to the ELC website in MP3 format. A mistrial will be implemented if there is found to be a partial or biased Judge or Jury or there is an absence of a Jury member. Details of the trial procedure that are not described here follow the procedures of a standard United States court trial.

3.5 Renewal

The renewal process is determined by the Club Affairs Committee Chair. The Club renewal form must be available to clubs by March 1st and must be turned in by clubs by June 1st. Clubs must be fully renewed by September 15th.

3.6 Representation

3.6.1 Funding Discipline

An organization in the Engineering Leadership Council is part of a Funding Discipline for the purposes of representation in the Funding Committee. These disciplines include at most: Chemical and Materials Engineering, Civil and Environmental Engineering, Computer Science and Engineering, Electrical and

Biomedical Engineering, Geological and Mining Engineering, and Mechanical and Aerospace Engineering, and Multidisciplinary. The goal of the selection process for placement of clubs into Funding Disciplines is to provide effective representation for the club wanting to join a Funding Discipline as well as make sure the interests of the clubs already in the Funding Discipline are also represented.

3.6.2 Selecting and Acceptance

An organization new to the ELC has to go through the process of selecting a Funding Discipline and being accepted into it.

Selecting

The first part of the funding discipline process is for a club to self-identify what

Acceptance

3.6.3 Changing Discipline

3.7 Positions

3.7.1 Committee Chair

The Committee Chair is an elected position in charge of the operation of the Club Affairs Committee. The position follows ELC election and removal procedures. The Chair may not be a chair of another committee. The Club Affairs Committee Chair is to attend every General Assembly meeting in order to announce the goings-on of prior Club Affairs Committee meetings and to announce the admission of any new clubs.

3.7.2 Committee Scribe

The Committee Scribe is an appointed position, by the Committee Chair, in charge of taking records of the goings-on at Club Affair Committee events. They are responsible for appointing a temporary scribe in cases of their absence.

3.7.3 Committee Member

A Committee Member is any engineering associated student who attends four consecutive meetings of the Club Affairs Committee and at least fifty percent of subsequent meetings.

4 Funding Committee

4.1 Duties

4.1.1 Collection of Funding Applications

The Funding Manager shall collect all Funding Applications from the current approved submission process. The Funding Manager shall then distribute all funding requests to the correct Engineering Discipline Representative based on the applicant club's designation.

4.1.2 Funding Application Review

All Engineering Discipline Representative shall analyze the funding applications from clubs within their Discipline during the Review Process. This Process includes but is not limited to verifying all cost of items requested and if necessary finding cheaper options. The Engineering Discipline Representative shall review applications for compliance with all restrictions and shall suggest the correct Hierarchy Level Designation to the Funding Committee.

4.1.3 Hierarchy Level Determination

All applications must have the Hierarchy Level Determined based on a simple majority vote of all Engineering Discipline Representatives. All ties will be broken by recasting ballots until a simple majority has been reached. All applications must have a Hierarchy Level designation in order to be sent to the General Assembly for final approval. The Funding Committee shall also determine the order of funding awards within the same Hierarchy Level if the whole or part of the Level will not be funded.

4.1.4 Submission to General Assembly

The General Assembly will accept or deny all requests at Funding Hearings. The General Assembly will also accept or deny the Hierarchy Level determination set forth by the Funding Committee.

4.1.5 Emergency Application Reception, Review, and Determination

The Funding Committee shall receive all emergency funding applications and first assess the validity of its emergency designation. If the funding application is granted emergency designation, then for the purpose of the Funding Committee the application shall be treated as a normal funding application to follow steps 4.1.1 through 4.1.3. The Funding Committee shall then submit the emergency

funding application to the General Assembly for final approval at a General Assembly Meeting. +

4.1.6 Internal Purchasing Orders

The Funding Manager shall review and authorize all internal purchasing orders. The Funding Manager shall be in charge of checking out ASUN Purchasing Cards in order to purchase approved internal purchases.

