
Agenda – April Teleconference

Date: April 2017

Location: Teleconference

Call to Order: 7:05 pm

Minutes:

Absent: VP Services, Waterloo B (proxy Waterloo A), Carleton (proxy Johan), Conestoga (proxy Adam Kolb)

Call to Order:

1. Adoption of the Agenda

Motion by Executive to Approve the Agenda

Seconded by:

President: Intro, looking at the attendance quickly to ensure that we are good to go. I assume we all have our respective votes tonight. We are fine with Windsor coming shortly. Will Waterloo A be dropping the first motion?

Waterloo A: yes.

2. Adoption of the Minutes

a. March TC Minutes

Seconded by:

3. Executive Updates

President: Updates, last weekend I attended PEO AGM. They inducted their new president Bob, I believe his presidency bodes well for students due to his past. I also spoke to Howard Brown, he was at PEO-SC and offered to bring in the MPP for AGM. She'll hopefully be giving a speech. She's asked for questions beforehand. Next week is the OSPE AGM that I will be attending.

VPFA: Not much is going on. Minutes are done. I'll finish these minutes before I head to work.

VP Comm: Website is up and running

VPComm for VP Services: Our volunteers for the Math and Physics Day are all set. Sessions form will be going out soon. Message or email me any questions or concerns.

President: The survey has been out but has only seen 200 responses. Please inform all you can and spread it around so we can get meaningful data from it. We will move on to the motion. It adds two clauses to the Policy Manual. If you look in the appendix you can see the document.

4. Member Motions

Motion 01: Who even reads these anyway? (Statement of Understanding for new Member Representatives)

5. Other Business

CFES-ESSCO Regional Partnership Agreement by Ontario Ambassador

Ontario Ambassador: Intro, I sent the Regional Partnership Agreement in the Facebook Group (Also found in Appendix C). There were some slight changes since last time. Under what ESSCO will do for the CFES, it has been added that ESSCO will add the CFES President to the mailing list, as well as in front of all the CFES conferences, "CFES" was added to the name as a correction. That's all thanks.

President: I like it. I do not see any issues, but I believe that we need a motion to sign this. Dakota, do you see any issues with that?

VPFA: I don't see any issues; we can also ask for a simple motion right now.

President: Let's wait until May to make sure everyone has seen it.

6. Adjournment

Motion by Executive to adjourn the meeting

Seconded by: Waterloo A

Passes 12:0:0



Appendix A

Motion 01:

Title:	Who even reads these anyway? (Statement of Understanding for new Member Representatives)
Mover:	Waterloo A
Seconder:	Conestoga
Spirit:	To ensure that new Member Representatives (i.e. VP Externals) who are joining ESSCO Council are aware of their responsibilities to ESSCO
Whereas:	Not every member representative may read the ESSCO policy manual and become aware of their responsibilities as defined in Section 3: Member Responsibilities
And Whereas:	ESSCO is better able to achieve its goals and objectives when members are aware of their duties and are actively contributing
BIRT:	<p>The ESSCO Policy Manual be amended to read:</p> <p><u>1. Executive</u></p> <p>1.5 Vice President, Finance and Administration</p> <p>1.5.1. The ESSCO Vice President, Finance and Administration shall perform the following duties:</p> <p>14 Sit on the Board of the Engineers Foundation and attend all meetings as necessary; and</p> <p>15 Present a Statement of Understanding that outlines the member responsibilities of Section 3 to each incoming Member Representative at AGM and ensure that all Statements are signed; and</p> <p>1615 Provide a comprehensive transition document to be amended by their successors.</p>
BIFRT:	<p>The ESSCO Constitution be amended to read:</p> <p><u>ARTICLE 2 – MEMBERSHIP</u></p> <p>Section B: Types of Members</p> <p>2. Full Members</p> <p>a. A “Full Member” of ESSCO shall be a member society which has:</p> <p>i. Paid its most recent annual membership fee within 6 weeks of receiving an invoice for that fee;</p>

	<p>ii. Had its Member Representative attend at least seventy-five percent (75%) of Council meetings since the beginning of the member society President’s term as stated in that society’s governing documents;</p> <p>iii. Had its Member Representative sign the Statement of Understanding which shall be valid until the end of the member society President’s term as stated in that society’s governing documents;</p> <p>iv. iii. Placed a bid at least once in the past three (3) years for at least one ESSCO conference; or have hosted at least one of the following conferences in the past three (3) years: the Canadian Engineering Competition, the Conference on Diversity in Engineering, and the Canadian Federation of Engineering Students Congress.</p> <p>v. iv. Placed a bid at least once in the past five (5) years to host the Ontario Engineering Competition;</p> <p>vi. v. The stipulation outlined in section iv-iii will be waived if the member society joined ESSCO within the past five (5) years.</p>
BIFRT:	The Statement of Understanding be adopted as presented in Appendix A.
BIFRT:	The Vice-President Finance and Administration ensure that hardcopies of the Statement of Understanding are available for new Member Representatives to review and sign at AGM 2017.
Result:	Passes 12:0:0
Discussion:	<p>Waterloo A: Intro, the intention of the motion is to ensure that the members are aware of their roles and responsibilities to make sure they are aware and can actively partake.</p> <p>President: Reading the document before voting is a good idea. Has everyone read it?</p> <p>McMaster: going from what Dakota asked last time, what is your plan for having any repercussions on this document?</p> <p>President: As it stands, we already have standards and this document wouldn’t need any more. Its intended to just put the responsibilities in their face.</p>

