

Mining Club Constitution 2016
Drafted March 7, 2016
By: Samuel Grant & Jason Bell

Article I: Name

1. The official club name shall be "Queen's Mining Club". The Queen's Mining Club may be variously known as "Queen's University Mining Engineering Club" or "Mining Club". Within this document the Queen's Mining Club shall be referenced as the "Club".

Article II: Membership

1. All undergraduate Queen's University Mining Engineering students shall be regular members of the Club.

2. All Mining Department staff (including technical staff) and postgraduate Mining Engineering students shall be honorary members. Honorary members shall be allowed to attend Club functions. At the discretion of the executive their attendance may or may not be under the same regulations that apply to regular members.

3. All first year Engineering and Applied Science students shall be allowed to attend Club functions under the same regulations that apply to regular members.

Article III: Fees

1. There shall be no Club membership fee for any regular member, honorary member or first year Engineering and Applied Science student.

Article IV: Purpose

1. The purpose of the club shall be:

- a.** to promote a horizontal relationship within the Mining Department among undergraduate students, postgraduate students and staff;
- b.** to organize club social events and manage the revenues and expenses thereof;
- c.** to help resolve academic and administrative difficulties within the existing

vertical framework of the Mining Department;

- d.** to communicate with all mining students concerning permanent job or summer job opportunities when job offers are received by sources other than "Career Planning and Placement";
- e.** to encourage the Mining Department staff to invite guest lecturers to cover topics related to the Mining Industry and to assist the Mining Department staff in making their stay at Queen's as enjoyable as possible;
- f.** to conduct course and curriculum evaluations at the discretion of the club executive;
- g.** to maintain good standing with the "C.I.M." [Canadian Institute of Mining] and "S.M.E." [Society for Mining, Metallurgy & Exploration] through student membership and participation;
- h.** to encourage participation by regular members in the Queen's Intramurals and BEWIC Sports Days
- i.** to maintain good communication with "Queen's University Engineering Society";
- j.** to provide an annual proposal to the Engineering Society of Queen's University BEDFund Board
- k.** to allow Club members to use the Club name (at the discretion of the Executive) to perform campus activities requiring a club background provided no contingent liability falls on the club;
- l.** to advise students having financial problems at departmental loans which may be available to them;
- m.** to assist the department in preparing the "Orientation Night" for the first year Engineering and Applied Science students.

[Article V: Executive](#)

1. The Club executive shall consist of the following Executive:

- a.** President
- b.** Vice-President (Canadian Mining Games)
- c.** Vice President (International Mining Games)
- d.** Vice President (National Mining Games)
- e.** Finance
- f.** Secretary

- g.** Engineering Society Representative
- h.** Sports Representative
- i.** Social Convener (x2)
- j.** C.I.M. Rep
- k.** Merchandise Rep
- l.** Second year Representative(x2)
- m.** S.M.E. Rep
- n.** Graduate Studies Representative

2. Only regular Club members shall be allowed to hold these executive positions with the exception of the Graduate Studies Representative who will be an honorary member.

[Article VI: Elections](#)

1. Election of the club executive shall be held in March of each academic year. All Executive of the Club except Second Year Representatives, who shall be elected during this period.

2. A general meeting of the Club shall be called and chaired by the past President of their delegate (preferably a past Club Executive in fourth year).

3. A quorum shall consist of two - thirds ($\frac{2}{3}$) of the regular club members currently enrolled in second or third year.

4. It shall be the duty of the chairperson to determine if a quorum exists and to inform the President elect after adjournment of the meeting whether a quorum did exist.

5. Only regular club members shall be eligible to nominate, second or vote. All nominations shall be seconded.

6. Votes shall be cast by a show of hands unless a motion to vote by another method is passed. Nominees shall not be present during voting. When there is more than one (1) nominee, voting shall proceed as follows:

- a. the chairperson shall call for a show of hands for each candidate. The candidate with the least number of votes shall be excluded from the running and shall be eligible to vote;
- b. the method of tie breaking shall be determined by the chairperson. The

chairperson shall not be eligible to vote nor shall they influence the election results; c. election by acclamation must be ratified by a minimum of fifty percent (50%) of the voters.

