

Event Proposal Procedure

1. Any Member and Officer of the Council, as defined under **Articles II & III** of the **Constitution** shall propose events using the [Event Proposal Form](#)
2. Henceforth, EGSC Recognized Student Groups will be referred to as Student Organizations in this document.
3. Any representative of a Student Organization shall propose events using the [Event Proposal Form for Student Groups](#)
4. The Budget Committee as defined under **Articles IV** of the **Constitution** shall review and approve all **Event Proposal Forms** within 5 business days.
5. If further review is deemed necessary, the Budget Committee shall bring any event proposals to the next Council Meeting as defined under **Article V** of the **Constitution**.
6. An event shall be defined as a co-sponsorship event if any of the following criteria is met:
 1. The event is supplementary or not included in the approved budget of the Student Organization
 2. The event includes one or more student organization sponsors that are not recognized by the Council and do not request funds from the Council
7. All requests for co-sponsorship events shall be made to the Council by contacting its Treasurer and President before submitting [Event Proposal Form](#) / [Event Proposal Form for Student Groups](#)
8. A co-sponsorship event shall be defined as an interschool event in the special case when the event includes one or more student organization sponsors that are not in the School of Engineering and Applied Science
9. An interschool event proposal shall pass by two-thirds vote of the Executive Board