



material science engineering club

CONSTITUTION

Faculty of Applied Science and Engineering
University of Toronto

Last Revised: August 5, 2015

By: Michael Sabatini

TABLE OF CONTENTS1.

GENERAL INFORMATION

3		
1.1.	Definitions	3
1.2.	Organization	3
1.2.1.	Governance	3
1.2.2.	Mission Statement	3
1.2.3.	Affiliation	4
1.3.	Membership	4
1.3.1.	General	4
1.3.2.	Executive and Representative	4
1.4.	Fees	4
1.5.	Quorum	4
2.	RESPONSIBILITIES OF MSE CLUB MEMBERS	5
2.1.	General	5
2.2.	Meeting Attendance	5
2.3.	Executive Members	5
2.3.1.	Failure of Compliance	5
2.3.2.	Executive Resignation	5
2.4.	Class Representatives	6
2.4.1.	Failure of Compliance	6
2.5.	Financial Authority	6
2.6.	MSE Departmental Student Council	6
2.7.	MSE Departmental Student Leadership	6
3.	EXECUTIVE ROLE DESCRIPTIONS	7
3.1.	Chair	7
3.2.	Vice Chair	7
3.3.	Communications Director	7
3.4.	Technical Director	8
3.5.	Finance Director	8
3.6.	Social and Events Director (2)	9
3.7.	Sports Director	9
3.8.	Academic Director	9
3.9.	Additional Positions	9
4.	REPRESENTATIVE ROLE DESCRIPTIONS	10
4.1.	First Year Class Representative	10
4.2.	Second Year Class Representative	10
4.3.	Third Year Class Representative	10
4.4.	Fourth Year Class Representative	10
5.	TERMS OF OFFICE	11
5.1.	Club Office Keys	11
5.1.1.	Penalties	11
5.2.	Transition	11
5.2.1.	Announcement	11
5.2.2.	Meeting	11
6.	ELECTION PROCEDURE	12
6.1.	Executive positions	12
6.2.	Class Representative Elections	12

6.3.	By-Election Procedure	12
7.	CONSTITUTION AND BY-LAW AMENDMENTS	13
7.1.	General Meeting	13
7.1.1.	Calling a General Meeting	13
7.1.2.	Announcement	13
7.2.	Voting Privileges	13
7.3.	Passing Motions	13
8.	MEETINGS AND PROCEDURES	13
8.1.	Requirements	13
8.2.	Transparency of Executives	13

1. GENERAL INFORMATION

1.1. Definitions

In this constitution,

“Club” refers to the Materials Science and Engineering Club;

“ECF” refers to the Engineering Computing Facility and an online email network for University of Toronto Engineering students;

“EngSoc” refers to the University of Toronto’s Engineering Society;

“ILead” refers to Institute for Leadership Education in Engineering – University of Toronto, MSE Chapter student group;

“MA” refers to Material Advantage – University of Toronto’s Student Chapter student group;

“MSE Club” refers to the Materials Science and Engineering Club;

“MSE Department” refers to the Department of Materials Science and Engineering at the University of Toronto;

“PEY” refers to the Professional Experience Year at the University of Toronto;

“SMTA” refers to the Surface Mount Technology Association – University of Toronto’s Student Chapter student group;

“UTSU” refers to the University of Toronto Student Union.

1.2. Organization

1.2.1. Governance

The organization governed by this constitution is the Materials Science and Engineering (MSE) Club at the University of Toronto.

1.2.2. Mission Statement

The function of the MSE Club is to represent the interests of all undergraduate Materials Science and Engineering students at the University of Toronto to: the Engineering Society, the department and the University of Toronto. The MSE Club promotes the activities of EngSoc and UTSU as well as attempts to generate involvement within the MSE student body. The MSE Club actively organizes social, academic and sporting events for undergraduate Materials Science and Engineering students as well as promotes the

activities within other faculties of the university. The MSE Club also participates in recruiting events held in both the department and the University of Toronto.

1.2.3. Affiliation

The MSE Club is an affiliate of EngSoc and UTSU at the University of Toronto.

1.3. Membership

1.3.1. General

Any individual associated with the University of Toronto whether staff, faculty, student or alumnus, may choose to become a non-voting member of the MSE Club. Voting rights are limited to students currently enrolled in the Materials Science and Engineering program. PEY Students may pay the Club fee to acquire Club membership; however, they are not permitted to run for any Executive or representative position during their PEY term.

1.3.2. Executive and Representative

An eligible candidate for an MSE Club Executive or Representative position must be a student who will be entering the next academic year as a full-time or part-time¹ student in Materials Science and Engineering. Students entering a PEY year are exempt from these requirements and are unable to be a member unless fees are paid (see above).

