



## **DAWEG Policies**

### **July 2007**

#### **Revisions:**

|                                     |                          |
|-------------------------------------|--------------------------|
| <b>Drafted by Advisory Council:</b> | <b>January 15, 2004</b>  |
| <b>Revised by Chair:</b>            | <b>April 6, 2004</b>     |
| <b>Revised by Board:</b>            | <b>September 9, 2005</b> |
| <b>Revised by Board:</b>            | <b>July 9, 2006</b>      |
| <b>Revised by Board:</b>            | <b>May 6, 2007</b>       |

The revised policies were adopted by DAWEG Board on July 9, 2007.

#### **1. NAME**

**1.1. *The full name of the organization is “Division for the Advancement of Women in Engineering and Geoscience”. The organization may hold itself out as DAWEG. DAWEG is a division of the Association of Professional Engineers and Geoscientists of British Columbia, APEGBC.***

**1.2. *DAWEG will retain its name.***

##### **1.2.1. Rationale:**

- The DAWEG name has achieved a “brand recognition” status at APEGBC and across Canada.
- Although the name may not be ideal, it still generally reflects the original and current Vision and Goals of the organization.

#### **2. GOVERNANCE**

**2.1. *The business of DAWEG shall be administered and delivered by the Board. The Board will conduct business in accordance with these Policies, as directed by DAWEG members in an Annual General Meeting (AGM), and/or as directed by the Chair. In the absence of the Chair, the duties of the Chair shall be conducted by the Vice-Chair, Past Chair, or any Board Member designated by the Board.***

**2.2. *The Chair and Vice-Chair shall be members of APEGBC.***

##### **2.2.1. Rationale:**

- DAWEG is a division of APEGBC
- The vast majority of DAWEG members are members of APEGBC

**2.3. *The Chair may seek advice from the Advisory Council. The Advisory Council shall be comprised of long-standing and active members of DAWEG, including founding members and Past Chairs. The Chair shall convene and chair an Advisory Council meeting at least once a year.***



**2.4. The Board shall comprise of the Chair, Past Chair, Vice-Chair (optional), Secretary (Director of Administration), Treasurer (Director of Finance), and other Directors. The number of Board Members shall not be less than five (5) and no more than twelve (12).**

**2.5. Board Appointment**

- 2.5.1. Any member of DAWEG shall be eligible to be elected as part of the Board.
- 2.5.2. Board Members shall be nominated and elected by members at each ordinary meeting or Annual General Meeting.
- 2.5.3. At the AGM, all the Board shall retire from office but shall hold office until the dissolution of the meeting at which their successors are elected. Retiring Board Members shall be eligible for re-election. Retiring Board Members shall mentor their elected successors for a period of minimum 2 hours and be open to email / phone inquiries for a period of one month.
- 2.5.4. Should a Board Member or the Chair or Vice-Chair resign, the vacancy thereby created may be filled for the unexpired portion of the term by the Board from among the members of DAWEG.
- 2.5.5. The Board may, by special resolution, remove any Board Member before the expiration of the period of office and appoint another person in their place for the duration of the original term.
- 2.5.6. Any member who has at least one (1) year of previous experience on DAWEG Board may serve as Chair.

**2.6. Board Meetings**

- 2.6.1. No business shall be transacted at any Board meeting unless at least one third of the Board Members are present at the commencement of such business.
- 2.6.2. If within one half hour from the time appointed for the meeting, a quorum of Board Members is not present, the meeting shall be dissolved. The meeting shall stand adjourned to such time and place as a majority of the Board Members then present shall direct and if at such adjourned meeting a quorum of Board Members is not present, it shall be adjourned sine die (without specifying a future date or time).
- 2.6.3. The Chair shall preside as chair at every Board Meeting and AGM.
- 2.6.4. If there is no Chair or Vice-Chair, or if at any meeting neither the Chair nor the Vice-Chair is present, the members present shall choose someone of their number to be Chair.
- 2.6.5. Non-Board Member guests at Board Meetings shall be invited to participate in discussion, but shall not have a vote in any motion.

**2.7. Members**

- 2.7.1. Members may, but do not need to be, members of APEGBC, so long as members adhere to and support the Vision, Mission and Core Values of DAWEG.