4.2 Operations

4.2.1 Meetings

Meetings of the Funding Committee shall occur irregularly throughout the academic year. The Funding Committee shall meet at most two business days after funding applications are due. The Funding Committee shall meet for both regular and emergency funding applications. All meeting agendas and minutes shall be posted according to the Hosting and Posting Policies of the ELC. The Funding Manager shall announce the occurrence of a meeting by sending all of the Engineering Discipline Representatives the agenda for the meeting in accordance to the Hosting and Posting Policies of the ELC.

4.2.2 Attendance

The attendance of the Funding Manager, Funding Committee Scribe, and all Engineering Discipline Representatives or their designated alternates is required at every meeting of the Funding Committee. The Funding Committee Meetings shall be open to the public for additional attendance and comment. Any club representative is encouraged to attend the Funding Committee Meeting concerning their funding application to give public comment on the application but the attendance of said representative shall have no bearing on the actions or decisions of the Funding Committee. It is suggested that a club representative requesting emergency funding attend the Funding Committee Meeting for public comment on their application, but it is not required. Attendance of said representative shall have no bearing on the actions or decisions of the Funding Committee.

4.3 Funding Hearings

Funding Hearings are meetings of the General Assembly to hear and validate all funding applications.

4.3.1 Funding Hearing Occurrence

Funding Hearings shall occur twice per academic year, once during the Fall and once during the Spring Semesters. Exact dates of these Hearings shall be decided by the Rules and Procedures Committee and be announced following Hosting and Posting Policies of the ELC before the beginning of the academic year.

4.4 Positions

All members of the Funding Committee shall represent the interests of the ELC, the Differential Fees Central Committee, and the students of the College of Engineering and Engineering Disciplines of the College of Science.

4.4.1 Funding Manager

The Funding Manager is an elected position in charge of the operation of the Funding Committee. The position follows ELC election and removal procedures. The Funding Manager may not be a chair of another committee. The Funding Manager is to attend every General Assembly meeting in order to announce the goings-on of prior Funding Committee meetings and to manage the process of approving funding allocations**.** The Funding Manager will qualify as the Treasurer of ELC for the ASUN Club renewal process only but this will have no bearing over daily operations of the ELC and the Funding Committee.

4.4.2 Committee Scribe

The Committee Scribe is an appointed position, by the Committee Chair, in charge of taking records of the goings-on at Funding Committee Meetings. They are responsible for appointing a temporary scribe in cases of their absence.

4.4.3 Engineering Discipline Representative

An Engineering Discipline Representative is any member of a club within their assigned department elected to represent the interests of their departmental clubs. The Engineering Discipline Representatives are elected at the first General Assembly meeting of the academic year along with a list of two approved proxies by the clubs in their discipline following ELC election and removal procedures. The disciplines shall consist of at most the following: Chemical and Materials Engineering, Civil and Environmental Engineering, Computer Science and Engineering, Electrical and Biomedical Engineering, Mechanical Engineering, Multi-Disciplinary Engineering, and Geological and Mining Engineering. For a Discipline to remain solvent it must maintain at least two clubs who self-recognize

as that discipline; otherwise it will have the option of combining with a Discipline with the nearest course-focus in order to remain solvent.

5 Programming Committee

5.1 Duties

The Programming Committee is to plan all events of the ELC. There shall be at least two events per year including the “Welcome Back BBQ” and “E-Week”. The Programming Committee shall also make other events that will benefit the ELC and clubs.

5.1.1 Planning Events

Meetings of the Programming Committee occur irregularly throughout the academic year. The committee shall meet at least one month prior to any event and create any necessary subsequent meetings to ensure each event’s success. The Programming Committee Chair shall announce the occurrence of a meeting by sending all Committee Members the agenda for the meeting in accordance to the Hosting and Posting Policies of the ELC.

