

**University of Windsor  
Engineering Students' Fund Foundation  
By-Laws**

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**1.0 Definition Of Terms**

1. **Funds** are monies raised through student fees and donations to the Engineering Students' Fund which are held in a separate account by the university
2. **Income** refers to monies generated through the investment of the Windsor Engineering Endowment Reservoir or WINEER
3. **WINEER** is the portion of the Funds set aside (minimum 10% of student fees annually) in an endowment for future use by the Engineering Students' Fund Foundation
4. **Engineering Student Fund Grants** are monies donated, or to be donated to the University of Windsor's Faculty of Engineering for specific purposes proposed to the Engineering Students Funding Council and approved by the Funding Council

**2.0 The Funding Council**

**2.1 Purpose:**

The Funding Council shall be responsible for the following, subject to all Constitutional provisions:

Administering the affairs of the Engineering Students' Fund Foundation, including the Engineering Students' Fund and WINEER,

Awarding grants from the Engineering Students' Fund or WINEER income once it has achieved an acceptable level,

Appointing such agents and engaging such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Funding Council Members at the time of such appointment.

## **2.1 Meetings**

Meetings of the Funding Council shall operate under the following provisions:

The Chair of the Council shall call a meeting at the beginning of each semester to review previous expenditures and/or commitments and plan for future expenditures/commitments.

Any member of the Engineering Students' Fund Foundation or engineering faculty or staff may attend Funding Council meetings during the time when presentations on funding applications are made to Council.

## **2.2 Chairperson**

The President of the Engineering Society shall be the chairperson,

If the President of the Engineering Society is absent, the Dean shall be Chairperson

If the President of the Engineering Society and the Dean of Engineering are both absent from a Funding Council meeting, the meeting cannot be held.

## **2.3 Quorum**

The presence of at least two-thirds of voting members (or five members when there are seven voting members total) of the Funding Council shall constitute a quorum.

## **2.4 Voting procedures**

All resolutions, unless otherwise specified in this document, shall be ratified by a one-half majority which means that at least 50% of the group's quorum.

The Chairperson shall have voting privileges in the event of a tie.

Any resolution in writing, signed by all members of the Funding Council entitled to vote on that resolution at a Funding Council meeting, is as valid as if it had been passed at a meeting of the Funding Council.

Each Council member entitled to vote at a meeting of the Funding Council may, by means of a proxy, appoint a proxy holder as his or her nominee to attend and act at the meeting in a manner, to the extent and with the authority conferred by the proxy. The instrument appointing a proxy shall be executed by the Member in writing and signed by both the Council Member and the Proxy Member. It shall be deposited with the Secretary of the Funding Council at least five days before any vote is cast under its authority. The Council Chair shall approve the Proxy Member. If he/she does not, he/she will notify the Council Member executing the proxy immediately so that an alternate Proxy Member may be selected.

## **2.5 Funding Council Decisions**

The Funding Council will strive to make funding decisions in which all undergraduate engineering departments receive a fair portion of the available funding.

All proposals for Engineering Students' Fund grants shall be considered equally, regardless of who makes the proposal, whether they are student, professor, technician, secretary, etc. affiliated with the Faculty of Engineering at the University of Windsor, with the exception of capstone projects as follows:

For any given ESF application, no group submitting on behalf of a capstone project that has been active for two or more years shall be awarded more than \$10,000.00 CAD in funding per fiscal year. The approval of any funding proposal exceeding \$10,000.00 CAD requires unanimous approval from all ESF voting members, as defined in section 4.1 of the ESF constitution.

## **2.6 Delegations**

Any foundation member can appear as a delegation, separate of any funding proposal, at a Funding Council Meeting provided that their request is provided in writing to the Foundation Secretary at least two weeks before the meeting date.

Delegations must also provide a report or a summary of their presentation to the Foundation Secretary which will be included with the agenda. Presentations will be kept to five minutes in length.

## **2.7 Conflicts of Interest**

Any Funding Council member who chooses to present a proposal for funding before the Funding Council must:

- Relinquish his or her position as a Funding Council member.
- Find a new Funding Council member from his or her class to attend meetings of the Funding Council.

## **3.0 Proposals for Engineering Students' Fund Grants**

All proposals must be submitted on the standard Proposal Form. These forms are to be made available by the Engineering Students' Fund Secretary.

Proposals may be submitted by a group consisting of at least three engineering students, faculty, staff, or a combination thereof. Each group must have at least one student as an applicant. All proposals must be reviewed by the appropriate Department Head(s) and a Dean for comment on viability.

The party or a representative of the party making the proposal must attend the Funding Council meeting when their proposal is on the agenda where they must make presentation (no longer than ten minutes) on their proposed project and be prepared to answer questions.

## **4.0 Foundation Officers**

### **4.1 Appointment**

The Officers of the Foundation shall be the Chairperson, Secretary, and Treasurer. The Chairperson shall be the President of the Engineering Society. The Secretary shall be the Faculty Alumni and Development Officer while the Treasurer shall be the Faculty Administrative Officer.