2.7.2. Every Member shall have one vote and no more.

## **2.8. Chapters**

2.8.1. Members located in areas outside of the Lower Mainland may establish a DAWEG Chapter for that geographical area, provided that at least five (5) Members hold regular meetings in that area. A Chapter may be formally formed after three (3) regular meetings are held in a geographical area within one (1) year.

2.8.2. A Chapter shall be governed by its own Executive, and the Chapter Chair shall liaise with the DAWEG Chair. The Chapter Executive will conduct business in accordance with these Policies.

2.8.3. A Chapter will be financially supported from the current DAWEG budget and at the discretion of the DAWEG Board and/or the DAWEG Chair. A Chapter may independently raise additional funds for individual local events (e.g., 50/50 ticket sales), however, all organized sponsorship efforts (e.g., from corporate sponsors) shall be coordinated through the DAWEG Treasurer.

2.8.4. All communications from Chapters with the entire DAWEG membership and/or APEGBC membership shall be coordinated through the DAWEG Director of Communications in accordance with the DAWEG Communications Plan. Communications with Chapter members may be undertaken by Chapter Executive.

## **3. FISCAL YEAR**

**3.1. *DAWEG's fiscal year shall start on October 1 and end on September 30. The Annual General Meeting (AGM) for a given year shall take place before the end of the fiscal year or shortly thereafter. All AGM-related expenses shall be included in that fiscal year's budget. Fiscal year transactions shall be closed out by the out-going Director of Finance, who will also attend a scheduled Board meeting in the next fiscal year for the purpose of presenting their final financial report, and any revisions if required.***

**3.2. *At each AGM of DAWEG, the following items of business shall be dealt with and shall be deemed to be ordinary business:***

- Minutes of last AGM
- Consideration of the annual report of the Board
- Consideration of the financial statements, including balance sheet and operating statement and the report of the auditors or accountant
- Election of Directors for the next year
- Other business

## **4. PRIVACY**

**4.1. *DAWEG Membership List and any contact details of DAWEG members will not be disclosed to the public, or to other members, without prior expressed consent of each member affected by such disclosure.***



- 4.2. *DAWEG email addresses and phone numbers of members, including Board Members, may be posted on the website only with prior consent of each member affected.*

## **5. MEMBERSHIP CATEGORIES AND DUES**

- 5.1. *DAWEG Membership may consist of female and male engineers and geoscientists and students, as well as members of the general public wishing to actively contribute towards the advancement of women in engineering and geoscience.*
- 5.2. *The Board may establish differing categories of members and assign annual rates for membership dues.*
- 5.3. *Full membership dues are applicable for January to December for all Members. Membership dues paid after September 1 are applicable for the rest of that year and all of the following year.*
- 5.4. *Members on parental leave, out of work, or students shall self-identify and are entitled to pay reduced dues. If Members wish to be reimbursed the difference between the full and reduced dues for a particular year because their paid work status changes for 6 consecutive months or more after they paid full fees, Members shall contact the Board with a written request (e.g., email, letter). Requests will be reviewed at the next Board meeting and/or by the Chair.*
- 5.5. *For Members who are also Members of APEGBC, membership dues shall be collected once a year in January together with APEGBC dues, and collected from APEGBC by the end of January. Late dues shall be collected from APEGBC by the end of April, and again at the end of August. Successive lists of members shall be collected from APEGBC concurrently with each dues collection.*
- 5.6. *For Members who are not Members of APEGBC or are Members of APEGBC but have elected not to pay their DAWEG dues together with APEGBC dues, membership dues shall be collected once a year by the end of January. Membership renewal notices shall be sent by email (or by mail if email is not provided) by the end of November of the previous year. Members remain in good standing till the end of March, at which time, if memberships are not renewed, Members shall be removed from the Membership List and their email addresses shall be removed from email listservs.*
- 5.7. *For Members who are students (and not members of MAPS), membership dues shall be collected in September before the AGM. Membership in DAWEG is free for MAPS students, however, student Members are required to register for DAWEG Student Membership.*