5.1.2 Promotion of ELC and ELC Clubs

The Programming Committee will create and manage events that will promote the Engineering Leadership Council, promote all ELC clubs, and introduce engineering students to the ELC and ELC clubs.

5.2 “Welcome Back BBQ”

The ELC shall host a “Welcome Back BBQ” event at the beginning of every academic year, typically within the first few weeks of the fall semester. The event has the goal of introducing engineering students to the ELC clubs with the intention of member growth. ELC clubs must be represented at the “Welcome Back BBQ” to be in compliance with Title 2. Club attendance will be taken by the Faculty Advisor. The exact date of the “Welcome Back BBQ” is to be determined by the Programming Committee at least one month in advance. The committee must follow Hosting and Posting Policy of the ELC for the event. The exact events to take place at the “Welcome Back BBQ” are to be determined by the Programming Committee.

5.3 “E-Week”

The ELC shall host an “E-Week” event at the beginning of every academic year, typically within one week’s time of National Engineers’ Week. The event has the

goal of introducing engineering students to the ELC clubs with the intention of member growth. ELC clubs must be represented at the “E-Week” to be in compliance with Title 2. Club attendance will be taken by the Faculty Advisor. The exact date of the “E-Week” is to be determined by the Programming Committee at least one month in advance. The committee must follow Hosting and Posting Policy of the ELC for the event. The exact events to take place at the “E-week” are to be determined by the Programming Committee.

5.4 Other Events

The ELC can host additional events throughout the academic year. These events are to be organized and operated by the Programming Committee. Events must be planned within a reasonable timeframe and be advertised far enough in advance to ensure desired attendance. These events cannot be mandatory without an amendment of this document.

5.5 Positions

5.5.1 Committee Chair

The Committee Chair is an elected position in charge of the operation of the Programming Committee. The position follows ELC election and removal procedures. The Chair may not be a chair of another committee. The Programming Committee Chair is to attend every General Assembly meeting in order to announce the goings-on of upcoming events hosted by the ELC.

5.5.2 Committee Scribe

The Committee Scribe is an appointed position, by the Committee Chair, in charge of taking records of the goings-on at Programming Committee events. They are responsible for appointing a temporary scribe in cases of their absence.

5.5.3 Committee Member

A Committee Member is any engineering associated student who attends four consecutive meetings of the Programming Committee and at least fifty percent of subsequent meetings.

5.5.4 Programmer

The Programming Committee shall appoint at least one Committee Member to be the Programmer of an event. Programmers are in charge of event operations ensuring that it operates smoothly and successfully, are responsible for working

with the funding chair to allocate a budget for the event, and are responsible for purchasing the necessary materials for the event.

6 Rules and Procedures Committee

6.1 Duties

To those who have not really done this yet, how we have been organizing everything is to have a brief overview sentence at the X.X section, basically for here it would say “The Rules and Procedures Committee shall maintain a current stance and understanding of all Rules and Procedures of the ECL and create new Rules and Procedures as needed.” Then go into specifics using X.X.X type sub-sections, i have started listing those below, add as needed.--Chris

6.1.sub-sections

- **Creation of Rules/Amendments**
- **Decide allocation of each funding category**
- **Any others?**

The Rules and Procedures Committee is to decide the allocation amount for the following year and to amend this document to reflect the new amount by June 30th. This committee should make any modifications to the rules as necessary.

Must decide allocation amounts each year by june 30 (7.1) and amend this document accordingly.

6.2 Operations

6.3 Positions

6.3.1 Committee Chair

The Committee Chair is an elected position in charge of the operation of the Rules and Procedures Committee. The position follows ELC election and removal procedures. The Chair may not be a chair of another committee. The Rules and Procedures Committee Chair is required to attend every General Assembly meeting. At the General Assembly meetings, the Committee Chair is expected to announce and provide updates of prior Rules and Procedures Committee meetings. These updates include the announcement of any new rules that were

created by the Rules and Procedures Committee at the General Assembly where they will then oversee the confirmation through a voting process. The Committee Chair has the power to move conversation from the General Assembly into the following Rules and Procedures meeting.