7. Nomination of persons not present at the meeting shall be acceptable only when the nominee has tendered written consent to the chairperson through the nominator or the nominee expressed written or oral consent to the chairperson before the meeting.

Article VII: Elections: Special Considerations

1. In the third week of the academic year, the Vice-President or his delegate shall chair an election of the Secretary and the Second Year Representative. All nominees, nominations, seconds and votes shall originate from current second year Mining Engineering class.

2. The term of office of the secretary and the Second Year Representative shall end when the election of Article VI is held.

Article VIII: Contest of the Executive

1. Where a quorum (Article VI, paragraph 3) is not present at an election the executive may be contested. A petition stating the reason or reasons for contest and signed by at least fifty percent (50%) of regular members of the club shall be presented to the "Queen's Engineering Society". Such a petition shall be submitted within two (2) weeks of the petition date. A copy of the petition shall be submitted to the Club executive within two (2) weeks of the petition date.

2. The Engineering Society shall determine (1) whether the petition regulations were met; (2) whether reasonable grounds for contest have been presented. If both conditions (1) and (2) hold true, the "Queen's University Engineering Society" shall call for the resignation of the Club executive and an audit of the financial standing of the Club.

3. The Engineering Society shall not call for the resignation of the Club except by a valid petition or by "Queen's University Engineering Society" constitutional regulations.

4. The Engineering Society shall, upon calling for resignation appoint a responsible regular Club member, not on the executive and preferably in fourth year, to call and

chair a general meeting of the Club. The appointee shall inform those present of the reasons for the petition and the subsequent decision of the "Queen's University Engineering Society". The appointee shall call the election of a new executive and chair the election. He shall, by popular vote, determine the term of office of the new executive.

5. The method of election shall be that method described in Articles VI, VII, VIII (where applicable).

Article IX: Duties of the Executive

1. President

The duties of the President shall be:

- a. to act as the official spokesman for the Club;
- b. to call and chair the regular meetings of the Club;
- c. to help provide an atmosphere congenial to the efficient management of all Club functions;
- d. to issue funds as necessary in the absence of the treasurer;
- e. to ensure that no person unduly benefits from the Club functions or resources;
- f. to conduct an examination of the Club constitution each year and to suggest necessary amendments;
- g. to ensure that adequate records are kept for all Club functions to expedite planning for future executives;
- h. to inform all club Executive of their duties as outlined in the Club constitution;
- i. to encourage the Mining Department Staff to invite guest lecturers for the better education in Mining Engineering related topics;
- j. to help promote a good social, academic and administrative environment among staff, graduates and undergraduates;
- k. to assume the duties of the Vice-President in his or her absence; m. to inform

members allowed to use Article IV, part (n) that no contingent liability will be assumed by the Club.

2. Vice-Presidents

The duties of the Vice-Presidents shall be:

- a. to conduct the duties of the President in his or her absence;
- b. to captain their respective competitive teams
- c. to conduct the duties of the secretary until one is elected;
- d. to fill any other temporary executive vacancy until it is filled;
- e. to call and chair by-elections to fill permanent vacancies;
- f. to assist any Executive of the Club should assistance be required.

3. Finance

The duties of Finance shall be:

- a. to maintain an adequate financial record for the Club;
- b. to prepare a Club budget for the academic year
- c. to prepare a written financial statement of the revenues and expenses of each major Club function.

4. Secretary

The duties of the Secretary shall be:

- a. to record the transactions of Club executive meetings;
- b. to record the transactions of Club general meetings;
- c. draft and retain a copy for file and post all Club correspondence;
- d. to distribute, collect and post "C.I.M." and "S.M.E." membership applications for Club members;
- e. to prepare a written record of all major Club functions to supplement the Treasurer's financial report.

