



UNIVERSITY OF TORONTO



Mechanical Engineering Club

Constitution

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Table of Contents

1. MECHANICAL ENGINEERING CLUB MISSION STATEMENT	1
1.1 MEMBERSHIP	1
2. MECHANICAL ENGINEERING CLUB EXECUTIVE POSITIONS	2
2.1 CHAIR (OR CO-CHAIR)	2
<i>Chair's (Co-Chair's) Responsibilities</i>	2
<i>Words of Advice to Start You Off</i>	2
2.2 VICE CHAIR.....	3
<i>Vice Chair's Responsibilities</i>	3
<i>Words of Advice to Start You Off</i>	3
2.3 GENERAL DIRECTOR	4
<i>General Director's Responsibilities</i>	4
2.4 MECHANICAL ENGINEERING CLUB MIE MENTORSHIP COORDINATOR	5
<i>Mechanical Engineering Club MIE Mentorship Coordinator's Responsibilities</i>	5
<i>Words of Advice to Start You Off</i>	5
2.5 TREASURER	6
<i>Treasurer's Responsibilities</i>	6
<i>Words of Advice to Start You Off</i>	6
2.6 4 TH YEAR REPRESENTATIVE	7
<i>4th Year Representative's Responsibilities</i>	7
<i>Words of Advice to Start You Off</i>	7
2.7 PEY REPRESENTATIVE	8
<i>PEY Representative's Responsibilities</i>	8
2.8 3 RD YEAR REPRESENTATIVE	9
<i>3rd Year Representative's Responsibilities</i>	9
<i>Words of Advice to Start You Off</i>	9
2.9 2 ND YEAR REPRESENTATIVE	10
<i>2nd Year Representative's Responsibilities</i>	10
<i>Words of Advice to Start You Off</i>	10
2.10 1 ST YEAR REPRESENTATIVE	11
<i>1st Year Representative's Responsibilities</i>	11
<i>Words of Advice to Start You Off</i>	11
2.11 EVENTS DIRECTOR.....	12
<i>Events Director's Responsibilities</i>	12
<i>Words of Advice to Start You Off</i>	12
2.12 COMMUNICATION DIRECTOR	13
<i>Communication Director's Responsibilities</i>	13
<i>Words of Advice to Start You Off</i>	13
3. RESPONSIBILITIES OF ALL MECHANICAL ENGINEERING CLUB MEMBERS TOWARDS EXECUTIVE.....	14
3.1 RESPONSIBILITIES TOWARDS THE CHAIR (CO-CHAIR)	14
3.2 RESPONSIBILITIES TOWARDS THE VICE-CHAIR.....	14
3.3 RESPONSIBILITIES TOWARDS THE GENERAL DIRECTOR.....	14
3.4 RESPONSIBILITIES TOWARDS THE MECHANICAL ENGINEERING CLUB MIE MENTORSHIP COORDINATOR	14
3.5 RESPONSIBILITIES TOWARDS THE TREASURER	14
3.6 RESPONSIBILITIES TOWARDS THE 4 TH YEAR REPRESENTATIVE	14

3.7	RESPONSIBILITIES TOWARDS THE 3 RD YEAR REPRESENTATIVE	14
3.8	RESPONSIBILITIES TOWARDS THE 2 ND YEAR REPRESENTATIVE	15
3.9	RESPONSIBILITIES TOWARDS THE 1 ST YEAR REPRESENTATIVE	15
3.10	RESPONSIBILITIES TOWARDS THE SECRETARY	15
3.11	RESPONSIBILITIES TOWARDS THE WEBMASTER.....	15
4.	EVENT-SPECIFIC ADVICE	16
4.1	THE MIE DINNER DANCE	16
4.2	SMOKERS.....	16
4.3	F!ROSH BBQ/BOOKSWAP	16
4.4	FEBRUARY FUNDRAISING	17
4.5	IRON RING	17
4.6	MISCELLANEOUS EVENTS OR MIE BUILDING ASSISTANCE.....	17
5.	MEETINGS.....	18
5.1	GENERAL.....	18
5.2	EXECUTIVE MEETINGS	18
5.3	MEETING PROCEDURES.....	18
6.	FINANCIAL MANAGEMENT	19
6.1	MEMBERSHIP FEES.....	19
6.2	SIGNING OFFICERS.....	19
6.3	ANNUAL BUDGET	19
7.	ELECTIONS.....	20
7.1	EXECUTIVE ELECTIONS	ERROR! BOOKMARK NOT DEFINED.
7.2	CLASS REPRESENTATIVE ELECTIONS	ERROR! BOOKMARK NOT DEFINED.
8.	REMOVAL/WITHDRAWAL OF MECH CLUB OFFICIALS	21
9.	AMENDMENTS.....	22