6.3.2 Committee Scribe

The Committee Scribe is an appointed position, made by the Committee Chair. The Committee Scribe is in charge of taking records of the goings-on at Programming Committee events. He or she is responsible for appointing a temporary scribe in the case of an absence.

6.3.3 Committee Member

A Committee Member is any engineering associated student who attends four consecutive meetings of the Rules and Procedures Committee and at least fifty percent of subsequent meetings.

7 Funding Structure

7.1 Funding Categories

There shall be four general funding categories. The amounts to be allocated to each funding category is decided upon by the Rules and Procedures Committee prior to June 30 each year. All funding must follow the policies set forth in Title 8.

7.1.1 Fringe Funding

Fringe Funding is funding that is guaranteed to all clubs. Fringe Funding is available to all renewed clubs starting every July 1. Fringe Funding is meant to be spent on things that clubs use on a daily basis, as well as foodstuff for periodic club meetings and for club apparel. Fringe Funding shall be either spent or allocated by March 1st of the current academic year. The Fringe Funding amount shall be $175 per club per year.

7.1.2 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 club and its members. This funding is not for case of negligence. The validity of all Emergency Funding requests shall be assessed through the Funding Committee and confirmed by the General Assembly. All Emergency funds awarded shall be spent or remitted by the date listed in the application. Otherwise, the funds will be

added to the budget of Spring Funding. The latest date for allocation of emergency funding is the February General Assembly meeting. Any Emergency Funding applications filed after the spring funding hearing, must still be approved through the emergency funding rules outlined in 4.1.5, but will be added to the bottom of the Spring Funding Hierarchy Level determination.

7.1.3 Fall Funding

Fall Funding is the money allocated at the Fall Funding Hearing. It is to be at minimum $10,000 and at most one-third of the money remaining after Fringe and Emergency funding has been determined. The Fall Funding period shall be between the date of the Fall Funding Hearing and March 1. All Fall funds awarded shall be spent or remitted by the date listed in the application. Otherwise, it will be reallocated to the next item in the Fall Funding Hierarchy Level determination. Fall Funding shall be spent by at the latest March 1st of the current academic year.

7.1.4 Spring Funding

Spring Funding is funding that must be applied for by the club to be heard and allocated at the Spring Funding Hearing. The Spring Funding Period functions within the Funding Hierarchy with regards to the awarding and distribution of funds. The Spring Funding period shall be between the date of the Spring Funding Hearing and June 30. All funds awarded in the Spring Funding Period shall be spent by the date listed in the application or it will be forfeited to the next item on the Funding Hierarchy. Spring Funding shall be allocated by at the latest **June 1.** Spring Funding shall be spent by at the latest June 30. The Spring Funding amount for the 2017-2018 Academic Year shall be at least $????? Plus any remaining funds not spent or allocated by **March 1**.

7.2 Funding Hierarchy

The ELC shall allocate funds according to a hierarchy that describes the order in which the ELC prioritizes funded activities of the clubs. Funds shall be allocated up to the funding cap of that funding period in order of the hierarchy levels. Levels are labeled in numerical order with Level 1 being the highest priority. There is no level in the hierarchy that will allow spending on food items used at monthly or weekly club meetings; those items are meant to be spent using Fringe Funding only. Items in these Levels shall conform to all Funding Restrictions in 7.3.

7.2.1 Level 1: Competition Parts

Competition Parts shall be funded at Level 1. Funds that qualify as Competition Parts are items that are used to specifically allow the club to compete at their competition including those items that comprise the competition module itself.

7.2.2 Level 2: Competition and Conference Travel

Competition and Conference Travel shall be funded at Level 2. Funds that qualify as Competition and Conference Travel are items that are used to specifically get the club to their competition or conference.

