University of Alberta

Mechanical Engineering Club

Constitution
## Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Sections Updated</th>
<th>Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 20, 2009</td>
<td>No previous version available</td>
<td>0</td>
</tr>
<tr>
<td>March 14, 2012</td>
<td>Provision for dissolution added</td>
<td>1</td>
</tr>
<tr>
<td>July 6, 2013</td>
<td>Vice President Internal Operations position created</td>
<td>2</td>
</tr>
<tr>
<td>April 23, 2014</td>
<td>Added “Members in Good and Bad Standing,” “Recall of an Elected Executive,” and “Vacant Positions” subsections Added “Finances” section</td>
<td>3</td>
</tr>
<tr>
<td><strong>September 19, 2017</strong></td>
<td>Vice President External Operations position created Updates throughout document to reflect the way the Club actually operates.</td>
<td>4</td>
</tr>
</tbody>
</table>
# Table of Contents

1. The Club: ................................................................................................................................. 1
2. Aims And Objectives: ............................................................................................................... 1
3. Organization: ............................................................................................................................. 1
   3.1 Membership .......................................................................................................................... 1
      3.1.1 Member ......................................................................................................................... 2
      3.1.2 Associate Member ........................................................................................................ 2
      3.1.3 Members In Good Standing .......................................................................................... 2
   3.2 Executive Committee ........................................................................................................... 2
      3.2.1 Executive Officers ......................................................................................................... 2
      3.2.2 Other Members With Voting Privileges ....................................................................... 2
   3.3 Subcommittees ..................................................................................................................... 3
   3.4 Removal Of Members .......................................................................................................... 3
4. Operations: ............................................................................................................................... 4
   4.1 Elections Of The Executive Committee ............................................................................. 4
      4.1.1 Operations Of The Elections: ...................................................................................... 4
      4.1.2 Chief Returning Officer ............................................................................................. 5
   4.2 Terms Of Office .................................................................................................................... 5
   4.3 Recall Of An Elected Executive ......................................................................................... 5
   4.4 Vacant Positions .................................................................................................................. 6
   4.5 Executive Code Of Ethics And Behaviour ......................................................................... 6
      4.5.1 Gifts And Benefits ......................................................................................................... 6
   4.6 Meetings Of The Executive Committee ............................................................................. 7
   4.7 Club Events .......................................................................................................................... 7
4.8 General Meetings

4.9 Dissolution

4.10 Amendments To The Constitution

5 Duties Of Executive Committee Members:

5.1 General Duties Of Officers

5.2 President

5.3 Vice President Academic

5.4 Vice President Technical

5.5 Vice President Finance

5.6 Vice President External

5.7 Vice President Social

5.8 Vice President Internal

5.9 Information Technology Co-Ordinator

5.10 Graduation Co-Ordinator

5.11 GEER Week Co-Ordinator

5.12 Sports Representative

5.13 Office Representatives

5.13.1 Club Office Representative

5.13.2 Merchandise Co-Ordinator

5.13.3 Food/BBQ Representative

5.14 Fourth Year Representative

5.15 Third Year Representative

5.16 Second Year Representative

5.17 Co-Op Representative

5.18 Secretary

19 September 2017
<table>
<thead>
<tr>
<th>Number</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.19</td>
<td>Foosball Representative</td>
</tr>
<tr>
<td>5.20</td>
<td>Office Maintenance Representative</td>
</tr>
<tr>
<td>5.21</td>
<td>Club Photographer And Promoter</td>
</tr>
<tr>
<td>6</td>
<td>Awards And Recognition:</td>
</tr>
<tr>
<td>6.1</td>
<td>Golden Moose Award</td>
</tr>
<tr>
<td>6.2</td>
<td>Award For Excellence In Teaching</td>
</tr>
<tr>
<td>6.3</td>
<td>Second Year Scholarship</td>
</tr>
<tr>
<td>7</td>
<td>Finances</td>
</tr>
<tr>
<td>7.1</td>
<td>Budget</td>
</tr>
<tr>
<td>7.2</td>
<td>Limits Of Expenditures</td>
</tr>
<tr>
<td>7.3</td>
<td>Signing Authority</td>
</tr>
<tr>
<td>7.4</td>
<td>Transfer Of Signing Authority</td>
</tr>
<tr>
<td>7.5</td>
<td>Fiscal Timeline</td>
</tr>
<tr>
<td>8</td>
<td>Club Hierarchy</td>
</tr>
</tbody>
</table>

19 September 2017
1 The Club:

A. The University of Alberta Mechanical Engineering Student Society, known as the Mechanical Engineering Club or Mec E Club (MEC), is an association of students and faculty members at the University of Alberta who have an interest in Mechanical Engineering.

