Engineering Student Activities Council

Student Organization Manual

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Introduction

An integral part of the Penn experience is involvement outside the classroom. Opportunities to enhance academic learning through co-curricular experiences are available in both formal and informal settings. Student organizations provide formal opportunities to gain leadership skills and explore a variety of interests. The School of Engineering and Applied Science (SEAS) has over 25 student organizations through which Penn students may become directly involved with industry or special interests.

Engineering Student Activities Council (ESAC)

The Engineering Student Activities Council is the umbrella organization for the Penn Engineering student clubs and organizations. The ESAC executive board is elected once per year, at the end of the fall semester. The ESAC membership consists of the executive board members along with a representative from each of the member organizations. ESAC coordinates school-wide events such as the Student Activities Fair, National Engineers Week, Engineers' Day and the Mr. and Ms. SEAS Competition. ESAC serves as a resource for student groups in addition to assisting with and providing recognition, funding, and event planning.

ESAC Organizational Structure:

The ESAC executive board consists of eight positions: President, Vice President, Treasurer, Secretary, Webmaster, Corporate Relations Chair, and two Chairs. The responsibilities of each are as follow:

> The President serves as the overseer of the executive board and general body of ESAC. He/She also acts as the liaison for the group to the school and entire university in addition to coordinating and running all meetings.

> The Vice President assists the President with administration of the executive board and general body. He/She assumes the responsibilities of the President when the President is unable to officiate.

> The Treasurer assumes responsibility for all financial-related requirements and issues that may arise for ESAC and all its member organizations. He/She oversees all reconciliation and reimbursement forms in addition to managing all accounting and budgetary restrictions for ESAC groups. Reminders regarding submission of forms will be sent by the treasurer to the general body listserve as needed.

> The Secretary keeps the records of the executive board and compiles contact information for the executive boards of ESAC member organizations. He/She also transcribes and distributes minutes of the board and general-body meetings and issues announcements and updates to the ESAC membership.

> The Webmaster maintains the ESAC website, online calendar, and listserves. Furthermore, he/she holds member organizations responsible for updating their webpages.

The Corporate Relations Chair acts as the primary liaison to the Director of Corporate and Foundation Relations. He/She assists and oversees any initiatives and events related to corporate relations.

The Chairs are in charge of planning and publicizing all ESAC events in addition to coordinating member groups' participation in required events.

ESAC Recognition

Becoming an ESAC recognized organization allows student organizations to have support from Penn Engineering while serving the SEAS community. Groups wishing to gain recognition must be active for one semester prior to approval. The process for recognition is as follows:

1. **Recruit an Executive Board**
   Most organizations have four main positions, but these may vary based upon the group's needs and purpose. In general, the positions are President, Vice President, Treasurer and Secretary. ***All executive board members must be SEAS students.***

   The general responsibilities of each position are as follows:

   > *President*: oversee entire organization and executive board in addition to acting as a liaison to any pertinent groups and offices.
   > *Vice President*: act as head in President's absence in addition to aiding with some of the responsibilities of the President.
   > *Treasurer*: control the budget and finances of the group and act as the primary liaison to ESAC.
   > *Secretary*: maintain the organization's listserve and oversee all communications.

2. **Create a Mission Statement and Organization Structure**
   The organization's mission statement should outline the group's purpose, goals, and functions. The structure of the organization should be thoroughly described and explained in the organization structure.

3. **Select an Advisor**
   All advisors must be members of the SEAS faculty or staff. Groups may elect to have more than one advisor. He/She should act as an additional contact for the organization and be informed about all of the organization's updates, events, and meetings.

4. **Submit Information to ESAC**
   Once the steps above have been completed, all of the group's information must be submitted to the ESAC Executive Board. The ESAC board will then review the information and schedule an interview with the prospective group's President and Treasurer. The group will be notified of the decision after the interview and it will be announced at the following ESAC general body meeting.

5. **Participate in all Required ESAC Events**
   Prospective groups must participate in all required ESAC events during the semester prior to membership approval. This includes attendance at all ESAC general body meetings and fulfillment of responsibilities at ESAC events such as the Student Activities Fair. Failure to participate may result in not being recognized.