1. Mechanical Engineering Club Mission Statement

The primary focus of the Mechanical Engineering Club (Mech Club, the Club) is to facilitate communication between Engineering Society, the Department of Mechanical and Industrial Engineering and the undergraduate Mechanical Engineering student body. Mech Club also organizes and promotes social events within Mechanical Engineering, such as the annual MIE Dinner Dance, book swaps, BBQ Fundraisers, and various other charitable and social events. Mech Club aims to bridge the different classes together so that the younger students can have access to the invaluable knowledge, advice, and experience of the older students. The Club strives to create a fun and friendly atmosphere for all Mechanical Engineering Students, with the goal of bringing students, including those on their Professional Experience Year, closer together.

1.1 Membership

The members of the Mechanical Engineering Club include all Mechanical Engineering undergraduate students studying in the Faculty of Applied Science and Engineering at the University of Toronto, including those students on their Professional Experience Year.

2. Mechanical Engineering Club Executive Positions

2.1 Chair (or Co-Chair)

The Chair (or Co-Chair) is a member of the fourth year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar.

Chair's (Co-Chair's) Responsibilities

Main duties:

- To provide a vision and direction for the Club
- To ensure that the club runs in a well organized manner
- To serve as the liaison between the Mechanical Engineering Department and the undergraduate Mechanical Engineering student body
- To organize the annual MIE Dinner Dance in collaboration with the Indy Club chair

Other duties

- Represent the undergraduate Mechanical Engineering student body at meetings held by the Engineering Society, the Iron Ring committee, the 4th year committee, the Faculty of Engineering, the Mechanical Engineering Department, etc.
- Participate in "F!rosh for a Day" tours, March break tours, University of Toronto open house, and other such programs
- Communicate with the Vice Chairs

Words of Advice to Start You Off

- Meet the Department chair, undergraduate chair and undergraduate counsellor
- Carefully utilize your Mech Club EngCom account, or else your privileges may be revoked
- Organize a meeting immediately after elections to meet your new team and obtain everyone's contact information
- Begin developing a plan for the year during summer prior to taking office – at least one meeting per month is recommended
- Begin planning for the dinner dance in mid-June, and book the venue no later than mid-August

2.2 Vice Chair

The Vice Chair is a member of the third year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar.

Vice Chair's Responsibilities

Main duties:

- To assist the Chair (Co-Chair) in authorizing and overseeing all Mech Club events
- To oversee common room improvement projects
- To oversee and meet with the Class Representatives regularly to consolidate any concerns/feedback to be discussed with the Department, Faculty, or EngSoc

Other duties

- Consult the chair (co-chair) when making decisions about event approvals
- Inform the chair (co-chair) about all matters relating to the Mechanical Engineering Club
- Assume responsibility of Chair (Co-Chair) in the event that the current Chair (Co-Chair) cannot fulfill his duties
- Assume responsibility of Academic Director representative for EngSoc unless it is deemed necessary to appoint another individual to fulfill the role of the Academic Director

Words of Advice to Start You Off

- Find out from all the members what events they are planning on having
- Plan out all proposed common room improvements early in order to allocate proper funding
- Sit down with the chair (co-chair) and the treasurer to organize a budget for the year

2.3 General Director

The General Director is a member of the third or fourth year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar.