5. Engineering Society Representative

The duties of the Engineering Society Representative shall be:

- a. attend all " Engineering Society of Queen's University " meetings and to convey relevant resolutions to the club executive;
- b. participate in the " Engineering Society of Queen's University as may be required;
- c. assist the President in organizing the "Orientation" for the first year Engineering and Applied Science students.
- d. Draft and submit a proposal to the BEDFund Board
- e. Attend all BEDFund meetings put on by Engineering Society of Queen's University

6. C.I.M. Representative

The duties of the C.I.M. rep shall be:

- a. ensure that their respective classes are aware of the advantages of C.I.M. membership
- b. to encourage the participation of their respective classes in C.I.M. events and to keep their respective classes informed of such events;
- c. Contact for Mining Club with C.I.M.
- d. Organize guest lectures through C.I.M

7. S.M.E. Representative

The duties of the S.M.E. rep shall be:

- a. ensure that their respective classes are aware of the advantages of S.M.E. membership
- b. to encourage the participation of their respective classes in S.M.E. events and to keep their respective classes informed of such events;
- c. Contact for Mining Club with S.M.E.
- d. Organize guest lectures through S.M.E.

8. Social Conveners

The duties of the Social Convener shall be:

- a. to obtain sponsors for donations of prizes for all sporting activities and Mining Club competitions;
- b. to organize the details of all of the Club social functions including the reservations of various establishments;
- c. maintain communication with other Mining schools to host or attend Mining Games or other social events.

9. Sports Representative

The duties of the Sports Representative shall be:

- a. to organize intramural sports teams for fall and winter terms, ensuring consistent participation from all years in mining,
- b. organize any team uniforms,
- c. to appoint team managers and coaches as may be required;
- d. to Create necessary social mediums for posting game reminders and promoting events
- e. Organize a team for BEWIC Sports Days and ensuring full participation, acting the role of team manager and captain

10. Merchandise Representative

The duties of the Merchandise Representative shall be:

- a. to conduct all Club business with local suppliers for the purchase of Mining Engineering crested items;
- b. to distribute Club crested items to members of the Mining Department at cost to the Club;

11. Second Year Representatives

The duties of the Second Year Representatives shall be:

- a. to encourage the participation of their respective classes in the Club function and social events and to keep their respective classes informed of such events;
- b. inform their classes of sports activities;
- c. be present and to act as official spokesman for their respective classes on special occasions (guest lecturers, field trips, etc.);
- d. to conduct course evaluation for their respective classes when the executive

requires them to do so;

- e. to inform their respective classes of student loans available from the Mining Department;
- f. to review current and past courses with the purpose of suggesting relevant revisions to the appropriate staff member.

Article X: General Duties of Executive

1. All Executive shall attend Club meetings called by the President. The failure to attend three (3) consecutive meetings shall be grounds for immediate discharge of an Executive of the Club at the discretion of the remaining Executive.

2. An Executive shall submit a grievance to the executive if that Executive is aware of sufficient grounds for dismissal of another Executive. The remaining Executive shall decide if sufficient grounds have been presented. If sufficient grounds are recognized, the offending Executive shall be verbally informed of the grievance(s). The remaining Executive shall unanimously ask for the resignation of the offending Executive if the problem is not adequately corrected or defended.

Article XI: Constitutional Amendments

1. The constitution of the Club may be amended by either:

- a.** unanimous decision of the executive or;
- b.** by a decision ratified by at least fifty percent (50%) of the votes at a general meeting where a quorum is present. The amendment shall be void unless approved by the Engineering Society.

Article XII: Graduate Studies

1. At the option of the executive, a graduate student representative may be elected or appointed to the executive of the Club. His or her duties shall be the same as that of a Second Year Representative (Article IX, Section 11).