## 6. EXPENSES

- 6.1. ***DAWEG-related expenses will be reimbursed only when pre-approved by the Board or the Chair, and upon submission of receipts, unless otherwise specified.***
- 6.2. ***Expenditures approved as part of the budget do not require subsequent approval.***
- 6.3. ***Expenses not previously approved in the budget may be approved at Board meetings through a motion. Urgent expenditure requirements (i.e., cannot wait till the next Board meeting) may be approved at the discretion of the Chair if under \$200. The Chair shall convene an emergency Board meeting if urgent approval of unexpected expenses over \$200 is required. Expenditures not previously approved in the budget shall not be approved over email.***
- 6.4. ***Pre-approval will be made in writing (e.g., budget, meeting minutes, email, letter), indicating precisely what constitutes “Allowable Expenses” for a specific request, and the dollar amount limit.***
  - 6.4.1. “Allowable Expenses” include (dollar amounts are indicated as guidance only):
    - event registration fee (full or partial) – up to \$500 per person per event;
    - travel – see below;
    - meals (separate from travel) – see below; and
    - accommodation – see below.
  - 6.4.2. Expenses will be reimbursed in accordance with the Treasury Board of Canada Guidelines ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv-c\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv-c_e.asp)), or according to submitted receipts, whichever is less. Receipts are preferred.
  - 6.4.3. Travel to regular Board meetings will not be reimbursed, unless pre-approved at a Board meeting or by the Chair. Travel to special meetings, including Board Retreats, may be reimbursed and amounts over \$20 (return trip) shall be pre-approved at a Board meeting or by the Chair.
  - 6.4.4. Actual dollar amount limit will be based on the current budget and at the discretion of the Board and/or the Chair.
  - 6.4.5. “DAWEG Pre-Approved Expenses” include (dollar amount exceeding those indicated require approval by the Board and/or the Chair):
    - speaker gifts for an event – up to \$30 per gift; and
    - small gifts (flowers, chocolate, card, etc.) for Members, including Board Members, on very special occasions (birth of a baby, death in the family, promotion, sickness, etc.) – up to \$75 per gift.
- 6.5. ***Petty-cash type DAWEG expenses under \$20 (e.g., stamps, thank you cards, parking, etc.) may be submitted on an expense form without a receipt, and will be reimbursed only at the discretion of the Chair and/or Vice-Chair.***
- 6.6. ***Operational expenses (e.g., Board meeting dinners, postage, etc.) shall be covered by membership dues. Expenses for events and projects may be covered by attendees and sponsorships.***



- 6.7. ***DAWEG shall pay a subsidy towards cost of childcare and/or make arrangements for childcare (if reasonable to do so) during DAWEG events, including Board meetings, or other events attended on DAWEG's business, as required and requested a minimum one (1) week in advance by event participants. Request for childcare arrangements shall be made in writing to Director of Administration. The maximum amount to be paid for childcare is limited to the amount equivalent to the minimum wage, for the duration of the event inclusive of travel time for each family or group claiming an expenses paid to a single caregiver.***
- 6.8. ***Expense forms and copies of receipts may be submitted as originals, or by fax, provided that they are signed by the person incurring the expense. Expense forms submitted by email will constitute a signature by the person incurring the expense.***

## **7. ASSOCIATIONS, COLLABORATIONS AND SPONSORSHIPS**

- 7.1. ***DAWEG believes that it can best serve its members by working in informal collaboration or formal project-by-project collaboration with other organisations.***
- 7.2. ***At the discretion of the Board, DAWEG may join an umbrella organization for Women in Engineering and Geoscience, such as the Canadian Coalition of Women in Engineering, Science, Trades and Technology, CCWESTT. When feasible, the Chair and/or the Liaison to the umbrella organization shall make a presentation to APEGBC Council (written and/or in-person) to give an update on the affiliation, including the benefits to APEGBC.***
- 7.3. ***DAWEG, in accordance with its Core Value of inclusiveness, shall include other professions in its membership should APEGBC include other professions in its membership.***
- 7.4. ***Sponsorship of events and individuals shall be limited to activities that adhere to DAWEG's Vision and Goals, and will be decided by the Board on a case-by-case basis in accordance with the current budget, unless otherwise indicated in the Policies.***
- 7.4.1. "Allowable Sponsorship Activities": include but are not limited to (at the discretion of the Board):
- conferences;
  - workshops; and
  - seminars.
- 7.4.2. The Board shall prepare a budget for annually occurring conferences that DAWEG wishes to participate in and sponsor. Sponsorship may be in the form of donation of money for conference organization, payment of display booth fees, payment of fees for attendee(s), etc.