B. The Mec E Club acts as an official representative association for the Mechanical Engineering undergraduate student body.

2 Aims and Objectives:

A. The Club shall:

   I. Co-operate with other student groups at the University of Alberta in planning programs and activities.

   II. Provide for social contacts between students of different course options, academic years, and streams, and between students and faculty members; in order to improve communication and understanding between the various groups.

   III. Provide services to the membership.

   IV. Promote professional development of the members through leadership training, seminars, socials, and tours.

   V. Provide a forum for communication, the exchange of ideas and information between students, faculty, and professional engineers in industry.

   VI. Co-ordinate activities related to the University of Alberta chapter of the American Society of Mechanical Engineers (ASME).

   VII. Operate within the University of Alberta policies and procedures and also comply with all local, provincial, and federal law.

3 Organization:

3.1 Membership

A. The composition of the Club shall entirely be of members and associate members.
3.1.1 **Member**

A. Every undergraduate student enrolled in the Mechanical Engineering Department of the University of Alberta is a member of the Club.

3.1.2 **Associate Member**

A. An associate member may be any student or faculty member of the University of Alberta who has an interest in Mechanical Engineering.

3.1.3 **Members In Good Standing**

A. A member in good standing shall be defined as a mechanical engineering club member that has attended at least one executive committee meeting in the most recent semester that they were on campus. This shall be noted in the weekly minutes.

3.2 **EXECUTIVE COMMITTEE**

A. The Club shall be governed by an executive committee elected in accordance with article 4 and consisting of the following positions:

3.2.1 **Executive Officers**

- President
- Vice President Finance
- Vice President Internal Operations
- Vice President External Operations
- Vice President Academic
- Vice President Technical
- Vice President Social (2 required)

3.2.2 **Other Members With Voting Privileges**

- Information Technology Co-Ordinator
- Graduation Co-Ordinator (2 required)
- GEER Week Co-Ordinator (2 or 3 required)
- Sports Co-Ordinators (1 male and 1 female required)
- Office Representative (3 required)
  a. Merchandise
  b. Food/BBQ
3.3 Subcommittees

A. The executive committee may appoint subcommittees as it deems necessary for the proper functioning of the Club. The executive will appoint the chairperson and the committee may have any powers as designated necessary by the executive committee.

3.4 Removal of Members

A. A person ceases to be a member of the Club when they are no longer a Mechanical Engineering undergraduate student at the University of Alberta or when they resign. No member may be expelled from the Club.

B. A person ceases to be an associate member of the Society when they fail to meet the criteria for a member in good standing or when they resign. The executive committee may vote to expel an associate member who is not acting in the best interests of the Club, or who fails to adhere to section 4.5.

C. A member or associate member of the Club may resign by submitting their resignation in writing to the President. A Mechanical Engineering undergraduate student at the University of Alberta who has resigned their membership in the Club may reinstate their membership by writing to the President. All resignations and reinstatements are effective upon receipt by the Club.
4 OPERATIONS:

4.1 ELECTIONS OF THE EXECUTIVE COMMITTEE

4.1.1 Operations Of The Elections:

A. All members (see 3.1.1) shall be eligible to vote in the Club elections.

B. Nominations must be signed by two full members. Only Club members in good standing may be nominated for the election.

C. Nominations must be open for at least a period of one week, and the election must take place within one week of the close of nominations.

D. Elections will be held in the winter semester, in March, with the presidential election taking place before the general executive committee election.

E. The presidential election must be completed no later than one month after the end of Reading Week.

F. The Chief Returning Officer will announce the election dates no later than the first Monday after Reading Week.

G. An online polling station will be set up.

H. Every candidate in the election has the right to request one recount of the election ballots. An appeal can be requested by candidates if they believe that the election process was tainted in any way. The former executive team must hear the appeal.

I. Each candidate is entitled to one page of election material to be posted in the display case at the top of the ramp near the Mec E Club, as well as in the Club.

