

Rules and Procedures Committee

Engineering Leadership Council

College of Engineering

University of Nevada, Reno

Harry Reid Engineering Laboratory Room 106

Minutes for Thursday, May 18th, 2017 at 5:00pm

Minutes by: Justin Patridge

Meeting Start: 5:05pm

Meeting End: 8:15pm

Attendance: Justin Patridge, Paul Dourte, Chris Meyer, Brian Turner

Meeting began by Justin introducing the Table of Contents that he put together for the Operational Procedures and Policies Manual.

Implementing Policy

Discussion took place on what extent the rules and procedures committee was going to enact policy and the extent that the committee was going to exist. It was decided that the committee would be a permanent body for hearing ideas about policy changes in order to shorten the length of club meetings. Main club meetings were then decided to be called General Assembly meetings. The committee then discusses how new policy would be implemented after the policy manual was created. One option discussed was implementing all policy during the summer Rules and Procedures Committee meetings. Another option that was discussed is implementing some policy immediately and implementing policy that action had already been taken on, the next year. Finally, it was decided to implement ex post facto for the club so that all policy takes place immediately.

Club Tiers

The next topic for discussion was club tiers. Much discussion happened on what the names for the different tiers should be. It was finally decided that the names should be Low Assistance Club and High Assistance Club. Discussion was also held on whether there should be a middle tier. It was decided that there is no need for a middle tier.

Funding Policies

The inefficiencies of the current way that the ELC works was then discussed. It was brought up that there was \$14,000 left over in 2015-2016 and \$22,000 left over in 2016-2017 for the free for all in the spring. Currently the ELC has almost \$2000 still left over. Discussion was held about possibly creating a Fall free for all with leftover money from the spring. It was then discussed giving high fall expense clubs more cap to make up for the fact that they don't have the free for all for their events.

Hierarchy

It was discussed to create a hierarchy of expenditures to show what the ELC wanted to fund. For example, 1. Airfare, 2. Conference Registration, 3. Parts, etc. It was then brought up to use this hierarchy to analyze funding requests and decide their validity.

Posted on or before 5:00pm on the Tuesday after the meeting

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The free for all idea that Scott Delostia brought up in Spring of 2016 about given clubs a certain amount of money, and make the rest a free for all. It was then discussed about the inability to accurately assess the needs of clubs over 8 meetings. Have clubs submit a list of their expected requests at the beginning of the year. The inability for some clubs to accurately plan a year's worth of expenses was then discussed. It was then discussed to reduce the number of meetings that funding requests are accepted to better manage the money. The idea is to have a fall and spring funding request hearing. Using the previous two years data, money would be split between the fall and the spring somewhere (i.e. 33% fall, 67% spring). This was generally liked by the members. However, it was also decided to allocate each club \$250 for frivolous expenditures (i.e. pizza, t-shirts, whiteboard pens). Still needing to be discussed is whether the money would be deposited in club accounts at the beginning of the year, or as needed. It was also discussed to set aside \$5000-\$8000 for unforeseen situations (January and February Conferences, changes in club leadership, etc). An example split would have \$7000 go to \$250 per club, \$12000 go to the fall hearing, \$24,000 go to the spring hearing, and \$5000 go towards unforeseen events.

Purpose

The idea to specifically write the purpose of the ELC was brought up. Ideas included getting clubs to conferences and competitions, improving the education of engineers, helping to improve outreach, help clubs find funding, help clubs meet their goals, enrich the student experience, and provide clear communication.

New Club Acceptance

It was discussed that new clubs have to have a unique purpose, strong impact on the student body, and have at least three members. It was then discussed that the executive committee would make a decision on whether a club meets those requirements. It was also discussed creating an appeals process. Final, it was discussed creating a somewhat difficult application process

Discussion with ASUN

It was discussed to push ASUN to remove the vice-president requirement as some clubs do not have a vice-president. It was also discussed to have them remove the requirement that the second officer is the treasurer.

Avoiding ASUN Stupidness

It was discussed having all t-shirts go through Sam or Adrienne to remove the stupid asun wolfshop requirement. That way the college would use its purchasing card to immediately purchase shirts through fuel. This would also equalize prices. Students however would still have to pick up t-shirts from fuel.

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Committees

It was discussed expanding the scope and scale of the ELC due to the increase in size of the club. The members found that having committees to complete tasks could help the club expand. Five committees were created (Rules and Procedures, Funding, Executive, Programming, and Club Support).

Rules and Procedures Committee

The Rules and Procedures Committee was the most discussed. The committee would be the starting point for all new policies and amendments. However, policies would still have to be voted on by the General Assembly before being ratified. Any ideas brought up at general assembly meetings will be discussed at the next rules and procedures committee. The committee will be made up of permanent and visiting members. Only permanent members have voting power. To become a permanent member a visiting member has to show up to 4 consecutive meetings. Visiting members still make comments and be part of discussion but can't vote or enact a veto. It would have the power at general assembly meetings to defer discussion to the next Rules and Procedures meeting to discuss new policy. It would also have the power to veto General Assembly votes if they feel that they are not in the best interest of the club. The General Assembly however does have the power to override the veto and then the Rules and Procedures committee would have to go to whoever holds Candice's position in differential fees. Candice's position would have an executive say.

Funding Committee

The funding committee would be made up of 1 member from each COEN department, 1 member representing the multidisciplinary clubs, and 1 member representing the College of Science clubs. They would meet the Monday of the week of a funding hearing. This committee checks each funding request for completion and that it doesn't violate case law or policies.

Executive Committee

The executive committee is made up of the Club President, Club Treasurer, Club Scribe and the chairs of each committee. The executive committee meets with new clubs and guides them through the application process.

Programming Committee

The programming committee is responsible for E-week and Welcome Back BBQ. The committee does the planning, ASUN funding and purchasing of items for the events.

Club Support Committee

The Club Support Committee helps new club leaders. Once a week, a senior leadership person holds a meeting to allow new club leaders to ask questions.

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