ESAC Organization Requirements

Once an organization is ESAC recognized, it must fulfill the following requirements to maintain its status as a member organization:

1. **Update Information**
   The organization and its board contact information in addition to the group's mission statement must always be current and submitted to ESAC when updates or changes occur.

2. **Participate in all Required ESAC Events**
   All member groups must participate in every required ESAC event. This includes attendance at all ESAC general body meetings and fulfillment of responsibilities at ESAC events such as the Student Activities Fair and National Engineers Week.
   Please note that each student may only represent one organization at any given general body meeting or required ESAC event.

3. **Minimum Requirements**
   Each organization must fulfill the following requirements:

   - Once during the academic year:
     - participate in or organize at least one community service project
     - run a school-wide event (in addition to that during National Engineers Week) open to all undergraduates in the School of Engineering
   - Once a semester:
     - plan either one professional development event or one academic event once a semester

   Please note that some of the required programs listed above may be combined into one larger event. Co-sponsoring for all events is permitted and encouraged.

   - By the last day of every month:
     - submit the online monthly report
     - submit online event evaluations
     - submit all reconciliation and reimbursement forms with necessary receipts on the last day of every month

   - By the 5th of every month:
     - submit cash advance forms
     - pick up signed petty cash forms
     - pick up signed cash advance forms
     - submit event proposals for the respective month

4. **Consequences**
   Groups that do not fulfill any of the requirements above will be subject to the following consequences:

   - For each failed requirement, a 10% deduction will ensue from the total allocated operational funds for the current semester.

- After five such instances, the organization will be placed on probation, which includes a freezing of operational funds for the current and following semesters. Once the group fulfills all responsibilities for one full semester without operational funding, it will regain full status as a member ESAC organization.

5. **Rewards**

Organizations that have satisfactorily fulfilled all requirements and have shown outstanding achievement in leadership, event planning and execution, and community building, may be awarded a choice of the rewards below:

- Apparel with the organization's logo
  - T-Shirts
  - Hats
- Stationery with the organization's logo
- Accessories with the organization's logo
  - Water bottles
  - Draw-string bags

Please note that the amount produced (e.g., for the executive board and/or all or select members of the organization) will depend on the item chosen.

Registering through the Office of Student Life and SAC Recognition

All student organizations must register online with the Office of Student Life at the beginning of the fall semester: http://www.vpul.upenn.edu/osl/clubs.html. Registration allows groups to reserve various meeting spaces around campus and advertise as a University organization. Registration must be updated yearly.

Organizations may also apply for recognition from the Student Activities Council (SAC). Guidelines for applying can be found in the online *Activities Manual*: http://www.vpul.upenn.edu/osl/manual/index.html. The procedures for "Starting a Club" are at http://www.vpul.upenn.edu/osl/manual/startclb.html. The Student Activities Council follows bylaws prescribing certain criteria determining the eligibility of student organizations for SAC recognition; some engineering-specific organizations may not qualify.

Important Policies

All student organizations, their individual members, and guests are expected to know and adhere to all local, commonwealth, and federal laws as well as the policies, rulesm and regulations of the University of Pennsylvania as printed in *Pennbook*: http://www.vpul.upenn.edu/osl/pennbook.html.

Budgeting and Financial Procedures

ESAC Funding Guidelines

Each ESAC organization will be eligible for operational funding in addition to cash advances and reimbursements as needed.

Operational Funds and Requirements

Every organization will be funded up to $200 per semester for operational funds. These funds may be allocated for such expenses as:
- Advertising
- Office supplies
- Printing and copying
- Maximum of $7 per person for meeting/event refreshments
- Other expenses (none of which may exceed 25% of total operational funding)

On the last day of every month, each organization must submit all reconciliation forms with necessary receipts in addition to an online monthly report, online event evaluations, and reimbursement forms, if applicable. These reports will outline all expenses for the given time period. Any additional operational funds remaining at the end of the semester will be removed and each organization will be re-allocated new funds for the following semester.

Cash Advances

Cash advances may be granted only to the treasurers and presidents of each organization and each individual may only be given a maximum of $100. Advances will be given for a specific event only if the *Event Proposal Form* is submitted and approved by ESAC by the 5th of the respective month. At the end of each month, reconciliation forms must be completed by the organization for any cash advances provided for that time period.