J. All positions vacant at the conclusion of elections will be filled by majority vote at either of the two General Meetings of the Club.

K. All positions may be filled by a slate of two candidates if necessary due to work-term commitments, fall semester completion of degrees, or other circumstances.

L. In the event of a tie, a re-vote, for said tied position, shall be held.

M. In the case of requirement of traditional polling stations:

   I. Every candidate in the election has the right to request one recount of the election ballots.

   II. Each candidate is entitled to one page of election material to be posted adjacent to the polling station location.
III. Each candidate must supply one individual to work as a poll clerk for a period of one hour during polling station operation; all poll clerks must be individuals not running for a position on the Club executive.

4.1.2 Chief Returning Officer
A. The Chief Returning Officer may not run for any position with the executive committee of the Club, Engineering Students’ Society, or Students’ Union.
B. This individual will be appointed by the Mec E Club Executive during the fall semester, and will serve a term until the completion of all elections in March.
C. The executive may appoint one Deputy Returning Officer to assist the Chief Returning Officer in their duties. This person will be permitted to cast a vote in the Club elections.
D. The Chief Returning Officer will be responsible for informing all members of the opening and closing dates for nominations, as well as the date of the election and the positions available on the executive committee. He or she must also run the election in a fair and efficient manner.
E. Either the Chief Returning Officer or Deputy Returning Officer must be present at the polling station during all hours of operation.
F. Upon completion of the election, The Chief Returning Officer is responsible for counting the ballots with an observer present, as well as for announcing the winning candidates. Recounts will also be completed by the Chief Returning Officer with an observer present.

4.2 Terms of Office
A. The executive committee members shall hold office for one or both terms of the academic year. The first term of office will commence on the May 1 following the election, and end on December 31. The second term of office will commence on the January 1 following the election and end on April 30.

4.3 Recall of an Elected Executive
A. If an executive committee member is no longer enrolled as an undergraduate in the Mechanical Engineering Department, otherwise fails to qualify as a member in good standing, or is otherwise incapable of holding the office, the position will be declared vacant by the remaining officers as soon as practicable.
B. The executive committee may, by two-thirds (2/3) supermajority vote, remove an executive committee member from office for serious neglect, ineptitude, or other offences. Prior to such vote occurring, a formal complaint must be submitted to the President by any member of the executive committee. Such a letter will be discussed first in private with the party whom the complaint is being filed against, at which time the individual in question will be placed on probation, no greater than one month in length, during which the individual’s activities with relation to club operations will be monitored. The complaint and subsequent probation will be discussed at the next executive meeting with the individual in question present to defend themselves. At the end of the probationary period, a vote will be held as to whether the individual in question should have the probation removed, or if they should be removed from the executive committee. In extraordinary circumstances, the President or any other member of the executive may request immediate removal of an offending party from the executive committee, provided they have confessed to wrongdoing or there is undeniable evidence of misconduct.

4.4 VACANT POSITIONS

A. Should an executive committee position be vacant through any means (recall, no one ran in the general election, etc.), the position may be filled by either of the following processes at the sole discretion of the President:

   I. Election at a general meeting by simple majority of all members present.
   II. Appointment by the President with two-thirds (2/3) support of the other officers.

4.5 EXECUTIVE CODE OF ETHICS AND BEHAVIOUR

A. Executive committee members must at all times conduct themselves in accordance with the University of Alberta Student Code of Conduct, the APEGA Code of Ethics, the Criminal Code of Canada, and other pre-existing statutes.

4.5.1 Gifts And Benefits

A. The Mechanical Engineering Club is a volunteer organization, and as such, individuals on the executive do not receive payment. However, there may be instances where the opportunity to receive benefits, discounts, gifts, etc. may arise. At no time may any member of the executive receive one or a combination of the above having a one-time total cash value exceeding fifty dollars, unless approved by majority vote of the Club executive committee.
4.6 MEETINGS OF THE EXECUTIVE COMMITTEE

A. Only executive officers and other members with voting privileges (specified in 3.2) shall be eligible to vote at meetings of the executive committee with the exception of the President, who may vote only in the case of a tie.

B. All motions of the executive committee may be carried with a majority vote.

C. The quorum for the executive committee is a majority (more than 50%) of the executive officers.

D. Members may hold a maximum of one vote regardless of how many positions with voting privileges they occupy.

E. Meetings of the executive committee are open to all Club members, with the exception of closed sessions, which may be held at the discretion of the President.

