

CONSTITUTION OF THE MECHANICAL ENGINEERING CLUB

This constitution shall take precedence over all previous constitutions effective March 10, 2001. ARTICLES

ARTICLE 1:

THE NAME OF THIS ORGANISATION SHALL BE THE MECHANICAL ENGINEERING CLUB

ARTICLE 2:

From now on 'club' shall refer to 'the mechanical engineering club'

'EUS' shall refer to 'the engineering undergraduate society'

'Exec' shall refer to the 'club executive'

'EUS Exec' shall refer to the 'EUS executive'

'UBC' shall refer to 'the University of British Columbia'

'Rep' shall refer to 'Representative'

'Grad' shall refer to 'Graduation'

ARTICLE 3:

THE MEMBERSHIP OF THIS ORGANISATION SHALL COMPRISE OF:

- 3.1 Active Members
- 3.2 Any student at UBC who wishes to join
- 3.3 Honorary members as decided upon by the exec

ARTICLE 4:

THE EXECUTIVE OF THIS ORGANISATION SHALL COMPRISE OF:

- 4.1 President
- 4.2 Vice-President
- 4.3 Treasurer
- 4.4 Secretary
- 4.5 Social Co-ordinator
- 4.6 Grad Rep
- 4.7 Curriculum Rep
- 4.8 Societies Rep
- 4.9 Sports Rep.
- 4.10 Fourth-year Rep
- 4.11 Third-year Rep
- 4.12 Second-year Rep

ARTICLE 5:

THE EX-OFFICIO OF THIS ORGANISATION SHALL COMPRISE OF:

- 5.1 Pop and Candy
- 5.2 Photocopier
- 5.3 BEvERages
- 5.4 Hospitality
- 5.5 Mech Sales
- 5.6 Webmaster
- 5.7 'Mecha' Editor
- 5.8 Foosball
- 5.9 SongfEUS
- 5.10 Chariot
- 5.11 Co-op
- 5.12 Slipstick
- 5.13 E-week
- 5.14 Ball Model
- 5.15 FilmfEUS
- 5.16 'Special' Event
- 5.17 Publicity

ARTICLE 6:

All financial dealings shall be done through the AMS Administration Office. The sole signing officer of this organisation shall be the treasurer.

ARTICLE 7 AMENDMENTS:

- 7.1 All amendments shall be forwarded to the SAC secretary and shall be favourable voted upon by SAC in order to become effective
- 7.2 All amendments from within the club shall be passed by a two-thirds (2/3) majority at a general meeting where quorum is present and shall be presented at a general meeting at least two weeks before it is voted upon.
 - 7.2.1 An amendment may be proposed at a general meeting if it is passed by the executive and presented with a sign minute.
 - 7.2.2 An amendment may be proposed at a general meeting if it is presented by a signed petition representing twenty percent (20%) of the active membership
- 7.3 The constitution may be amended by a minute of SAC

BYLAWS

BYLAW 1 GENERAL MEETINGS

- 1.1 There shall be a minimum of one general meeting during the University winter session.
- 1.2 A general meeting shall be called by the President at the request of the executive.
- 1.3 A general meeting shall be called by the President on receipt of a petition representing at least forty percent (40%) of the active membership.
- 1.4 Notice of the general meeting shall be posted in an obvious place at least seven (7) days before the meeting is to take place.

BYLAW 2 ELECTIONS

- 2.1 The election of executive and ex-officio officers shall take place in the first two (2) weeks of March
- 2.2 Voting shall be by secret ballot
- 2.3 Nominations shall be in to the president at least a week before the election meeting.
- 2.4 The president may accept nominations from the floor.
- 2.5 The new executive shall take office at the second executive meeting after the election.
- 2.6 Results of the election shall be submitted to the SAC Secretary (822 2361, SUB 246) no later than 7 days after the election.

BYLAW 3 ELIGIBILITY OF EXECUTIVE OFFICERS AND EX-OFFICIO

Only living, active members of the Alma Mater Society shall be eligible to hold executive offices or be an ex-officio.