7.2.3 Level 3: Club Infrastructure and Other Travel

Club Infrastructure and Other Travel shall be funded at Level 3. Funds that qualify as Club Infrastructure are items that are used by clubs for member growth and retention, but not including Apparel. Funds that qualify as Other Travel are items that are used to specifically for club travel that is not covered under Level 2.

7.2.4 Level 4: Apparel

Apparel shall be funded at Level 4. Funds that qualify as Apparel are items that are worn or brandished by members of a club for them to identify as being part of that club. Clubs applying for Level 4 funding must first use or allocate all of their Fringe Funding.

7.2.5 Level 5: Banquets

Banquets shall be funded at Level 5. Funds that qualify as Banquets are items that are used specifically for the operation of end of year membership banquets.

7.2.6 Level 6: Retreats

Retreats shall be funded at Level 6. Funds that qualify as Retreats are items that are used specifically for the operation of end of year membership retreats.

7.2.7 Non-Necessary Funding

If clubs so choose they may designate any portion of a Fall Funding request as a Non-Necessary Funding request. These requests are for the purpose of funding Spring events with items that can be purchased early but could, if needed, be applied for in the spring. These items shall be funded if there is excess funds available after all other funds have been funded in the Fall Funding.

7.3 Restrictions of Funding and Annual Caps

7.3.1 Case Law

7.3.2 Restricted Items and Items Not Funded

- Rental cars will not be funded if other travel options are available

7.3.3 Stipulations

7.3.4 Required Quotes

Emergency Funding

- Defined as $8000 for the 2017-2018 school year
- Availability to be heard by the general assembly is determined by the representatives
- Will not be awarded upon negligence
- Representatives from clubs are allowed to show at the hearing, but are not required
- Follows applications rules determined by title 8

Fringe

- Must be allocated 1 week before spring funding hearing

Primary and Secondary Goals

- Remittance
- Number of Hearings

8 Funding Operations FRANCES

There are two levels/amounts(?) of funding that a club can request on any one given funding application; under $1000 and over $1000. Depending on what amount a club is requesting, different explanation(better word) will be required in order for the Funding Committee to make an informed decision.

- Below $1000
  If a club's request is under $1000, no extra explanation or documentation is required; only what is requested in the funding application must be submitted.

- $1000 and Above

  If a club's request is over $1000, extra explanation/information (better word) is needed in order to for the Funding Committee to make an informed decision. This should include how the event/conference/etc will benefit the University, where it will take place, who is attending, what means of transportation are to be used, etc. (maybe include that is should be like a Differential Fees proposal and where/how clubs can see one)

  - [both] Primary and Secondary Goals
    - If a club's request is over $1000, primary and secondary goals regarding the use of the awarded funds must be included. Examples of primary and secondary goals are listed below:

    - Primary - Bring X people to conference
      - What would you need to have this happen
        - An explanation as to what would be needed to ensure the event happens successfully (?)
    - Secondary - Bring an additional X people
      - What would you like to bring

  - [both] Non-necessary funding

  Clubs must stipulate in either funding application whether or not what is being applied for can be considered non-necessary funding. Examples of non-necessary funding are and extra conference, a team celebration banquet, and extra competition, etc.

8.1 Submission of Request

- Submission
  - How do you fill out the form and find it

The funding application form can be found on the Nevada ELC website under the FORMS tab at the top left of the page. To complete the form, the applying club must enter all relevant information requested on the form. The supporting documentation requested at the bottom of the form MUST be submitted in PDF format (otherwise it WILL NOT be accepted).

8.X Deadline

The deadline for funding applications is one week before the funding hearing. The funding hearing dates may be found on the Nevada ELC website.

8.X Receipts

Receipts are submitted on the Nevada ELC website under the FORMS tab at the top left of the website. It is the second form, after the Funding Application form.
//Any particular format? PDF scan?

