4.7 AMMENDMENTS TO THE CONSTITUTION

An ad hoc committee will be formed to review the constitution and make changes to keep it up to date. Suggestions will be taken from the executive during meetings. The changes will be voted upon at the general meetings.

5 DUTIES OF OFFICERS:

5.1 GENERAL DUTIES

All executive officers shall:

- Conduct themselves in a professional manner appropriate to their position, and adhere to section 4.3 of this document.
- Attend all meetings of the executive committee barring extenuating circumstances.
- Communicate effectively with other executive members, general members of the club, and outside agencies.
- Maintain a log and/or diary of their responsibilities, experiences, and recommendations to be passed on to future officers.
- Meet with their successor to pass on information as an orientation to their position.
- Commit no less than 2 hours per week as the duty officer in the Club office (Moose Lodge) carrying out duties set forth by the executive committee as per a schedule organized at the beginning of each term.
- Perform duties for the betterment of the club additional to their position-specific duties.

5.2 PRESIDENT

The president shall be the chief executive officer of the Club. He or she shall preside over all general and executive committee meetings of the club, although he or she may delegate all or part of these responsibilities on occasion.

He or she will call all meetings of the general assembly and executive committee, in accordance with Articles 4.3 and 4.4, plan and direct club activities during his or her term in office.
Through his or her executive committee and delegation of responsibilities in specific activities, he or she should attempt to involve the greatest number of members in active participation in club activities as is compatible with efficient operation of the club.

He or she shall represent the Club to the Engineering Students’ Society (ESS) Board of Directors, the Undergraduate Student-Staff Committee and other Faculty committees as well as the Mechanical Engineering Department, and convey all necessary information and instructions to the Club, including information on items such as nominations for the Golden Geer awards.

He or she will be a non-voting member of all working committees of the Club except in the case of a tie in which case he or she will cast the deciding vote (not including general elections).

He or she will communicate on an on-going basis with the Chairman of the Department of Mechanical Engineering, or their designated representative.

The president will also be responsible for matters of club security, including keeping records of the distribution of keys to members of the executive and other individuals (as deemed necessary for club operations).

5.3 **VICE PRESIDENT ACADEMIC**

The Vice President Academic will act as a resource to address any academic issues between students and faculty.

He or she will also obtain and distribute course notes, as well as inform members of scholarships, bursaries, and employment opportunities that may be available to them.

5.4 **VICE PRESIDENT TECHNICAL**

The Vice President Technical shall promote professional development of the members through technical films, speakers, and tours.

He or she shall serve as the chair of the University of Alberta student chapter of the American Society of Mechanical Engineers (ASME), and will keep promote ASME events, scholarships, initiatives, and membership to mechanical engineering students.

He or she shall provide a forum for the exchange of ideas and information between students, faculty, and professional engineers in industry.

This individual will be the designated representative of the Club to the Engineering Undergraduate Equipment Fund (EUEF).

5.5 **VICE PRESIDENT FINANCE**

As treasurer, this officer shall receive and disperse all funds allocated to or raised by the Club maintaining proper bookkeeping accounts.
All funds received shall be deposited in the bank in the name of the “Mechanical Engineering Club”. The VP Finance will be responsible to make deposits every two weeks, or when an amount greater than $500 has accumulated in the cash box, whichever is sooner.

The VP Finance is responsible for creating and presenting the upcoming fiscal year’s budget at the AGM. The budget will require a 2/3 vote to pass.

Disbursement of funds shall normally be made by cheque and must have two of three authorized signatures, one of which must be the Vice President Finance. There will be two additional members with signing authority, the President and the Vice President Internal Operations. These three members must be approved for signing authority by the executive committee.

Funds raised by activities may be dispersed in cash to pay expenses for that activity, when necessary, provided that proper receipts are obtained.

Upon completion of his or her term in office, he or she will file with the President a complete statement of receipts and disbursements and turn over his or her ledgers and accounts to his or her successor.

Bank statements and financial records are to be kept in hard copy in a secure location for 5 years before shredding.

This individual will be the designated representative of the Club with regards to matters relating to the Faculty Association Membership Fee (FAMF).

5.6 **VICE PRESIDENT SOCIAL**
As Vice President Social, this officer shall provide for social contacts between students of different academic years and streams, as well as between students and faculty members.

He or she shall be responsible for the planning, arranging and execution of any social event put on by the Club, and will be responsible for organizing a student-professor mixer event in the fall semester, and a volunteer appreciation event at the end of the academic year.

This individual will be the designated representative of the Club with regards to matters relating to the Engineering Students’ Activity Fund (ESAF).

5.7 **VICE PRESIDENT INTERNAL**
As Vice President Internal, this officer shall assume the President’s role should the President find him/herself unable to continue his or her duties. He or she will oversee the office representatives, the foosball representative and merchandise coordinator. He or she will continually work to improve relations current Mechanical Engineering students and alumni. He or she will organize student tech presentations at least one every two