This person, unlike any other position on the Executive, is not voted for by the constituents.

This person is invited to be a part of the Executive by the Chair/Co-Chairs. It is a person who has a generally sound knowledge of the Department of Mechanical and Industrial Engineering, as well as Skule and the Engineering Society. This person should be able to provide input to general Mech Club matters of importance.

This person shall be someone who is in their 3rd or 4th year of study, not PEY, and satisfies one of the following two criteria:

- i. Ran for a position in the Mechanical Engineering Club elections but was not elected
- ii. Was a member of the Mechanical Engineering Club executive in the previous year

This person may not be someone who did not run for a position in the Mech Club elections for the upcoming school year.

This person, although selected by the incumbent(s), should be chosen with guidance from the outgoing executive, especially given criteria ii.

General Director's Responsibilities

Main duties:

- Assist the Chair and Vice-Chair in all matters of importance regarding Mechanical Engineering Club operations
- Coordinate Iron Ring and delegate tasks as required or is necessary

Other Duties:

- Represent the Mechanical Engineering undergraduate student body at MIE, Faculty, EngSoc, and UTSU meetings

2.4 Mechanical Engineering Club MIE Mentorship Coordinator

The Mechanical Engineering Club MIE Mentorship Coordinator is a member of the third or fourth year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar. Furthermore, in order that the program succeeds, this person must have prior involvement in the MIE Mentorship Program.

This person will be selected from the list of interested person(s) by an interview process to be attended by the incoming Chair(s), outgoing Chair(s), and whoever else is invited by the outgoing Chair(s).

Mechanical Engineering Club MIE Mentorship Coordinator's Responsibilities

Main duties:

- Coordinate with the Industrial Engineering Club's Mentorship Rep in order to run a program which matches first year MIE students with upper-year MIE students to provide non-academic based support

Other duties:

- Assist in Mechanical Engineering Club event planning and decision making where necessary and/or appropriate

Words of Advice to Start You Off

- Make contact with your Indy Club counterpart as soon as you take office
- Begin planning the year's events throughout the summer
- Begin selecting mentors towards the end of the summer
- Make the Chair, Vice-Chair, and Treasurer aware of events that you plan to run
- Determine the resources that will be required to ensure the program's success (including financial support)
- Seek a financial commitment from the MIE Department by having a meeting with the Chair of the Department

2.5 Treasurer

The Treasurer is a member of the second or third year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar. In the case that a Treasurer is not appointed, the roles and responsibilities of the Treasurer is shared between the Chair (Co-Chair) and the Vice-Chair.

Treasurer's Responsibilities

Main duties:

- To maintain an updated account of all transactions made and received by the Mech Club
- To be financially accountable for the money Mech Club spends
- To maintain an updated budget for the remaining year

Other duties

- Present the financial situation of the club at every executive meeting
- Ensure that all expenses are first approved by the Chair (Co-chair)
- At the end of the year, organize all transactions in a month to month basis so that the next Mech Club can organize its own budget
- Provide a recognizable point of contact between your class and the MIE Department
- Consider events you may like to organize or see organized by others for the academic year in which you serve as treasurer

Words of Advice to Start You Off

- Get a hold of last year's budget and start making up the next year's budget which can then be discussed with the Chair (Co-chair)

2.6 4th Year Representative

The 4th Year Rep is a member of the fourth year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar.

4th Year Representative's Responsibilities

Main duties:

- To organize the 4th year Iron Ring party
- To communicate with all 4th year Mech undergraduates about upcoming events
- To oversee and organize the 4th year graduating prank
- Support the common interests of the Mech Club and its stakeholders
- Provide a recognizable point of contact between your 4th year class and the MIE Department

Other duties

- Organize a collaborative event with the American Society of Mechanical Engineers, the Mentorship Program or Leaders of Tomorrow, such as a career information session
- Consider events you may like to organize or see organized by others for the academic year in which you serve as 4th year rep

Words of Advice to Start You Off

- Although your main responsibilities occur in 2nd term, assist all Mech Club executive as much as possible in 1st term

2.7 PEY Representative

The PEY Representative is a student in between their second or third year of study in Mechanical Engineering, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar.

