

Queen's Mechanical Engineering Club Constitution

Article I: Name

1. The official name of the club shall be "Queen's University Mechanical Engineering Club". The "Queen's University Mechanical Engineering Club" may also be referred to by the title "Queen's University Mechanical Engineering Executive Team" or "MECHEXEC".
2. Within this document the Queen's University Mechanical Engineering Club shall be referred to as the "Club".

Article II: Membership

1. All undergraduate Queen's University Mechanical Engineering students shall be regular members.
2. First Year students in the Faculty of Engineering and Applied Science are welcome to attend any of the Club's events, however, governed by the same regulations as regular members.
3. Honorary membership can be obtained for staff and post-graduate students. The involvement of these members shall be at the Executive's discretion as well as their attendance at the Club events. They may or may not be governed under the same regulations as regular members at the discretion of the Executives.

Article III: Fees

1. There will not be additional fees for any general member, honorary member or Faculty of Applied Science first year student.

Article IV: Objective and Mission Statement

1. The objectives of the Club is:
 - a. to act as an informational liaison between the Mechanical and Materials Engineering department staff, students(both postgraduate and undergraduate) and alumni,
 - b. to aid in academic and administrative difficulties between the department and the student body via monthly department meetings,
 - c. to promote social interaction between the regular members through events and social functions,
 - d. to provide aid in the professional development of regular members by helping them get in contact with industry professionals,
 - e. to encourage the Mechanical and Materials Engineering department to invite guest lecturers to speak about topics relating to the mechanical engineering industry,
 - f. to plan and aid in the orientation of First Year students in the Faculty of Engineering and Applied Science interested in joining Queen's University Mechanical Engineering,
 - g. to provide communication from the "Queen's University Engineering Society".

2. The mission statement proceeds as follows: “Making Connections” (in reference to connecting students to the department through academic arrangements, students to each other through social events, and students to the industry through professional development events)

Article V: Executive

1. The tenure of office for the Executive team shall be from April 1 until March 31, the following year, with the exception of the 2nd year positions (which begin on the first Monday, following their election.)
2. The outgoing executive team shall be responsible to inform the incoming executive of their duties and responsibilities at the end of their term.
3. The following positions constitute the Mechanical Executive team:
 - a. President
 - b. Vice President- Social Events
 - c. Vice President-Academics
 - d. Vice President-Communications
 - e. Vice President-Professional Development
 - f. Treasurer
 - g. Secretary
 - h. Social Representatives
 - i. Academic Representatives
 - j. Industry Representatives
 - k. Merchandise Representatives
 - l. Alumni/Grad Student Representative
 - m. Webmaster (at the discretion of the vice/presidents)
 - n. Engineering Society Representative
 - o. Additional persons may be appointed by the executive but shall report to and be responsible to a regular member of the Executive team, as defined above.
4. The Mechanical Executive team shall be elected as outlined in Article VIII.
5. Only regular members are able to hold Executive positions, with the exception of the Alumni representative, who needs to be an honorary member (Article II, Paragraph 3).

Article VII: Meetings of the Executive

1. Between the months of April to September, inclusively, The Executive team shall meet no less than twice each month. Additionally, the Executive shall meet either at the call of the President or at the request of 2, or more of the Executive members.
2. Any regular members are welcome to attend the meeting, however, only the Executive members will be granted a vote in any decisions.
3. Majority of the Executive team comprised of representatives from 2nd, 3rd, and 4th years shall constitute a quorum.

Article VIII: Elections

1. MECHEXEC Elections will take place each year between the dates of March 1 and March 15 for the 3rd and 4th year positions.
2. The day of elections shall be advertised heavily the week prior to the meeting. It shall be organized to allow for the maximum general member presence.
3. The President or the President's delegate will chair the meeting. They shall ensure the elections are fair and properly proceeded.
4. Each position requires a nomination and which must be seconded by another general member of the Club. These nominations must be made from general member(s) in the relevant engineering year for which the position pertains to.
5. Nominated candidates will be allotted one (1) minute to speak before the general members will be able to vote.
6. In the event of a tie, a recount must be conducted. If a tie persists, then there it shall be determined by the flip of a coin by the President or his/her delegate.
7. An election, hosted by the Department, will be conducted each September to determine the Alumni/Grad student Representative.
8. Any person that feels like there was a discrepancy in the election shall register their complaint to both the current club president and the Director of Internal Affairs of the Engineering Society within one (1) week of the election.
9. The term of office for the positions shall be from the time of their election to the April 1st, the following year.

