

Mineral Engineering Club Constitution

Faculty of Applied Science & Engineering at the University of Toronto

Revised: April 7th, 2016

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1.0 General Information

1.1 Location

- 1.1.1 Mineral Engineering Common Room
Mining Building
Room 129

1.2 Contact Information

- 1.2.1 Mailing Address –
U of T Mineral Engineering Club
35 St. George Street
Galbraith Building, Room 105
Toronto, Ontario
M5S 1A4
- 1.2.2 E-mail – uoftminclub@gmail.com
- 1.2.3 Phone/Fax – (416) 978-7811

1.3 Club Purpose

- 1.3.1 The Mineral Engineering Club, hereafter to be known as the Club, shall promote student interaction and participation in extracurricular mineral engineering activities through various social, professional, and academic events. Furthermore, it will also represent the interests of mineral engineering undergraduates to the department, faculty and university at large.

2.0 Membership

- 2.1 All undergraduate students currently enrolled in the Mineral Engineering program at the University of Toronto are considered members of the Club and are hereafter to be known as Members
- 2.2 The Club is an affiliate member to the University of Toronto Engineering Society (defined in Clause 3.5, Affiliate Members, the University of Toronto Engineering Society Constitution), hereafter to be known as EngSoc

3.0 Administration

3.1 Meetings

- 3.1.1 Executive members are to meet when the President of the Club, hereafter known as the President, calls for a meeting with regards to a social, academic or club issue.
- 3.1.2 Quorum during meetings is 50% + 1 of the current Executive.
- 3.1.3 Each of the Executive is entitled to one vote during meetings, in the event of a tie, the President shall have the deciding vote.
- 3.1.4 Attendance at meetings is mandatory for the Executives

- 3.1.5 The President of the Club, must be informed of any absence prior to the beginning of a meeting,
 - 3.1.5.1 Excused absences can only be granted by the President.
 - 3.1.5.2 Any unexplained absentees must give the President one bushel of wheat for every meeting he or she misses.
 - 3.1.5.3 If, in the case that the president is absent from a meeting, he/she will be publicly shamed and will be a permanent stain in the Club history.

3.2 Dismissal and Resignation

- 3.2.1 Three unexcused absences from meetings by a member of the Executive will result in an automatic vote on the dismissal of said member from the Executive.
- 3.2.2 Dismissals will be voted on through a secret ballot, and require quorum and a two-thirds majority of votes cast to be successful.
- 3.2.3 In the event that a member of the Executive is dismissed or resigns, a by-election shall be held to fill the position.

4.0 Executive

4.1 Guidelines for All Positions

- 4.1.1 The term of office begins following the last day of exams in the Faculty of Applied Science and Engineering for the Winter term; it lasts until the last day of exams in the Faculty of Applied Science and Engineering for the Winter term of the following year
- 4.1.2 Each position may be held by only one person at a time.
- 4.1.3 Only Members are eligible to serve on the Executive.
- 4.1.4 At least three of the Executive must be elected by the Members of the Club, two of which must be the President and VP-Finance, as stated in the EngSoc Constitution.
- 4.1.5 Any executive member may use the Club e-mail to send mass mails to members of the Club, provided that at least one other executive member has reviewed it.

4.2 President

- 4.2.1 The President must be in their graduating year, as stated in the EngSoc Constitution.
- 4.2.2 The President is responsible for overseeing all activities undertaken by the Club.

- 4.2.3 The President has signing authority on all monetary documents.
- 4.2.4 The President is an Ex-Officio Director of EngSoc.
- 4.2.5 The President is responsible for updating the contact information and group list in the email account.
- 4.2.6 The President is responsible for a riske performance during the annual min/geo social

4.3 Vice President Finance

- 4.3.1 The Vice President Finance, hereafter know as VP Finance, is responsible for managing all monetary transactions and keeping an accurate record of all income and expenses of the Club.
- 4.3.2 The VP Finance has signing authority on all monetary documents.
- 4.3.3 The VP Finance is responsible for providing financial statements at meetings when requested.
- 4.3.4 The VP Finance is responsible for the preparation and completion of an audit if required.
- 4.3.5 The VP Finance is responsible for the preparation of the CSIF package and conference funding packages

4.4 Vice President Social

- 4.4.1 The Vice President social, hereafter to be known as VP Social, is responsible for organizing the Mineral (+Civil) Engineering Dinner Dance, MinDin and at least one kegger.
- 4.4.2 The VP Social is responsible for organizing all Smokers, Movie Nights, Pub Crawls, monster truck rallies, and other social events and ensuring adequate beverages, food and decorations are provided.
- 4.4.3 To decide if an event will take place, the VP Social will consult with other executive club members and a vote will be held.

4.5 Vice President Academic

- 4.5.1 The Vice President Academic, hereafter to be known as the VP Academic, shall sit on the Civil Engineering Department Academic Planning Committee (APC).
- 4.5.2 The VP Academic is responsible for hearing out the issues of members of the Club have about academic material and effectively relaying them to the professors and staff.
- 4.5.3 The VP Academic is responsible for heading a committee to organize and continually support a first year mentorship program

- 4.5.4 The VP Academic shall organize, with the assistance of the 4th and 3rd year class representatives, at least one Academic Town Hall where club members can voice their academic issues with the Chair of the program

4.6 Vice President Industry

- 4.6.1 The Vice President Industry, hereafter to be known as VP Industry and/or VP Oyster, shall promote professional development within the student body
- 4.6.2 The VP Industry shall promote industry related events and professional groups to the student body.
- 4.6.3 The VP Industry is responsible for promoting the mineral engineering program to the industry at large.
- 4.6.4 The VP Industry is responsible for the continual connection between the current student body and alumni of the program through an alumni mentorship program.
- 4.6.5 The VP Industry shall oversee directors of professional student chapters within the Club.