F. The newly elected officers will attend meetings of the outgoing council, in order to gain experience. In addition, outgoing officers will prepare reports detailing their duties over the past year and make these available to the incoming executive members.

G. A meeting of the executive committee shall be called within the first two weeks of the academic year in order to initiate plans made at the first meeting and to finalize plans for activities.

H. Subsequent meetings shall be called at least twice per month during the academic year to conduct the business of the club.

4.7 CLUB EVENTS

A. At least one technical session, and/or social event shall be held each term of the academic year to further the aims and objectives of the club. These events may include general promotion, guest speakers, seminars or other activities.

4.8 GENERAL MEETINGS

A. There will be at least two general meetings per year. All members of the Mechanical Engineering Club will be invited to attend. The first will be held at the beginning of the fall semester, no later than three weeks from the start of classes; the second will be held during the final week of classes of the winter semester, and will be the changeover meeting from the outgoing to the incoming executive. Students must be informed about these meetings two weeks in advance using class announcements, posters, e-mails, etc.

B. All powers normally exercised by the executive committee may be exercised at a general meeting.

C. The quorum for a General Meeting is twenty five (25) members of the Club.
4.9 DISSOLUTION
A. The group may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 90-days notice must have been given in writing to all members. The group is automatically dissolved upon membership dropping below 10 members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to the University of Alberta Engineering Students' Society and the bank account is closed down. Any resources or group assets will be donated to the University of Alberta Engineering Students' Society where appropriate but will not be distributed to individual members.

4.10 AMENDMENTS TO THE CONSTITUTION
A. A constitution review committee will be formed to review the constitution and make changes to keep it up to date. A minimum of three executive officers will be part of the committee, one of which will be the President. Suggestions will be taken from the executive committee during meetings. The changes will be voted upon at the general meetings.
B. Constitutional amendments require a two-thirds (2/3) supermajority vote to pass.

5 DUTIES OF EXECUTIVE COMMITTEE MEMBERS:

5.1 GENERAL DUTIES OF OFFICERS
A. All executive officers shall:
   I. Conduct themselves in a professional manner appropriate to their position, and adhere to section 4.5 of this document.
   II. Attend all meetings of the executive committee barring extenuating circumstances.
   III. Communicate effectively with other executive members, general members of the club, and outside agencies.
   IV. Maintain a log and/or diary of their responsibilities, experiences, and recommendations to be passed on to future officers.
   V. Meet with their successor to pass on information as an orientation to their position.
   VI. 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.
VII. Perform duties for the betterment of the club additional to their position specific duties.

5.2 **President**
A. 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.

B. He or she will call all meetings of the general assembly and executive committee in accordance with Articles 4.6 and 4.8, and plan and direct club activities during his or her term in office.

C. 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.

D. 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.

E. 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).

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

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

B. 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.

C. This individual will be the designated representative of the Club to the Engineering Undergraduate Equipment Fund (EUEF).
5.4 **Vice President Technical**

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

B. He or she shall serve as the representative or student chapter chair to any technical societies the Club has a relationship with, unless another individual is specifically designated. He or she will promote technical society events, scholarships, initiatives, and membership to mechanical engineering students.

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

5.5 **Vice President Finance**

A. As treasurer, this officer shall receive and disperse all funds allocated to or raised by the Club maintaining proper bookkeeping accounts.

B. 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.

C. 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.

D. 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.

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

F. 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.

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

H. 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 External**

A. As Vice President External, this officer shall oversee the Vice President Social, Sports Representatives, Sponsorship Representative and Student Year Representatives. He or she will continually work with external companies to garner sponsorships and external funds for the club. He or she will ensure that social events for the club are run, a minimum of one per semester.

5.7 **Vice President Social**

A. 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.

B. He or she shall be responsible for the planning, arrangement, 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.

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

5.8 **Vice President Internal**

A. 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 Co-Ordinator. He or she will continually work to improve relations current Mechanical Engineering students and alumni. He or she will create an office-hours schedule for all VP’s, representatives and co-ordinators.