The Chairperson of the Foundation shall hold office from April 1<sup>st</sup> to March 31<sup>st</sup> or until his/her successor is elected or appointed in his/her stead. The Foundation Secretary and Treasurer may be changed by Funding Council Resolution, which must have the support of the Dean of Engineering.

### **4.2 Duties of Officers**

The Chairperson shall preside at all meetings of the Foundation and shall see that all orders and resolutions of the Funding Council are carried into effect.

Contracts, documents or any instruments in writing approved by Council Members, requiring the signature of the Foundation, shall be signed by the Chairperson (Engineering Society President) and the Dean of Engineering. Documents so signed shall be binding upon the Foundation without any further authorization of formality. This is subject to section 3(e) of the Constitution of the Foundation.

If the President of the Engineering Society is absent, the Dean of Engineering shall perform the duties and exercise the powers of Chairperson.

The Secretary shall give or cause to be given all notices required to be given by the Foundation, shall be custodian of all minute books of the Foundation and shall have such other powers and duties as may from time to time be assigned to him or her by the Funding Council.

The Treasurer shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Foundation. The disbursement of Foundation Funds, as directed by the Funding Council, shall be monitored by the Treasurer and he or she shall render to the Council Members at the regular meeting of the Funding Council, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Foundation. The Treasurer shall ensure an annual report is provided to the Provost and Vice President Academic as well as to the President of the Engineering Society for their Annual General Meeting.

## **5.0 Annual General Meeting**

### **5.1 General**

The annual general meeting will be held in accordance with the annual general meeting of the Engineering Student's Society.

Attendance to the annual general meeting is limited to the members of the Foundation which include all Undergraduate Engineering Students and Funding Council Members.

The agenda for the annual general meeting is to be set in advance by the Engineering Students' Society Executive Committee and shall include but is not limited to the following:

- (a) Treasurer's annual report containing the up-to-date financial status, presentation of the past year's approved Funding Grants, approved budget for the upcoming fiscal year, and a summary of major administrative expenses.
- (b) Review of past year's participation rates.
- (c) Review of significant By-Law changes.
- (d) Opportunity for question and feedback from the Members of the Foundation.

## **5.2 Purpose**

The purpose of the Annual General Meeting is to:

Provide opportunity to promote the value of the Foundation to the Members of the Foundation

Provide a vehicle for feedback from the Members to the Board of Directors.

Review the progress of the Foundation over the past year and announce the upcoming fiscal year's Funding Amount.

## **5.3 Chairperson**

The annual general meeting will be chaired by the Engineering Students' Society President or Chief Returning Officer. If he/she is absent, the meeting can not be held.

## **6.0 Foundation Fund and Funding Sources**

### **6.1 Student Fees**

The student fees are collected by the University of Windsor on behalf of the Foundation in the amount of \$23.43 per year and are included on the undergraduate engineering fee statement.

Any change in the level of the fee requires approval by the Funding Council, the membership of the Foundation at the Annual General Meeting, and the University Of Windsor Board Of Governors.

All proceeds generated by the student fees become part of Foundation funds.

## **6.2 Donations**

Donations will be accepted for the Engineering Students' Fund and directed to the Foundations' Trust account, which is held by the University of Windsor. The University of Windsor will provide tax receipts to donors.

## **7.0 Expenditures**

### **7.1 Handling of Funds**

Funds generated to be used as Foundation Grants, unless otherwise specified, will generally be spent in the year which it was generated. If by the nature of the Foundation Grants process, some funds remain unspent, they will be treated as income for the subsequent year.

Funds generated during the current year, or any portion thereof, may be held over to be spent in the following year, for a maximum of two years. Such carry over, must be approved by resolution of the Funding Council. The Funding Council may decide to allocate funds for significant one-time expenditures which exceed the annual funds generated through student fees and donations. In order to facilitate this expenditure the Council must contact the Finance Department of the University of Windsor to make appropriate financing arrangements.

A minimum of 10% of the funds generated annually must be allocated to WINEER. The Funding Council may allocate additional funds each year through a Funding Council resolution.

Funds allocated to projects by the Funding Council will only be deposited in a University of Windsor Trust Account.

## **6.2 Administrative**

The Foundation may put aside up to 5% of the total funds generated annually for administrative expenditures.

A **Major Administrative Expenditure** refers to an administrative expenditure which exceeds or equals \$500. Major Administrative Expenditures must be approved by Funding Council members. The Chairperson (President of the Engineering Society or the VP Finance and Administration of the Engineering Society) and Dean of Engineering must sign for Major Administrative Expenditures.

A **Minor Administrative Expenditure** refers to an administrative expenditure which is under \$500. Minor Administrative Expenditures must be signed by the Chairperson (President of the Engineering Society or the VP Finance and Administration of the Engineering Society) and do not

require Funding Council approval.

All expenditures must be reported and all receipts for such expenditures must be provided to the Treasurer. All Major and Minor Administrative Expenditures must be presented before the Funding Council in the Treasurer's report.