1.4. Fees

For the purpose of subsidizing Club facilities and events fees payable to the Club are set by the Club at the beginning of each school year.

1.5. Quorum

A quorum consists of at least five Executive officers of the MSE Club, including either the Chair or Vice Chair. It is encouraged and advisable that at least one representative from each of each year be present.

¹ The definition of “Full-time” or “Part-time enrollment” shall correspond with the Faculty of Applied Science & Engineering definition of that year. See the University of Toronto Engineering Course Calendar for definition.

2. RESPONSIBILITIES OF MSE CLUB MEMBERS

2.1. General

- Each Executive is to treat all Executives and representatives with respect and consideration;
- Each Executive is responsible for keeping fellow Executives and representatives informed of all issues that may relevantly impact upon their ability to contribute to the Club,;
- Each Executive is responsible for being informed about other happenings within the MSE Department, and sharing this information with other Executives;
- Each Executive is to promote equal treatment and responsibility in the Common Room [located in Wallberg Building Room 143] as well as the Computer Lab [located in Wallberg Building Room 158];
- Each Executive is responsible for maintaining his/her academic performance; and
- Each Executive is responsible for comprising a transition report for the incoming Executive officers upon exiting his/her role before the term ends.

2.2. Meeting Attendance

Executives may send another MSE Club member to Club meetings in their place. Notification must be given to the Chair and/or Communications Director at least one day prior to the meeting; exceptions are made for emergency situations. Approval will be given on a first come first serve basis in order to maintain quorum (see 1.5 – Quorum). Representatives from EngSoc and the Faculty Council are welcome at meetings.

2.3. Executive Members

2.3.1. Failure of Compliance

Executives found to be in deliberate violation of the MSE Club constitution are subject to review by the MSE Club. If found to be in failure of compliance of their duty, the MSE Club can require his/her resignation. Such proceedings are overseen by the Vice Chair and must be agreed upon by a quorum, including the Chair and Vice Chair.

2.3.2. Executive Resignation

Executives who wish to resign from their executive position on the MSE Club must inform

the Chair and Vice Chair at least one week prior to resignation. The newly opened executive position shall be filled by a member appointed by the Club. Appointment of the new Executive shall be based on prior engagement with the Club's activities.

2.4. Class Representatives

2.4.1. Failure of Compliance

Class Representatives are subject to the rules and regulations of both the departmental Club and EngSoc. If found to be in failure of compliance of their duty, the MSE Club can bring it to the attention of EngSoc for further handling.

2.5. Financial Authority

The Chair and Finance Director have veto and signing privileges in monetary matters. In the extreme circumstance that both the Chair and Finance Director are not available to sign out necessary funds, the MSE Faculty Accounts Administrator has signing authority to release funds and to transfer signing authority to designated individuals (Chair, Finance Director).

2.6. MSE Departmental Student Council

The MSE Departmental Student Council is an initiative designed such that undergraduate students can have a direct forum with: the administration, curriculum, and liaison activities of the department. This council consists of the following Executives of the MSE Club: the Chair, Vice Chair, Communications Director, and Finance Director.

2.7. MSE Departmental Student Leadership

The MSE Club Chair and Vice-Chair are responsible for coordinating with the other student groups within the MSE Department, by helping to facilitate meetings with the Chairs and Vice-Chairs of MSE ILead and the MSE Industry Club when needed. They are also required to facilitate meetings that include all members of MSE related student clubs, twice per semester to promote collaboration and address conflicts.

3. EXECUTIVE ROLE DESCRIPTIONS

3.1. Chair

- Must be a member of the graduating class of the MSE undergraduate program;
- Shall lead executive and general Club meetings;
- Shall have final responsibility for the daily business of the Club;
- Is responsible to the MSE department at the University of Toronto for all Club actions;
- Is an Ex-Officio Director of EngSoc and follow all guidelines outlined in EngSoc Bylaw 3 located under '*documents*' at www.skule.ca;
- Shall call meetings of the executive committee;
- Shall encourage and facilitate collaboration with other MSE related student groups;
- Shall have the deciding vote in any general or Club meeting votes resulting a tie;
- Shall actively participate in the organization of Iron Ring Celebrations;
- Shall act as a member, in a limited role, of the Dinner Dance committee;
- Arrange and organize transition council meeting; and
- Shall ensure fairness and equality during the Club's election period.