4.7 Secretary

- 4.7.1 The Secretary shall keep Executive meeting minutes and distribute these to the Club Executives.
- 4.7.2 The Secretary shall be appointed by Billy, the Min Club Goat.
- 4.7.3 The Secretary shall draft an agenda 24 hours prior to the meeting and shall accept motions up to this point following the end of the previous meeting.
- 4.7.4 The Secretary shall facilitate the meeting and shall ensure the meeting agenda and timeline are respected.

4.8 Fourth Year Class Representative

- 4.8.1 The Fourth Year Class Representative, hereafter to be known as the Fourth Year Rep, must be a Club member in their graduating year.
- 4.8.2 The Fourth Year Rep shall assist in and inform their class of all activities of the Club.
- 4.8.3 The Fourth Year Rep shall be responsible for organizing the Iron Ring Party.
- 4.8.4 The Fourth Year Rep is elected by the fourth year class.

4.9 Third Year Class Representative

- 4.9.1 The Third Year Class Representative, hereafter to be known as the Third Year Rep, must be a Club member in their third year.
- 4.9.2 The Third Year Rep is elected by the third year class.

4.9.3 The Third Year Rep shall assist in and inform their class of all activities of the Club.

4.10 Second Year Class Representative

4.10.1 The Second Year Class Representative, hereafter to be known as the Second Year Rep. must be a Club member in their second year.

4.10.2 The Second Year Rep is elected by the second year class.

4.10.3 The Second Year Rep shall assist in and inform their class of all activities of the Club.

4.11 First Year Class Representative

4.11.1 The First Year Class Representative, hereafter to be known as the First Year Rep. must be a Club member in their first year.

4.11.2 The First Year Rep is elected by the first year class.

4.11.3 The First Year Rep shall assist in and inform their class of all activities of the Club.

5.0 Elections

5.1 Eligibility and Nominations

5.1.1 All Members are eligible to participate in elections, as per Bylaw 3 - The Elections Bylaw.

5.1.2 A call for nominations, along with election rules, must be made available to all Members of the Club as per the EngSoc Chief Returning Officer's, hereafter to be known as the CRO, schedule.

5.1.3 No individual may be nominated for more than one position on the Executive unless of course your name is Donovan Pollitt.

5.2 Dates

5.2.1 The date and time of the Club elections will be held as determined by the EngSoc CRO , as per Bylaw 3 - The Elections Bylaw.

5.2.2 The club elections will take place on the CRO's website.

5.2.3 The election will be a multiple round private ballot vote.

5.3 Procedure and Campaigning

5.3.1 All nominated candidates are allowed to campaign as per the EngSoc discipline club campaigning rules, as per Bylaw 3 - The Elections Bylaw.

5.3.2 Posters are not permitted inside the Club Common Room during the day(s) of the elections.

6.0 Committees

6.1 Guidelines

- 6.1.1 The head of the Committee is responsible for the number of members to sit on the Committee.
- 6.1.2 The head of the Committee is responsible for the recruitment, selection and removal of all members of his or her Committee.
- 6.1.3 The head of the Committee is responsible for the setting of the time and place of meetings.
- 6.1.4 The head of the Committee must wear a pink hat at every meeting. This is not negotiable. If two committees with different heads are to meet at the same time, a best 15 out of 29 rock, paper, scissors will decide which head will have the hat, thus which committee will meet.
- 6.1.5 The head of the Committee is responsible for the duties outlined for the committee and reporting progress and recommendations to the Executive.
- 6.1.6 All finance decisions by Committees must be approved by the Executive.

6.2 Dinner Dance

- 6.2.1 The VP Social shall head the Committee.
- 6.2.2 The President shall be a member of the Committee.
- 6.2.3 The Committee is open to all Members.
- 6.2.4 The Committee is responsible for the planning and implementation of the Dinner Dance.

6.3 Iron Ring Party

- 6.3.1 The Fourth Year Rep shall head the Committee.
- 6.3.2 The Committee is open to all members of the Club.
- 6.3.3 The Committee is responsible for the planning and implementation of the Iron Ring Party.

6.4 Chariot Race

- 6.4.1 The VP Social shall head the Committee.
- 6.4.2 The Committee is open to all Members.
- 6.4.3 The Committee is responsible for the planning and building of the Mineral Engineering Chariot as well as organization for "Race-Day."

7.0 Amendments to the Constitution

- 7.1 Amendments to the constitution will be made annually at the end of the winter term by the departing Executive.

7.2 Suggested amendments will be voted on by the Executive and must be accepted by a two-thirds majority of votes cast to pass or approval of the President. Naturally anything can be vetoed by Billy, the Min Club Goat.

8.0 Miscellaneous

8.1 Suggested Club Activities

- 8.1.1 Various formal and informal Sporting Events
- 8.1.2 Guest Speakers, Seminars, and Networking Events
- 8.1.3 First Year Mentorship Program
- 8.1.4 Alumni Mentorship Program