Article IX: Sources of Nominations

1. "Current" shall be deemed to the status of the student at the time of his/her elections under the provision of Article VIII.
2. The nominations for President shall be past members of the Executive team and current 3rd year Mechanical Engineering class.
3. Vice presidential positions must be fulfilled by an incoming 4th year. In the event that no candidate exists, a current 3rd year general member with 1 year of previous MECHEXEC experience can run.
4. The term of office for the positions shall be from the time of their election to the April 1st, the following year.
5. If candidates run unopposed during the election a vote of confidence will be conducted. The candidate must receive at least 50% of the possible votes. In the event of a failed vote of confidence, the member position will remain unfulfilled and the outgoing executive will appoint a member to the position.

Article X: Elections of the 2nd Year Positions

1. In the second week of class in September, elections will be held for the second year Mechanical Engineering students.
2. This event shall be advertised one (1) week prior to the event. It shall be organized to allow for the maximum amount of 2nd year general members to be present.
3. This election will be chaired by the President or his/her delegate.

4. All nominations and candidates shall be students in 2nd year Mechanical Engineering class.
5. The term of office for the positions shall be from the time of their election to the April 1st, the following year.

Article XI: General Duties of the Executive

1. All officers are required to attend all meetings called by the President. Failure to attend three (3) consecutive meetings will be grounds for expulsion of the officer, to be determined by the remaining officers. If desired by the President, a by-election will be held and will follow the process as determined in Article VIII.
2. All officers must advertise and promote the Club events to the best of their ability.
3. All officers shall act in the best interesting the Club, and the Queen's University Engineering Society.
4. Provisions for impeachment of any position include a unanimous decision amongst all executive members. The affected member is immediately terminated from their position on the executive.

Article XII: Duties of the Executives

- A. President. The duties of the president shall include:
 - a. to act as the official spokesperson of the Club;
 - b. to call and chair regular meetings of the Club;
 - c. to ensure no person unduly benefits from the Clubs functions and/or resources;
 - d. to attend Departmental Staff meetings and to present a monthly report on the on-going activities of the Club;
 - e. to promote and maintain a good working relationship between the staff members, alumni, current students and graduate students;
 - f. to ensure adequate records are kept to simplify to tasks of the following executives;
 - g. to revision the Club constitution and make the necessary amendments, if need be;
 - h. to issue funds in the absence of the Treasurer;
 - i. to chair the Elections of the following executive team;
 - j. to liaise with the Queen's University Engineering Society VP- Student Affairs.
- B. Vice President of Social
 - a. to engage students through the mean of organized activities such as the Welcome back BBQ, 'Beers with Professors' in both semesters, Christmas party, paintball, and the Mech Banquet.
 - b. Liaise with the treasurer to determine the feasibility of these events
 - c. to supervise and delegate task to their assigned committee members.
 - d. To prepare a budget to be submitted with the treasurer outlining future plans and monetary requests.
- C. Vice President of Academics

- a. to provide a voice for the discipline of Mechanical and Materials Engineering on the Educational Excellence Committee by attending all meetings.
 - b. Organize and administer evaluations of courses using the Year Representatives and ensures that proper procedures are followed; and that students are aware of opportunities throughout the year to express their concerns about professors or courses, and
 - c. Organize and run the student academic course feedback forum at the end of the academic year.
 - d. Prepare the Mechanical and Materials Engineering BED Fund proposal as per Engineering Society Policy.
- D. Vice President of Communications
- a. Oversee the ongoings of the Webmaster and Merchandise representatives.
 - b. Monitor the status of the facebook/twitter/instagram pages as well as any other social media account affiliated with the club.
 - c. Final submission of the merchandise orders after approval from the committee.
 - d. To prepare a budget to be submitted with the treasurer outlining future plans and monetary requests.
- E. Vice President of Professional Development
- a. To act as the spokesperson on behalf of the club with individuals in industry and in the professional community;
 - b. Organize and manage events that introduce the club members to professionals in industry;
 - c. To call sub committee meetings with Professional Development Year Reps with regards to organizing and planning events that correspond to industry and the professionals involved;
 - d. To manage the Professional Development year representatives and the treasurer;
 - e. To provide a main contact for club members to facilitate in industry and career related questions and/or concerns;
 - f. To provide information to club members with regards to meetings, information sessions and other external resources provided by Queens University and affiliated industry partners;
 - g. To oversee and provide assistance to all members of the executive;
- F. Treasurer. The duties of the treasurer shall include:
- a. to prepare a Club budget for the upcoming academic year and to submit this budget to the Engineering Society treasurer for approval in obtaining the Engineering Society grant;
 - b. to collect and issue funds as approved by the Club executive;
 - c. to prepare a written financial statement regarding the associated transactions for each of the Club's events and/or functions;
 - d. to work in co-operation with the VP-Social to discuss budget possibilities
 - e. Must abide to Engineering Society (as provided in Section 0.D of the policy manual)