3.2. Vice Chair

- Shall assume the responsibilities of the Chair in the Chair's absence, with the exception that he or she lacks signing authority and veto privilege;
- Shall be responsible for preparing and maintaining the constitution;
- Shall oversee disciplinary matters raised by the Club;
- Shall lead and oversee the Academic Task Force in collaboration with the MSE Chair of Undergraduate studies.
- Shall schedule and coordinate meetings to collaborate with other MSE related student groups;
- Shall be responsible for overseeing the Class Representatives in ordinance with EngSoc Bylaw 1 located under '*documents*' available at www.skule.ca;
- Shall serve as a contributing member of the Dinner Dance sub-committee;
- Shall oversee any sub-committees formed by the Club.

3.3. Communications Director

- Shall be responsible for the delivery of the MSE Digest every Monday morning;

- Shall be responsible for following up with other club members to receive MSE Digest items by Sunday night;
- Shall be responsible for the compilation and creation of promotional materials for Club events;
- Shall maintain inventory of Club memorabilia, including clothing and patches, sales;
- Shall collect design submissions for Club memorabilia;
- Shall ensure that all designs and fundraising events are within guidelines set by the University of Toronto administration;
- Shall schedule club meetings, prepare agendas, record minutes and keep records of all decisions made at meetings for all meetings.
- Shall act as a speaker during executive meetings to ensure efficient progress through discussions, when Chair or Vice-Chair are incapable of doing so.

3.4. Technical Director

- Shall create and maintain the platform for a sustainable and easy to use MSE Club website (can be MSE Society for other MSE Student groups as well);
- Shall be responsible for the maintenance of the website platform and properly training other club members on its use;
- Shall be responsible for maintaining MSE Social media pages, in collaboration with the Communications Director; and
- Shall update the homepage of the website and social media pages as much as possible and when necessary, in collaboration with the Communications Director.

3.5. Finance Director

- Shall be responsible for all financial transactions by the Club and for the keeping of Club account records;
- Must review all Club transactions to ensure appropriate funding;
- Is responsible for preparing funding requests either from the MSE Department, UTSU, or EngSoc;
- Shall supervise the financial expenditures required by the annual Dinner Dance; and
- Shall ensure that all reimbursements are made prior to the end of the school year.

3.6. Social and Events Director (2)

- Shall be responsible for the organization and conduct of social events hosted by the Club.
- May form a committee for organization of events that require a lot of preparation. This committee must prepare meetings and agendas outside of the Club's usual meetings;
- Shall be responsible for collaborating with other student groups to reduce overlap and optimize event scheduling;
- Shall be responsible for self delegating amongst each other;
- Shall be responsible for subcommittees created in conjunction with other clubs.
- Shall establish the Dinner Dance sub-committee early on in the year;
- Shall be responsible for leading the Dinner Dance sub-committee, in collaboration with the Chair, Vice-Chair and Finance Director; and
- Shall be responsible for the conduct and behavior of Dinner Dance.

3.7. Sports Director

- Shall organize and implement athletic events throughout the academic year;
- Shall organize the "Torstein A. Utigard (TAU) Ping-Pong Tournament";
- Shall be responsible for the Club's participation in "Ye Grande Olde Chariot Race";
- Shall be responsible for maintaining any sporting equipment owned by the Club; and
- Shall work with the other Executives to fulfill athletic goals of the Club.

3.8. Academic Director

- Shall work with the Class Representatives to implement the creation and maintaining of an MSE anti-calendar;
- Shall serve as the MSE Academic Advisory Club representative
- Shall organize a Graduate Student Panel in the Fall semester;
- Shall organize onf Town Hall per semester; and
- Shall work with the other Executives to fulfill athletic goals of the Club.

3.9. Additional Positions

- The MSE Club Chair can add/remove positions from the MSE Club whenever necessary throughout the year, through a vote between MSE Club executive members with the approval of a majority of Executive Members.

4. REPRESENTATIVE ROLE DESCRIPTIONS

The Engineering Society will carry out elections for class Representatives for each year. Their responsibilities include, but are not limited to, the promotion and assistance of MSE Club events and activities.

4.1. First Year Class Representative

- Is also a representative of EngSoc; and
- Shall act as a liaison between EngSoc, MSE Club, the faculty, other MSE clubs and the first year MSE student body.

4.2. Second Year Class Representative

- Is also a representative of EngSoc;
- Shall act as a liaison between EngSoc, MSE Club, the faculty, other MSE clubs and the second year MSE student body;
- Shall assist the Sports Director in obtaining participation in "Ye Grande Olde Chariot Race"; and
- Shall promote involvement and knowledge of MA, ILead, SMTA, and other MSE student groups.