B. He or she will also act as a signing authority within the Club.

5.9 **Information Technology Co-Ordinator**

A. The I.T. Co-ordinator shall fulfill all technological requirements of the Club. He or she shall maintain the club website with information pertinent to club activities, and will be responsible for the maintenance of the Club computers and printer. In addition, this individual will work with the year reps and co-op reps to establish and maintain a registry of e-mails of Mec E students whom express an interest in receiving information regarding Mec E Club events.

5.10 **Graduation Co-Ordinator**

A. The Graduation Co-ordinator shall set up a graduation subcommittee that will organize all necessary events in relation to graduation celebrations. These will include the graduation photographs, the
graduation banquet, and necessary social or promotional functions for fund raising. This
subcommittee will maintain a bank account in the name “Mechanical Engineering Grad”, and will be
responsible for organizing activities related to the presentation of the Golden Moose spirit award at
the graduation banquet.

5.11 GEER WEEK CO-ORDINATOR
A. The GEER Week Co-ordinator shall obtain, read and follow the Engineering Students’ Society
GEER Week rules.
B. He or she shall organize the Club’s theme, public relations representative and all competitive teams.
C. He or she shall co-ordinate all fundraising for and keep records of all GEER week funds in
conjunction with but separate from the Vice President Finance.
D. In years where the Club is the defending GEER Week champions, one of the GEER Week Co-
ordinators will be exclusively assigned to be the liaison to the First Year Engineering Club and its
GEER Week Co-ordinators.

5.12 SPORTS REPRESENTATIVE
A. As Sports Representative, this member shall promote physical fitness and sportsmanship among the
members of the Club.
B. He or she shall keep the Club members informed of intramural activities sponsored by Campus
Recreation at the University of Alberta, and will be the individual responsible for sign-up of any and
all Mec E intramural teams.
C. He or she shall co-operate with other student groups in planning programs and activities dealing with
sports.

5.13 OFFICE REPRESENTATIVES

5.13.1 Club Office Representative
A. As Office Representative, this member shall be responsible for keeping the Club office clean.
He or she shall control the locker distribution as well as providing lock up for all necessary
club items/supplies. He or she shall co-ordinate all the necessary actions required to keep the
club office running to the satisfaction of the members. This includes co-ordination of general
upkeep and maintenance of the club infrastructure, with the exception of the computers and
printer.
5.13.2 Merchandise Co-Ordinator
A. He or she shall co-ordinate the sale of Mec E Club clothing.

5.13.3 Food/BBQ Representative
A. He or she will keep the fridge and cupboards fully supplied with pop, chips, coffee, and other food and drink items as deemed appropriate as well as utensils, plates and cups. This member will also work in conjunction with the offices of VP Social and VP Finance to co-ordinate Mec E Club fundraising barbeques and to keep the propane cylinders full for BBQ rentals.

5.14 Fourth Year Representative
A. As Fourth Year Representative, this member shall represent the fourth year mechanical engineering class on the executive committee.
B. He or she shall keep the fourth year mechanical engineers informed of all club events and will promote participation in all Mec E Club activities.

5.15 Third Year Representative
A. As Third Year Representative, this member shall represent the third year mechanical engineering class on the executive committee.
B. He or she shall keep the third year mechanical engineers informed of all club events and will promote participation in all Mec E Club activities.

5.16 Second Year Representative
A. As Second Year Representative, this member shall represent the second year mechanical engineering class on the executive committee.
B. He or she shall keep the second year mechanical engineers informed of all club events and will promote participation in all Mec E Club activities.

5.17 Co-op Representative
A. As Co-op Representative, this member shall represent the co-op mechanical engineering class on the executive committee.
B. He or she shall keep the co-op mechanical engineers informed of all club events and will promote participation in all Mec E Club activities.
5.18 SECRETARY
A. As Secretary, this member shall be responsible for maintaining minutes and records of all meetings and activities of the Club.

5.19 FOOSBALL REPRESENTATIVE
A. As foosball representative, this member shall represent the Mechanical engineering foosball players in the executive council.
B. He or she shall keep the foosball table in good repair, explain the rules to new players, and organize tournaments.

5.20 OFFICE MAINTENANCE REPRESENTATIVE
A. As Office Maintenance Representative, this member shall repair broken objects in the club office and ensure that the club is in good order.
B. He or she will mend broken furniture and appliances and organize any outside contracts for maintenance activities.