- G. Secretary. The duties of the secretary shall include:
 - a. to record the proceedings of the Club executives, to archive these recordings as well as share them with the Executive members. These recordings shall be in the form of meeting minutes.
 - b. to prepare a written report of all Club functions to supplement the financial statement from the Treasurer.
 - c. to keep a record of all club correspondence.
- H. Social Representatives
 - a. to aid with the duties of the Vice President Social, if required.
 - b. to advertise and endorse the Club events as representatives of their respective years.
 - c. To ensure all financial aspects of the Club's events have been accounted for.
 - d. To attend sub-committee meetings with the Social Vice President to further discuss and plan events
- I. Academic Representatives
 - a. to provide a voice for the discipline of Mechanical and Materials Engineering on the Educational Excellence Committee by attending all meetings.
 - b. to aid Academic Vice President with all matters concerning the educational excellence of the department.
- J. Professional Development representatives
 - a. to provide information about events happening in the club regarding industry and help with media and information distribution to students;
 - b. to assist the responsibilities of the Vice President of Professional Development as needed;
 - c. to aid with the duties of the Vice President Professional Development, if required,
 - d. to coordinate with the Treasurer to facilitate with complimentary food and beverage provided for Industry and Professional Development events;
 - e. to liaise guests and professionals in industry that will be present and attending events regarding Professional Development;
- K. Merchandise Representatives
 - a. The Merchandise Representative for MECHEXEC is responsible for the organization, design, ordering, pricing, sale, and advertising of the department's merchandise. Items such as sunglasses, mugs, t-shirts, sweaters, and tank tops have been ordered in the past, but what is ordered each year is ultimately up to the Merchandise Representative. Skills or experience in graphic design (or an interest to learn) are helpful, but not necessary. The Merchandise Representative is also responsible for the Mechanical Engineering department patches for GPAs.
- L. Alumni/Grad Student Representative (optional)
 - a. Act as a liaison between MECHEXEC and the alumni/graduated students of the Club.
 - b. Endorse and promote the Club's events, and merchandise sales to the alumni/graduate students, as requested by the President.
- M. Webmaster (at the discretion of the vice/presidents)

- a. to create and maintain of MECHEXEC's online presence.
- b. Work with the Department Manager to create a positive online space that MME students can use as resource for all information.
- c. to update an online calendar for both academic and social events, information on speaker series, contact information and/or biographies of MECHEXEC members and affiliated people, academic help information, BED Fund information, etc.

N. Engineering Society Representative

- a. Attend all Queen's University Engineering Society meetings as a representative of the Club and as a voting member of council,
- b. Report at alternate Engineering Society meetings as required,
- c. Voice concerns of the Club at Engineering Society meetings or to the Engineering Society Executive through the Director of Internal Affairs,
- d. Inform the Engineering Society of important issues and all events that the Club is involved with.
- e. Participate in the Engineering Society on various committees or task forces as required.
- f. Inform the rest of the Club of major issues of the Engineering Society.

Article XIII: Constitution Amendments

1. The constitution of the Club may be amended by:
 - a. a unanimous decisions of the Club executives
 - b. at least 50% of the voting general members at the Department's Townhall meeting, where a quorum is present. It is considered void, if not approved by the Engineering Society.
2. The Engineering Society Director of Internal Affairs shall be kept up to date with any amendments made to the Club constitution.