PEY Representative's Responsibilities

Main duties:

- To facilitate communication between students who are on their Professional Experience Year, the Department of Mechanical and Industrial Engineering, as well as the Faculty of Applied Science and Engineering
- Organize at least one event throughout the year that will engage PEY students and reinforce their sense of belonging to the Department and Faculty
- Remain involved and engaged with the Club as you are the point of contact between your colleagues on PEY and the school

Other duties

- Assist Mechanical Engineering Club executive in event planning and coordinating where possible
- Attend meetings as time permits

2.8 3rd Year Representative

The 3rd Year Rep is a member of the third year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar.

3rd Year Representative's Responsibilities

Main duties:

- To communicate all upcoming events with 3rd year undergraduate Mechanical Engineering students
- To act as the Athletic Director and organize discipline teams, in collaboration with EAA
- Provide a recognizable point of contact between your 3rd year class and the MIE Department
- Consider events you may like to organize or see organized by others for the academic year in which you serve as 3rd year rep

Other duties

- Organize at least one event per semester for all 3rd year undergraduate Mechanical Engineering students

Words of Advice to Start You Off

- Communicate with 3rd year undergraduate Mechanical Engineering students at the beginning of the year to allow students to know who to approach with any questions or concerns

2.9 2nd Year Representative

The 2nd Year Rep is a member of the second year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar.

2nd Year Representative's Responsibilities

Main duties:

- To communicate all upcoming events with 2nd year undergraduate Mechanical Engineering students
- Provide a recognizable point of contact between your 2nd year class and the MIE Department
- Consider events you may like to organize or see organized by others for the academic year in which you serve as 2nd year rep

Other duties

- Organize at least one event per semester for all 2nd year undergraduate Mechanical Engineering students

Words of Advice to Start You Off

- Communicate with 2nd year undergraduate Mechanical Engineering students at the beginning of the year to allow students to know who to approach with any questions or concerns

2.10 1st Year Representative

The 1st Year Rep is a member of the first year Mechanical Engineering class who is voted into office by his or her class during the first week of class. This person should demonstrate good organizational skills and a willingness to be involved in the Mechanical Engineering Club's operations.

1st Year Representative's Responsibilities

Main duties:

- To provide a recognizable point of contact between his or her class, the MIE Department, and the Faculty
- Make her or his class aware of upcoming Mech Club run or sponsored events, and encourage involvement

Other duties:

- Organize at least one event per semester for all 1st year undergraduate Mechanical Engineering students
- Support Mech Club executive where possible

Words of Advice to Start You Off

- Communicate with 1st year undergraduate Mechanical Engineering students at the beginning of the year to allow students to know who to approach with any questions or concerns

2.11 Events Director

The Events Director is a member of the second, third or fourth year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar. If the Chair (Co-Chair) deems it is necessary to share the Events Director role and responsibilities between two people, a second Events Director shall be appointed.

Events Director's Responsibilities

Main duties:

- To organize the MIE Dinner Dance in partnership with the Indy Club Social Director during the summer prior to the academic year
- To organize the BBQ event, book swaps, Coffee House, common room social events, streams mixer, PEY mixer, etc. as listed by the Chair (Co-Chair) and Vice-Chair

Other duties:

- Consider events you may like to organize or see organized by others for the academic year

Words of Advice to Start You Off

- Plan a tentative calendar of events for the academic year to ensure events are spaced out and any rooms or other items are booked early if needed

2.12 Communication Director

The Communication Director is a member of the second, third, or fourth year Mechanical Engineering class, in any stream, who is in good academic standing as described by the University of Toronto's Faculty of Applied Science and Engineering Academic Calendar.