Appendix B

Engineering Student Societies' Council of Ontario **Statement of Understanding**

I, _____ (print name) _____, the member representative of _____ (print school) _____ for the 2017-2018 academic year, hereby acknowledge and declare that:

- i. I am aware that the policies of the Engineering Student Societies' Council of Ontario (ESSCO), including its Constitution and Policy Manual, are available to me at www.essco.ca or upon request to the ESSCO executive officers. It is my responsibility to familiarize myself with these policies.
- ii. In addition, I confirm that I have received, read, and understood Section 3: Member Responsibilities of the ESSCO Policy Manual as outlined below and agree to fulfill these duties to the best of my ability.

3. Member Responsibilities

3.1. Roles

3.1.1. Each member society's representative (VP-External, External Communication Director, etc.) should perform the following duties:

1. Ensure official representation from their member society at all ESSCO Council meetings;
2. Provide information in response to requests for data relating to their respective engineering society;
3. Ensure that all materials of relevance created by ESSCO or its sub-committees are communicated properly to the appropriate engineering society members;
4. Advertise and inform their engineering society members of the opening of elections for ESSCO Executive positions and project directorships;
5. Become well-versed with all ESSCO documents, including but not limited to:
 - a. ESSCO Constitution,
 - b. ESSCO Policy Manual,
 - c. AGM Final Report, and
 - d. ESSCO Web Page;
6. Ensure proper preparation of delegates for ESSCO conferences, including but not limited to:
 - a. Communicating primers and other relevant documents and issues,
 - b. Briefing on conference etiquette,
 - c. Ensuring all delegates sign the ESSCO Code of Conduct as referenced in Appendix A,
 - d. Addressing delegate concerns, and
 - e. Encouraging delegates to complete the post-conference survey;
7. Ensure the reporting of workshop activities and outcomes to their respective engineering society members;
8. Recommend potential projects for ESSCO Executive and their subcommittees throughout the year and mandate these initiatives at council meetings;
9. Oversee the ESSCO Executive officers by participating in all ESSCO Council activities, ensuring that each role is being filled adequately and challenging the position if not;
10. Bring issues of importance to the ESSCO Executive officers as soon as they arise;

- a. These issues may be of relevance to engineering societies, provincial importance, or general interest.
 11. Alert ESSCO Executive officers should they require a visit from an ESSCO Executive officer;
 12. Familiarize themselves with different means of communication available within ESSCO, including but not limited to:
 - a. The ESSCO Link (essco.box.net),
 - b. Twitter (@ESSCOntario),
 - c. Facebook (facebook.com/essco.ontario),
 - d. Website (essco.ca), and
 - e. Teleconferences; and
 13. Respond to ESSCO Executive and ESSCO COUNCIL requests within the following time frames:
 - a. 1 week for a simple request, and
 - b. 3 weeks for a request requiring research.
- iii. I agree to conduct my activities in accordance with ESSCO's policies and understand that breaching these standards may result in disciplinary action as determined by the ESSCO Council.

Signed: _____

Date: _____

Appendix C

REGIONAL PARTNERSHIP AGREEMENT

BETWEEN Engineering Student Societies' Council of Ontario
(hereafter known as ESSCO)

AND the Canadian Federation of Engineering Students
(hereafter known as the CFES)

This agreement constitutes a baseline of commitments between each organization, and it is encouraged that both parties seek involvement in each other's organizations beyond what is outlined in this document. The purpose of the agreement is to strengthen the relationship between the CFES and ESSCO through the opportunity of attendance at each organization's respective events, as well as dedicated time for the exchange of information between the associations.

ESSCO will:

- Invite a representative of the CFES to its official events as defined below at a fee equivalent to that incurred by its members:
 - ESSCO President's Meeting (PM)
 - First Year Integration Conference (FYIC)
 - ESSCO Annual General Meeting (AGM)
- At such events, allot time for the representative to conduct a session informing ESSCO members about the CFES and its role.
- Include the President of the CFES, or designate, on the ESSCO mailing list.

The CFES will:

- Invite a representative of ESSCO to its official events as defined below at a fee equivalent to that incurred by its members:
 - CFES President's Meeting (PM)
 - CFES Congress
- At such events, allot time for the representative to conduct a session informing all the CFES members about ESSCO and its role.
- Include the Vice President, Communications of ESSCO on the CFES mailing list.

This agreement is valid for a period of two (2) years. At the end of this period, the two parties may extend the agreement for a period of one (1) year or more by bipartisan agreement. If new official events not defined in this agreement are adopted by either party, the two parties must negotiate the inclusion or not of these events in this agreement.

IN WITNESS WHEREOF, the parties have signed this ____th day of _____ 20____,

President, CFES

President, ESSCO