8.X Transfer of Funds

The ELC will transfer any approved funds to the club's ASUN account in order for the club to access said funds. Funds may not be accessed in any other way except for through the club's ASUN account.

8.X Spending of Funds

Clubs may access any approved ELC funds from their ASUN account by requesting an ASUN credit card, whose form can be found on the Nevada ASUN website under the Clubs & Orgs tab on the top left of the page.

8.2.1 Establishment of Dates

The Funding Committee will establish dates for the spending of any awarded funds in accordance to the funding periods. These dates will be published for all clubs to see with XXX days/weeks advance. //Not sure what this section means/is for

8.2.4 Criteria of Approval

The Funding Committee will review funding applications to ensure that they meet established criteria for approval. These criteria are:
//Do the actual criteria go here in a list? Or are they elsewhere?
//Criteria should be correct funding application (with all that entails), be in good standing, etc.

8.2.5 Failure to meet Stipulations (Criteria?)

Failure to meet the established criteria for funding approval will lead to a club not receiving the requested funding. //Would this be it?

8.3 Funding Remittance

If a club does not spend all of the awarded funds, they may remit the unspent funds to the ELC (include if they go back to “free-for-all” pot and if anyone can apply to them later).

8.3.1 Petitioning for Remittance

If a club does not spend all of their awarded funds, they may ask the Funding Committee(?) to remit said funds, which will be added to future “spending pots”. //Where exactly do the remitted funds go?

8.3.2 Time Frame to Remit Funds

Any club wishing to remit any unspent funds may do so within XXX days/weeks of the date the funds were awarded. //Add something about what happens if they don’t remit them in the timeframe?

9 General Assembly Meetings

9.1 General ELC Positions

9.1.1 ASUN Representative

The ASUN Representative is an elected position in charge of the operation of the General Assembly Meetings. The position follows ELC election and removal procedures. The ASUN Representative may not be a chair of another committee. The ASUN Representative will coordinate with the ASUN Science and Engineering Club Commissioner as well as the ASUN College of Engineering Senators to ensure the rights of the ELC and the ELC clubs are not being ignored by ASUN and its committees. The ASUN Representative will qualify as the President of ELC for ASUN Club renewal only but that will have no bearing over daily operations of the ELC or the General Assembly. The representative also needs to attend the iLead Conference

9.1.2 Webmaster

The Webmaster Position is a voluntary position that can be filled by any member of the ELC, including any Committee Chair, Committee Scribe, Committee Member, Funding Manager, Engineering Disciplinary Representative, ASUN Representative, Clerk, or general member. The Webmaster Position must be assigned to a volunteer by the end of the first General Assembly Meeting as the roles of the Webmaster must be maintained for the integrity of the ELC. The Webmaster will be

in charge of managing and keeping the ELC website up to date with all committee agendas and minutes according to the ELC Hosting and Posting Policies (Title 10).

9.1.3 Master Scribe

The Master Scribe is an appointed position, by the ASUN Representative, in charge of taking records of the goings-on at General Assembly Meetings, and Funding Hearings. They are responsible for appointing a temporary scribe in cases of their absence. They are also responsible for making sure all Committee Scribes are following the Hosting and Posting Policy of the ELC. **(can the Master Scribe be any committee scribe, and is that the case for all committee scribes?)**

9.2 Attendance

There shall be at least one representative from each club present at all General Assembly Meetings. This representative shall be honest and impartial toward all other clubs while casting votes and shall be abstain from votes in which they have a conflict of interest. Each club shall be responsible for ensuring the attendance of at least one representative else face an appropriate Policy Violation. The Attendance of at least one representative from every club shall be taken and maintained by the Faculty Advisor.

9.3 Meeting Procedure

Each General Assembly Meeting shall follow the following format, with the Agenda and Minutes being properly advertised following the Hosting and Posting Policies of the ELC.