Communication Director's Responsibilities

Main duties:

- Draft and send regular emails on the behalf of Mech Club to all undergraduate Mechanical Engineering students with upcoming events, news, and any other relevant information that needs to be conveyed
- Maintain and regularly update the Mech Club social media pages with updates from events or reminders
- Design and post posters (paper or online) for upcoming Mech Club events

Other duties:

- Communicate with the Events Director(s) regularly to obtain details of upcoming events to share with all undergraduate Mechanical Engineering students

Words of Advice to Start You Off

- Become familiar with how to email all undergraduate Mechanical Engineering students through the ECF email addresses
- Have a regular schedule to send emails or post on social media (ex. Every other Monday)

3. Responsibilities of All Mechanical Engineering Club Members Towards Executive

3.1 Responsibilities towards the Chair (Co-Chair)

- The Chair (Co-Chair) was elected to run the Mech club, and this person therefore has the most authority and must be respected by all the members
- The Chair (Co-Chair) MUST be informed of ANY actions taken on behalf of Mech club because this person is responsible for all of Mech club's actions

3.2 Responsibilities towards the Vice-Chair

- All events must first be approved by the Vice-Chair (and then the Chair/Co-Chair) before they can be organized

3.3 Responsibilities towards the General Director

- All events will be coordinated with the involvement of the General Director
- This person is someone with Mech Club experience; their experience should be valued and made use of

3.4 Responsibilities towards the Mechanical Engineering Club MIE Mentorship Coordinator

- Act in a manner which supports and promotes the mandate of the MIE Mentorship Program and its coordinators

3.5 Responsibilities towards the Treasurer

- Inform the Treasurer of any expenses *before* they are made
- Fill out a standard form for any requests

3.6 Responsibilities towards the 4th Year Representative

- Inform the chair of events taking place
- To assist in the planning and coordinating of any events this person organizes

3.7 Responsibilities towards the 3rd Year Representative

- To assist in the planning and coordinating of any events this person organizes

3.8 Responsibilities towards the 2nd Year Representative

- To assist in the planning and coordinating of any events this person organizes

3.9 Responsibilities towards the 1st Year Representative

- To assist in the planning and coordinating of any events this person organizes

3.10 Responsibilities towards the Events Director

- Inform the Events Director in advance in the case any academic events (ex. Exams, Faculty or Department events, etc.) conflicts with any of the planned Club events
- To assist in the planning and coordinating of any events this person organizes

3.11 Responsibilities towards the Communication Director

- To assist in the collection of information that is to be shared with all undergraduate Mechanical Engineering students
- Inform the Communication Director of any changes in the information already shared to all students

4. Event-Specific Advice

4.1 *The MIE Dinner Dance*

Start planning this event in the summer. It is normally held in the 2nd or 3rd week of November.

What you need to do:

- Choose a date, preferably after midterms are completed (ask Undergraduate Office)
- Visit and book the hall in which you will host the event
- Once the date is set, inform the department Chair, the professors and the Undergraduate Counsellor
- Prepare the tickets
- Find a DJ
- Start advertising at least a month before the event
- Buy decorations (if necessary) and door prizes

4.2 *Smokers*

- Smokers which serve alcohol need licensed people from Safe Serve (courses generally held at the beginning and end of the semester...2 members of the Exec should be licensed, reimbursed by Mech Club if they pass)
- Should be held with events such as Foosball tournaments
- Should be advertised a week in advance.
- One+ book swap held every semester start
- One Veggie and one pepperoni pizza

4.3 *F!rosh BBQ/Bookswap*

- 2nd week of classes
- Plug at Faculty Lunch for Frosh as well as staff
- Posters...week in advance
- Suggestion: buy on weekend and held on Monday
- Remember to buy Chicken, Beef and Veggie burgers.
- Don't rely on SAC for barbecue. They impose ridiculous restrictions sometimes (i.e. can only hold event ON SAC's lawn)

4.4 February Fundraising

- Something Valentine's Day-ish is nice.
- I.e. Candy Grams, Bake Sales, etc
- This is a good time for fundraising because nothing else really happens during this month.