BYLAW 4 MEMBERSHIP PRIVILEGES

- 4.1 Free exam packages
- 4.2 Free refreshments at all meetings (while supplies last)
- 4.3 Free graduation photos in the graduation composite
- 4.4 Special discounts at club events
- 4.5 Partial sports rebates (~30%)

BYLAW 5 EXECUTIVE DUTIES

All positions shall encourage participation in UBC events in the club.

All extra duties to be assigned to an executive officer must be passed by the exec and ex-officio through a motion and that motion only stands for that school year.

President Duties

- 5.1.1 External Representative of club
 - 5.1.1.1 Represent club at EUS meetings and any other external functions and report to the exec about these functions
 - 5.1.1.2 Public Relations Contact for club
 - 5.1.1.3 Liaison between external bodies (such as EUS) and club
 - 5.1.1.4 Forward contact lists to EUS secretary
- 5.1.2 Chair the club's meetings
- 5.1.3 Provide Leadership to club
- 5.1.4 In charge of exec excluding year reps
- 5.1.5 Inform Vice-President of any inability to perform any of the above duties
- 5.1.6 Must be in school for both terms (no co-op) and not in second year
- 5.1.7 In charge of dealing with wayward exec officers and ex-officio as outlined in Bylaw 12

Vice-President Duties

- 5.2.1 Fulfill duties of president in the president's absence
- 5.2.2 In charge of Year reps and hospitality
 - 5.2.2.1 Relay information about relevant events and information to year reps
 - 5.2.2.2 Receive contact lists from year reps and forward to president and secretary
 - 5.2.2.3 Attend Grand Council Meetings
- 5.2.3 In charge of philanthropy (such as the food drive)
- 5.2.4 In charge of club NEUSletter
- 5.2.5 In charge of Publicity

Treasurer Duties

- 5.3.1 Plan the club budget and submit to the Alma Mater Society and the exec
- 5.3.2 Advisor on all money decisions
- 5.3.3 In charge of pop and candy, photocopier, BEvERages, Hospitality, Mech Sales

Note: the budget and all money decisions must be voted on and passed by the exec before it is enacted

Secretary Duties

- 5.4.1 Ensure that SAC receives an EUS Directory
- 5.4.2 All paperwork unless specifically assigned to another exec

5.4.2.1 Take club minutes

5.4.2.2 Archive and make available motions and motion forms

5.4.2.3 In charge of mail

5.4.2.4 Archive paperwork in an organised fashion

5.4.2.5 Send out exec e-mails

5.4.2.6 Forward all minutes, club contact information and other relevant information to the webmaster

5.4.3 In charge of webmaster and 'Mecha' Editor

Social Co-ordinator Duties

5.5.1 Organise all social events (including X-mas and Year-End parties, welcome back BBQ and Exec dinner)

5.5.2 Work with BEvERages in relation to social events

5.5.3 Get 'Serving at Right'

5.5.4 In charge of slipstick and e-week ex-officio

5.5.5 Work with publicity with publicity of UBC social events

Grad Rep Duties

5.6.1 Organise Grad photos, Grad composite with EUS and club Slipstick and Iron Ring with EUS PRO

5.6.2 In charge of career stuff with co-op and engineering career services ambassador

5.6.3 In charge of Class Act for Club

5.6.4 Get Grad name list and submit to slipstick

5.6.5 In charge of grad related announcements through the fourth year rep

5.6.6 Must be in their graduating year

Curriculum Rep Duties

5.7.1 Formal Liaison between club and the Mechanical Engineering Faculty

5.7.2 Student suggestions and feedback regarding curriculum and academic issues

5.7.3 Attend faculty meetings as undergrad mech. rep

5.7.4 Notify faculty numbers about club events (eg. X-mas party)

5.7.5 In charge of Co-op rep

Societies Rep Duties

5.8.1 Liaison between Club Mech and the Student Societies(SAE, SubC and etc.)

5.8.2 Present associations (i.e. ASME,ASHRAE, etc.)

5.8.3 Make announcements during meetings about the society events.

Sports Rep Duties

5.9.1 Review sports receipts

5.9.1.1 Give the sports receipts to the EUS Sports Rep and pick up the money from the AMS Administration.

5.9.1.2 give a copy of the receipt to the EUS Treasurer who will

reimburse it for the EUS share and if there is a remainder club will make up for ~30% of total cost.