SEAS Accounts

Each ESAC registered group will receive a SEAS "Center Reference" (CREF) number. This number will serve as an account for ESAC approved funding or other funding. ESAC approved funding can only be allocated to a SEAS account.

Reimbursements

Once an event has been approved after submission of the *Event Proposal Form*, an organization may pay for all expenses and then submit reimbursement forms at the end of the month. The appropriate forms, available on the ESAC website, must be supplemented with the original receipts otherwise the request will not be processed. Furthermore, the following number along with the organization CREF must be included on the form using this format: 130-1313-2-011304-xxxx-6000-CREF.

After the reimbursement forms have been submitted at the end of the month, they will be evaluated for approval by the Associate Director of Student Affairs, Sonya Gwak.

Forms

The following explains which forms are required for reimbursement of different types of expenses.

Petty Cash: for purchases and reimbursements under $50.

C-1 and C-1A - Travel and Entertainment Expenses: for travel and/or meals and catering expenses more than $50. Please note, transportation expenses are not covered by ESAC.

C-368 "Request for Payment Form": for purchases over $50 not categorized under travel or entertainment.

Deficit Policy

ESAC member organizations are responsible for tracking expenses and making sure that funds are in the account when submitting reimbursement requests for operational funds. The SEAS Business Office is not responsible for tracking transactions or alerting groups when they have overspent. The following are guidelines for deficit accounts:
- Organizations with deficits at the end of a semester will not be allocated funding for the following semester.
- Deficits may be recuperated from corporate funds, if applicable.
- If a member organization is able to recuperate the deficit, the allocations for that semester will be granted.

Corporate Funding

All student groups interested in seeking corporate funding to support an event, project or conference must complete a *SEAS Corporate Funding Request Form*. The application must be submitted to the Director of Corporate and Foundation Relations, Mike Hugel. To obtain a copy of this application, contact Mike Hugel at hugel@seas.upenn.edu.

Corporate funding must be declared three times during the academic year: by October 1st, December 1st, and April 1st. Each declaration must include how much funding the organization had since the last report was submitted, where the funding came from, and how it was used during the given time period. Failure to complete these requirements may result in funding cuts by ESAC.

Please note: solicitation of alumni, faculty, or staff for money is strictly prohibited.

Event Policy and Planning

All events must follow University policies and procedures. Refer to the *The Pennbook* for detailed descriptions: http://www.upenn.edu/osl/pennbook.html. Furthermore, the following requirements must be fulfilled when planning an event:

Event Proposal Forms: Organizations must submit an *Event Proposal Form* prior to making any arrangements or reservations for their events. Forms will be approved by the Associate Director of Student Affairs. Organizations that do not receive approval prior to an event may not be allowed to reserve rooms or receive reimbursement for their event.

Career-Related Events: Any event involving industry representatives must have the approval of Rosette Pyne (rpyne@pobox.upenn.edu) in Career Services and Mike Hugel (hugel@seas.upenn.edu) prior to the event.

Facilities and Room Reservations

For room reservations in the School of Engineering (please see list below), please see the form available on ESAC's website (www.seas.upenn.edu/~esac/roomreserve). The form must be submitted after event approval.

Engineering Rooms:
- Raisler Lounge
- Heilmeier Hall
- Towne Rooms: 108, 337, etc.
- Levine Hall Lobby
- Levine 101 (Wu and Chen Auditorium)
- Levine Rooms: 307, 315, 512, 612
- Weiss Tech House

For all other rooms within SEAS and the University, go through the VPUL event registration link: http://www.perelmanquad.com. Please note that food is not allowed in classrooms.

Event Set-Up

Visit the Engineering Operations Office website at: http://www.seas.upenn.edu/eos/ and also refer to the *Event Planning Checklist* and *Event Planning Form* available on ESAC's website. Rental fees may be charged and groups will need to provide their SEAS account number when making reservations.

Tables and Chairs: If tables and/or chairs are needed for an event, contact SEAS Operations by e-mailing eos@seas.upenn.edu. They can provide 8-foot rectangular tables. Round and square tables require a rental fee. Operations can also get table linens, easels, AV equipment and other supplies for events. At least two weeks notice is required.

Trash Cans: Extra trash cans and recycling bins may be requested by e-mailing SEAS Operations at eos@seas.upenn.edu, Rental fees may apply.