5.21 CLUB PHOTOGRAPHER AND PROMOTER
A. As Club Photographer and Promoter, this member shall document the social events and activities of the Mec E Club through photography.
B. He or she will also be responsible for submitting pictures to the Information Technology Coordinator to put on the website, thereby promoting the Club and its activities.

6 AWARDS AND RECOGNITION:

6.1 GOLDEN MOOSE AWARD
A. The Golden Moose is given annually to the graduating Mechanical Engineering student who “best exemplifies the Mec E Club spirit.” Awarded at the annual Graduation Banquet, the procedure for selecting the winner is as follows:
B. Nomination forms will be available in winter semester for a period of no less than three weeks.
C. All nominations will be reviewed by a committee of four non-graduating mechanical engineering students and one representative of the Engineering Students’ Society executive.
D. Students eligible to win the award at a given year’s grad banquet are any individuals completing their degree requirements within that calendar year.
6.2 **Award for Excellence in Teaching**

A. Awarded annually at the Student-Prof mixer, this award is intended to recognize outstanding performance by a professor or assistant professor in the Mechanical Engineering department. All listed academic staff of the Mechanical Engineering department are eligible to win this award; however, after being awarded the Excellence in Teaching award in a given year, that winner will be ineligible to receive the award the next three times it is awarded. Voting for the award is done each year in March, concurrent with the Club Executive Committee elections.

6.3 **Second Year Scholarship**

A. Open to anyone entering 2\(^{nd}\) Year including transfer students and students entering Mec E from qualifying year 2 (must not have more than 6 2\(^{nd}\) year credits).

B. No minimum GPA requirements.

C. Selection based upon community and/or school involvement, with preference to MecE Club involvement.

D. Application Form will consist of a Covering Letter, list of involvement and a suitable letter of reference.

E. If no suitable candidate is found, the scholarship does not have to be awarded but up to two $250 scholarships can be awarded in a year. Scholarship will be awarded by November 14.

F. The selection committee will comprise of the President, VP Academic, VP Finance and VP Technical and one graduating student at large. If any of these positions are shared, only one person may sit on the election committee. If a 2\(^{nd}\) year occupies any of these positions, another graduating SAL will be appointed by the committee.

G. Promotion – announce in Mec E 200, advertised in EnggLink and send out through the Mec E Office.

7 **Finances**

7.1 **Budget**

A. The Budget shall be the responsibility of the VP Finance. A budget must be created prior to the commencement of the fall semester following the elections.
7.2 LIMITS OF EXPENDITURES

A. All expenditures made by the club shall be consistent with the budget approved by the executive committee. Any single expenditure of three-hundred dollars ($300.00) or more will require the approval of the entire executive. Any such expenditure specifically detailed in the approved budget shall be deemed to have received the required approval.

7.3 SIGNING AUTHORITY

A. As outlined in section 5, signing authority must be held by the President, the VP Finance and the VP Internal.

7.4 TRANSFER OF SIGNING AUTHORITY

A. Current holders of signing authority must transfer signing authority to the incoming delegates by the commencement of the fall semester following elections.

7.5 FISCAL TIMELINE

A. The Mechanical Engineering Club’s timeline runs from May 1 to April 30.
8 **Club Hierarchy**

- **President**
- **Secretary**
- **VP Finance**
- **VP Internal**
  - VP Academic
  - VP Technical
  - Office Representatives
  - IT Co-Ordinator
  - Merchandise Co-Ordinator
  - Club Photographer
  - Food & BBQ Representative
  - Club Representative
  - Office Maintenance Representative
  - Foosball Representative
  - Tournament Organizers
  - Volunteer Co-Ordinator
  - Club Volunteers
  - Casual Volunteers
- **VP External**
  - VP Social x2
  - Sponsorship Co-Ordinator
  - Fall Co-op Representative
  - Winter Co-op Representative
  - 2nd Year Representative x2
  - 3rd Year Representative
  - 4th Year Representative
  - Student Representatives
  - Sport Representatives
  - Male Sports Representative
  - Female Sports Representative
  - Graduation Committee
  - GEER Week Committee

**Chairred Committees**

**Graduation Committee x3**

**GEER Week Co-Ordinator x3**

**Student Representatives**

**Sport Representatives**

**Male Sports Representative**

**Female Sports Representative**

**2nd Year Representative x2**

**3rd Year Representative**

**4th Year Representative**