4.5 Iron Ring

- Start planning this 4 weeks *prior* to the ceremony. Iron Ring is almost *always* held really close to Thesis.
- Must order alcohol from Campus Beverages. Do this at least 1 week in advance because they need to order your requested alcohol.
- For the Iron Ring Reception, make sure you make arrangements to have it closed to all students to allow set up for the event.
- Also, make arrangements to have custodial staff clean it the night before the event.
- Try to come up with a prix fixe menu. This will make life much easier on yourselves and the restaurant.
 - This allows for people to pay *before* the actual event.

4.6 Miscellaneous Events or MIE Building Assistance

- If there's anything that needs to be fixed, or ANY common room concerns, forward them to the Facilities Coordinator, Joe Baptista (joe@mie.utoronto.ca)

5. Meetings

5.1 General

One annual meeting will be held in the winter term. Notice of the meeting shall be sent to members at least two weeks in advance.

The annual meeting procedure will include review all financial records of the club and the election of the new officers.

5.2 Executive Meetings

The executives will meet at least once per month.

All executives are required to attend all meetings. If an executive knows in advance that he/she cannot make the meeting, regrets must be sent to the chair (co-chairs). One of the co-chairs is appointed chairman of the meeting, and will have the responsibility of conducting the meeting in an organized fashion.

All executives shall report on its activities to all members of the club.

5.3 Meeting Procedures

The executive meetings will be conducted in accordance to Robert's Rule of Order.

6. Financial Management

6.1 Membership Fees

There will be no membership fee for all those who are undergraduate students in the discipline of Mechanical Engineering under the department of Mechanical and Industrial Engineering.

6.2 Signing Officers

The signing officers of the club will be one of the co-chairs (or Chair) and the Treasurer (or the Vice-Chair in the case a Treasurer is not appointed). The club bank account will be held under both of their names.

It is the duty of the Treasurer to keep a detailed, accurate and up-to-date record of all financial transactions that take place. These records can be inspected by any member with one week's notice.

6.3 Annual Budget

The Chair (Co-chairs) and Treasurer will prepare an annual budget, including projected revenues and expenses, and this will be presented to the members at the first meeting. Approval of the budget shall be considered to be approval of all spending within the budget. All executive members must agree to the budget, before it can be released. Changes to spending outlined in the budget shall be presented to the members for approval in advance.

The Treasurer will present an annual financial report at the March membership meeting.

7. Elections

Refer to the University of Toronto - Engineering Society's Bylaw 3 – The Elections Bylaw

Mech club has the right to appoint its executive members with the exception of the Chair and the Class Representatives.

8. Removal/Withdrawal of Mech Club Officials

A member of the Mechanical Engineering Club Executive may be removed from the club for the following reasons:

1. If duties are not carried out
2. If the member undertakes a duty that has been disapproved by the majority of the club
3. For any other act that is deemed to be inappropriate by the majority of the Club

A member of the Club Executive may withdraw from the club for any reason that is considered legitimate:

i.e. unexpectedly pursues PEY, chooses to take a year off, etc.

If a **removal** is to be carried out, due to the occurrence of any of the aforementioned conditions, there are three steps required for the removal (with the exception of the Chair):

1. The member must receive a warning
2. If the problem persists, the member may be removed with a majority vote AND through consultations with the undergraduate counsellor
3. All members must **vote** for the removal of a class rep

If a member after the **removal** of the member, or after a member's **withdrawal**:

Any executive members can nominate a new student to assume the available position, and a notice of a by-election will be sent to all executives. All executives will vote, and the majority of votes will elect the new student to assume the role as soon as possible.

9. Amendments

In order to amend this Constitution, notice of amendment must be sent to all executive members by email at least 48 hours prior to a scheduled meeting.

All amendments to the constitution must be approved by at least 1/2 of the members present at the meeting.

Amendments are not considered final until approved by the Mechanical Engineering Club chair.

The cover page of this document must be updated with the corresponding date of Amendment Approval.