- 7.4.3. The Board shall develop Sponsorship Guidelines and post these on the DAWEG website. Guidelines for sponsorship of DAWEG shall include DAWEG's commitment to the sponsor (e.g. communication of activities, invitation to participant in events) based on the level of funding provided. Guidelines should be reviewed annually to ensure the Board is able to continue to support the commitments and to facilitate discussion with the sponsors regarding the value proposition for the sponsor. Guidelines to be maintained include:
- Sponsorship by DAWEG of organisations or individuals whose project or purpose further DAWEG's mission, vision & values (as per Section 7.4.1)
  - Sponsorship of DAWEG by corporations or by public sector.
- 7.4.4. Requests for sponsorship from DAWEG Members or non-members shall include:
- a proposal, indication of added exposure for DAWEG (e.g., displaying DAWEG's logo on relevant material, making presentations about DAWEG, and/or including a brief mention of DAWEG in existing presentations); and
  - follow-up by sponsored participant(s) (e.g., submission of an article to The EDGE Newsletter describing participant(s) experience at the event, and/or presentation at the DAWEG AGM or other event, at the discretion of the Board).
- 7.4.5. All Board members and volunteers who coordinate or work at a DAWEG organized event shall be eligible for an exemption equal to the first \$20 of the event fee. The onus for utilizing this policy will be on the member involved.
- 7.4.6. Expenses associated with DAWEG participation or sponsorship of attendees to the DAWEG Stream at the APEGBC Annual Conference shall be budgeted for and may be expanded in the DAWEG fiscal year preceding the year of the Conference (since the Conference typically takes place within one month after the DAWEG AGM, and Conference fees, etc. need to be arranged more than one month in advance).

## 8. MOTIONS

**8.1. *Motions will be made first to the Chair, and at the Chair's discretion, will be forwarded to the Board.***

**8.2. *Motions on simple and urgent matters may be made on email following the "Email Rules of Order".***

- 8.2.1. The Chair may not make a motion. The Chair may not vote on a motion, unless there is a tie, in which case the Chair has the deciding vote. The Chair may request that a motion be moved by another Board Member.
- 8.2.2. Motions shall be prepared in accordance with "eMotion\_Template.doc" located in "Executive Resources" folder on the DAWEG website.
- 8.2.3. A draft motion shall be emailed to the Chair for consideration before the motion is made to the Board. The Chair shall decide whether a motion needs to be made by email, or if it can wait until the next Board meeting.



- 8.2.4. If the Chair decides that the motion should proceed by email, the Chair shall inform the Board Member of the decision and the Board Member shall email the motion to the Board.
  - 8.2.5. A motion must be seconded within 48 hours by another Member; otherwise it is dropped.
  - 8.2.6. Discussion of motion by email shall take place for a period of time specified in the motion (at least 3 days but no more than 7 days). Discussion comments shall be directed to the whole Board. Votes shall not be cast during the discussion period.
  - 8.2.7. After the discussion period, votes shall be cast within a period of time specified in the motion (approximately 4 days after the end of the discussion period). Votes shall be directed to the Chair only.
  - 8.2.8. The Chair, within 3 days of the vote deadline, shall inform the Board of the outcome of the motion.
- 8.3. *Motions that are not urgent, or require more than one round of discussion, will, at the discretion of the Chair, either be suspended to the next Board meeting, or deferred to an appropriate subcommittee for deliberation.***

## **9. NOMINATIONS**

- 9.1. *Award nominations shall be prepared by the Nominations Committee. The Past Chair shall convene and chair the Nominations Committee.***
- 9.1.1. Nominations shall be made in accordance with DAWEG's Vision and Goals.
  - 9.1.2. The Nominations Committee shall compile a list of dates of known annual awards, put forward names of candidates (working with APEGBC as appropriate), and organize the nomination applications. The Nominations Committee shall also seek out annual and other awards to put forward nominations.
- 9.2. *Nominations of members to DAWEG Board shall be prepared by the Vice-Chair, or if the Vice-Chair position is not filled, by the Chair.***
- 9.3. *Nominations to APEGBC Council shall be prepared by the Past Chair, or any member designated by the Board.***

## **10. POLICY REVIEW**

- 10.1. *DAWEG policies shall be reviewed at least once a year by the Board, and more frequently at the discretion of the Chair.***