9.3.1 Open Comment

The ELC shall allow comment from any interested persons prior to every General Assembly meeting. This includes but is not limited to: reports from the ASUN Science and Engineering Club Commissioner, reports from the Dean of the College of Engineering, reports from the Faculty Advisor, reports from **(insert Candice's official title here),** or comments about the actions of the ELC from engineering students.

9.3.2 ASUN Representative Report

The ASUN Representative shall provide a report on all pertinent meetings and happenings they had or know of with regards to how ASUN and clubs interact.

9.3.3 Club Affairs Committee Chair Report

The Club Affairs Committee Chair shall provide a report on the goings-on of the Club Affairs Committee since the last meeting of the General Assembly.

9.3.4 Programming Committee Chair Report

The Programming Committee Chair shall provide a report on the goings-on of the Programming Committee since the last meeting of the General Assembly.

9.3.5 Rules and Procedures Committee Chair Report

The Rules and Procedures Committee Chair shall provide a report on the goings-on of the Rules and Procedures Committee since the last meeting of the General Assembly.

9.3.6 Rules and Procedure Policy Action

Action shall be required on all amendments to the Standard Operating Procedure submitted to the General Assembly by the Rules and Procedures Committee. Action shall include a brief explanation of the amendment by the Rules and Procedures Committee Chair followed by a vote of the General Assembly according to **(insert appropriate voting procedure here)**.

9.3.7 Funding Manager Report

The Funding Manager shall provide a report on the goings-on of the Funding Committee since the last meeting of the General Assembly.

9.3.8 Emergency Funding Hearing

Action shall be required on all Emergency Funding Applications submitted to the General Assembly by the Funding Committee. Action shall include a brief explanation of the Emergency Funding Application by the submitting club, a summarization of the changes made to the Emergency Funding Application by the Funding Committee from the Funding Manager, discussion by the General Assembly on the merits of the Emergency Funding Application, and a vote of the General Assembly according to **(insert appropriate voting procedure here)**.

9.3.9 Approval of Minutes

The General Assembly shall approve of all minutes from the previous General Assembly Meeting by a vote according to **(insert appropriate voting procedure here)**.

9.3.10 Club Reports

Every Club Representative shall briefly report on the goings-on of their club and announce any club event that could benefit other clubs or members of those clubs.

10 Hosting and Posting

11 Election Procedures

12 Amendment Procedure

12.1 Proposition of Amendment

12.2 Ratification of Amendment

13 Ratification

This document has been ratified and approved by all clubs in the University of Nevada, Reno Engineering Leadership Council on this day Friday, September 1st, 2017.

Justin Patridge President Engineering Leadership Council	Ryan Nunes Treasurer Engineering Leadership Council	Brenda Penn Vice-President Engineering Leadership Council

Paul Dourte
Secretary
Engineering Leadership Council

American Institute of	American Institute of	American Nuclear

Aeronautics and Astronautics	Chemical Engineers	Society
American Society of Civil Engineers	American Society of Mechanical Engineers	ARLISS Club
Association for Computing Machinery	BioMedical Engineering Society	Concrete Canoe
ElectroChemistry Society	Earthquake Engineering Research Institute	EERI Seismic Design Team
Human Exploration Rover Challenge	Human Powered Vehicle Competition	Institute of Electrical and Electronics Engineers
John Mackay Club	Mackay Muckers	Nevada Cyber Club
Nevada Robotics Society	Society of Hispanic Professional Engineers and Scientists	Society of Women Engineers

Steel Bridge	STEMducation	Tau Beta Pi
Theta Tau	University of Nevada Rocketry Society	Water Treatment
Wolf Pack Racing	Women Into Computer Science and Engineering	

14 Appendix

14.1 Form 1: Funding Application $1000 and Under

- Funding forms should probably have just a box to check if it is an emergency funding application. Also a box for what EDRep this falls under.

14.2 Form 2: Funding Application Over $1000

14.3 Form 3: Club Renewal