5.9.2 Encourage involvement and make announcements of the sports events, Intramural and etc.

5.9.3 Encourage involvement by any means and make teams for campus Legacy games and events like Storm the wall or the Day of the Long Boat and etc.

5.9.4 Organize the Foosball tournament and participate in SongfEUS , Chariot Race and EUlympics.

5.9.5 In charge of foosball, chariot and songfeust ex-officio

Year Reps Duties

5.10.1 Prepare Exam Packs close to midterm and exam time

5.10.2 Prepare solutions/assignments and general student affairs (eg. academic affairs etc.)

5.10.3 Make announcements in classes regularly on upcoming events, meetings and etc., and most importantly encourage involvement and participation as much as possible.

5.10.4 Distribute Minutes.

5.10.5 Above duties apply to the following positions:

5.10.5.1 Fourth-year Rep

5.10.5.2 Third-year Rep

5.10.5.3 Second-year Rep

BYLAW 6 EX-OFFICIO DUTIES

All positions shall encourage participation in UBC events in the club.

All extra duties to be assigned to an ex-officio must be passed by the exec and ex-officio through a motion and that motion only stands for that school year.

Pop and Candy Duties

6.1.1 Fill the vending machine regularly

6.1.2 Purchase candy and pop for the vending machines

6.1.3 Provide pop at club meetings

Photocopier Duties

6.2.1 Make sure the photocopier works properly, paper is always supplied and fix it if it doesn't

6.2.2 Submit the receipts and report the expenses to the treasurer.

BEvERages Duties

- 6.3.1 Purchase BEvERage and be in charge of the specialty vending Machine
- 6.3.2 Report to the treasurer and work closely with the So-co on Alcohol supply for the social events

Mech Sales Duties

- 6.4.1 Be in charge of t-shirt sales and other Club Mech supplies, eg patches.
- 6.4.2 Order new things if requested by a number and approved by the Exec and not redundant to the EUS Red Sales
- 6.4.3 Work closely with the Treasurer on the financial aspects of sales.
- 6.4.4 Handle lockers and organize the sign ups for them.

Hospitality Rep Duties

- 6.5.1 Provide coffee and donuts in Club Mech
- 6.5.2 Maintenance of club room, including furniture, appliances, and remind exec if room is getting dirty to clean it.
- 6.5.3 Organize Exec dinner, VIP status for exec , free donuts and BEvERage at club events.
- 6.5.4 All club mech members shall respect and follow the orders of the hospitality rep when it comes to club mech cleanliness. Hospitality rep has the right to order club members to clean up their garbage.

Webmaster Duties

- 6.6.1 Maintain the Club website
- 6.6.2 Update the website regularly and post upcoming events and announcements on the website.
- 6.6.3 Post Minutes on the website each week after receiving them from the Secretary via email.

'Mecha' Editor Duties

- 6.7.1 In charge of making and printing the Monthly 'Mecha'
- 6.7.2 The 'Mecha' shall consist of information of interest to the club including: Minutes of the month's club meetings, upcoming events, job information, articles that are club related, debrief on events that have happened, nomination forms if so needed.
- 6.7.3 reports to the secretary

Foosball Duties

- 6.8.1 Maintain the foosball table and foosbal room in good condition
- 6.8.2 Organize Foosball tournament and work closely with the sports rep.

SongfEUSSt Duties

- 6.9.1 Prepare a song for the songfEUSSt either personally or using help of other members.
- 6.9.2 Encourage particiaption and make sure Mech has a team for this event.
- 6.9.3 Lead the Mech team thru the event and report to sports rep.

Chariot

Duties

- 6.10.1 Maintain the Chariot in a good condition and fix it when needed.
- 6.10.2 Participate, lead and encourage involvement in related events , i.e. chariot race.
- 6.10.3 Report and work with sports rep.