4.3. Third Year Class Representative

- Is also a representative of EngSoc;
- Shall act as a liaison between EngSoc, MSE Club, the faculty, other MSE clubs and the third year MSE student body;
- Shall assist the Sports Director in obtaining participation in "Ye Grande Olde Chariot Race"; and
- Shall promote involvement and knowledge of MA, ILead, SMTA, and other MSE student groups.

4.4. Fourth Year Class Representative

- Is also a representative of EngSoc;
- Shall act as a liaison between EngSoc, MSE Club, the faculty, other MSE clubs and the third year MSE student body;

- Shall assist the Sports Director in obtaining participation in "Ye Grande Olde Chariot Race";
- Shall promote involvement and knowledge of MA, ILead, SMTA, and other MSE student groups;
- Shall assist in the organization and implementation of Iron Ring festivities; and
- Shall assist in the organization of the "Grad Prank".

5. TERMS OF OFFICE

The terms of office for every Executive lasts from their election to the following year's election or until they vacate their position, at which point a by-election should be held in no more than three weeks. Class Representative's term of office is set out by the Engineering Society.

5.1. Club Office Keys

Selected executive members will receive a key to the Clubs Office (WB49) upon starting their term of office. Each Executive member shall return that key upon the following year's election or when they vacate their position. The MSE Office will require selected executive members to put down a deposit, which is to be refunded upon return of the key.

5.1.1. Penalties

Lost keys shall be replaced at the holder's expense. Failure to return the key within seven (7) days of leaving office will result in financial penalties (loss of deposit for key).

5.2. Transition

5.2.1. Announcement

Once all new Executives have been officially elected, the Chair shall announce the team for the following year and an email will be sent out immediately via ECF network.

5.2.2. Meeting

A transition meeting is held so all incoming Executives receive required materials and/or information with regards to the MSE Club's operations.

It is the responsibility of all outgoing Executives to comprise a transition report detailing their responsibilities and providing advice and pointers to the incoming executive team.

6. ELECTION PROCEDURE

6.1. Executive positions

The election process shall take place on vote.skule.ca and will run concurrent with the University of Toronto Engineering Society Board of Directors Elections as outlined in Bylaw 3. The complete election process will be handled by the Chief Returning Officer (CRO) of the Engineering Society. The MSE Club Chair will be responsible for submitting the a list of executive positions as required by the CRO and the Communications Director will be responsible for informing and additional marketing pushes for nominations and voting. Complete election rules such as general information, campaign rules, penalties, and important dates will be made available by the CRO. Refer to Bylaw 3 of the University of Toronto Society Bylaws.

6.2. Class Representative Elections

Class Representatives are elected by the Engineering Society according to their schedule. Elections for first, second, and PEY class representative elections shall occur in accordance with the dates outlined in Bylaw 3. It is expected that the Chair and/or Vice Chair of the Club make efforts to attend the elections of 1st and 2nd Year Representatives so that candidates may fully understand the expectations of their roles to the Club. Elections for all other class representatives shall take place concurrent with the Officer elections. Refer to Bylaw 3 Chapter 6 of the University of Toronto Engineering Society Bylaws.

6.3. By-Election Procedure

A by-election takes place at a general meeting. If there is a vacancy of an executive position due to zero nominations, an announcement opening nominations is to be made at least one week in advance. The nomination period lasts from the time of announcement up to one day before the General Meeting. The Election Procedures are followed according to Sections 6.1-6.2. of the MSE Club Constitution.

7. CONSTITUTION AND BY-LAW AMENDMENTS

7.1. General Meeting

7.1.1. Calling a General Meeting

Any Club member may request the Executives call a General Meeting in order to amend the Constitution. This is achieved by contacting the MSE Club Chair with the necessary concerns. The decision as to whether to call a General Meeting will be made by the Chair.

7.1.2. Announcement

General Meetings must be announced to the MSE Club constituents by at minimum of ECF mass-mail. Class Representatives can be solicited to announce the meeting time to their respective classes.

7.2. Voting Privileges

Any Club member with voting privileges (see section 1.3) in attendance at a General Meeting may vote on a motion. Proxy voting on motions shall be dealt with on a case-to-case basis.

7.3. Passing Motions

Passing motions put forward at an MSE Club meeting requires a majority of votes. A two-thirds majority is required to pass Constitutional amendments.

8. MEETINGS AND PROCEDURES

8.1. Requirements

The MSE Club shall hold at least one General Meeting per semester. In a General Meeting, every member of the MSE Club is awarded speaking rights and voting privileges.

8.2. Transparency of Executives

Upon request, all Executives are required to present any documents or details regarding Club operations and activities by the Chair. Failure to do so will result in a critical review of the Executive in question by the Vice-Chair.