Co-op

Duties

- 6.11.1 Liaison between Club Mech and the co-op office.
- 6.11.2 Announce career fairs and related events.
- 6.11.3 Liaison between students on co-op and club Mech, inform them of the club social events.
- 6.11.4 report to the curriculum rep

Slipstick

Duties

- 6.12.1 Take pictures at social events and prepare the Mech pages for the slipstick.
- 6.12.2 Report to Soco on the pictures of events and to Treasurer on the receipts of photo expenses.
- 6.12.3 Work closely with Grad rep and fourth year rep on grad photos.
- 6.12.4 Work closely with the EUS Slipstick and keep regular contact with him/her.
- 6.12.5 Make sure he/she meets the deadlines set by the EUS Slipstick.

E-Week

Duties

- 6.13.1 Encourage involvement in the E-week events as much as possible, very important!
- 6.13.2 Do preparations for the events and participate and lead the Mech team in ALL the events.
- 6.13.3 work closely with soco, sports rep and treasurer on the related matters for E-week.

Ball Model

Duties

- 6.14.1 Make a ball model
- 6.14.2 Be in charge of ball decorations at the E-Ball.
- 6.14.3 Report to treasurer on expenses and to E-week Rep on the model and etc.

FilmfEUS

Duties

- 6.15.1 Prepare a film for the event.
- 6.15.2 Report to the Treasurer and the E-week rep.

'Special' Event

Duties

6.16.1 Organise the Mechanical Engineering Club 'Special' Event

6.16.2 Notify the exec and the EUS 2nd Vice president of the Event and provide updates to the exec.

6.16.3 Submit receipts, budget etc of said event to the EUS 2nd Vice President as well as to the exec. Include any other information that the EUS 2nd Vice or the exec might request.

6.17.4 reports to e-week rep

Publicity Rep Duties

6.17.1 Be in charge of writing the eMech Spew for the nEUSletter every week.

6.17.2 Publicize the events as much as possible, to encourage involvement, very important!

6.17.3 Especially make announcements about the E-week events to get max. publicity and thus max involvement.

6.18.3 reports to secretary

BYLAW 7 PROCEDURE

6.1 All procedural matters shall be governed by the Robert's Rules of Order

6.2 Any further discrepancies shall be decided by Student Court, which is the final authority

BYLAW 8 QUORUM

Unless otherwise stated, the quorum for all meetings shall be twenty five percent (25%) of the active membership of the club

BYLAW 9 MEMBERSHIP FEES

9.1 Fees shall not be refundable under any circumstances

9.2 The executive may amend the fees at the first executive meeting of the winter session, but the amendment shall not be valid unless passed by SAC.

9.3 Active membership fees shall be \$7

9.4 Associate membership fees shall be zero but a \$7 donation shall be requested.

BYLAW 10 COMMITTEES

Committees may be appointed by the executive or at a general meeting, but the executive still shall take the responsibility to supervise and control the activities of all committees.

BYLAW 11 BUDGET

11.1 In accordance with the AMS Bylaw 13(6) (Subsidiary Organisations), all funds shall be remitted to the Director of Finance

11.2 An annual report including a statement of club proposed expenditures and expected revenues shall be submitted to the Director of Finance on or before ten (10) days prior to September 15 in each school year.

BYLAW 12 ACTION AGAINST UNDEDICATED EXECUTIVE OFFICERS AND EX-OFFICIO

If an executive officer does not do the duties set down for them in the constitution and through motions the following shall occur:

12.1 The president shall warn the person that they have not fulfilled one of their duties and warn them that if this happens three times the person could be asked to resign.

12.2 After the person has been warned 3 times for 3 separate instances of their failure to do their duty the president shall submit a motion for the person's resignation for their position. If this motion passes with 75% the person shall be asked to resign by the president and be shown the passed motion.

- 12.3 The person is still a member of the club and retains all the club member's privileges
- 12.4 If the person has three or less duties the person shall receive no warnings. Action 12.2 will be immediately initiated starting with "the president shall".
- 12.5 All executive officers and ex-officio shall be cautioned about this by law.
- 12.6 If the president is the offender than the vice-president shall warn the president etc.
- 12.7 A bi-election will take place within two weeks of the resignation to replace the person.

BYLAW 13 INTERPRETATION

Nothing in these bylaws shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.