

THE UBC MECHANICAL ENGINEERING GRADUATE ASSOCIATION CONSTITUTION

REVISION 2.50

April 10, 2013

REVISION HISTORY

REVISION 2.50

Drafted: 04/09/2013

Motioned: 04/09/2013 @ The MEGA Annual General Meeting

Enacted: 04/09/2013

Amendments: N/A

Tabled by: Eric Pospisil (Speaker)

Authorized by: Ambrose Chan (President)

Description:

- Revised MEGA executive structure: set of VPs + president

REVISION 2.00

Drafted: 11/05/2012

Motioned: 11/06/2012 @ The MEGA Annual General Meeting

Enacted: 11/06/2012

Amendments: N/A

Tabled by: Eric Pospisil (Vice President)

Authorized by: Ambrose Chan (President)

Description:

- Added LEGAL section
- Added SPECIAL GENERAL MEETINGS section
- Added MEGA FINANCIAL RESPONSIBILITIES section
- Removed “Registered Members” and all references
- Combined Executive positions (Communications and Public Affairs Director and Secretary), removed executive positions (Membership Coordinator and Webmaster)
- Clarified language (2/3 majority becomes 2/3 majority of attendees, Mech M.Eng students are MEGA members, etc.)
- Changed date of elections to April
- Permitted voting by proxy, and set quorum to 50% for executive votes and meetings
- Added monthly oral reports and bi-annual constitution review
- Modified outgoing exec clause (no voting power, retain title up to four months)

REWORDED/ADDED DUTIES TO VARIOUS EXEC POSITIONS REVISION 1.01

Drafted: 11/24/2010

Motioned: 12/03/2010 @ The MEGA Annual General Meeting

Enacted: 12/03/2010

Amendments: N/A

Tabled by: Matthew Pan (Secretary)

Authorized by: Ambrose Chan (President)

Description:

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- Revised formatting.
- Added new Executive positions (Communications and Public Affairs Director and Membership Coordinator).
- Revised duties of the Webmaster and Secretary.
- Added new membership class (Registered Member).
- Introduced a new clause (Clause X) describing annual general meetings and elections.
- Introduced Paragraph 2 in Clause XI which states: Candidates for Presidential and Vice Presidential positions must have attended must have attended at least four (4) Executive meetings since the last Annual General meeting and prior to meeting in which voting is to take place.
- Removed Associate Membership (Clause III)
- Revised terminology. MEGA 'Councillors' and the MEGA 'Council' are now known as 'MEGA Executives' and the 'MEGA Executive body'.

REVISION 1.00

Drafted: 8/4/2010

Motioned: 8/4/2010

Enacted: N/A

Amendments: N/A

Tabled by: Matthew Pan (Acting - Secretary)

Authorized by: Ambrose Chan (Acting - President)

Description: Base revision.

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CLAUSE 0 - LEGAL

Nothing in this document is intended or may be used to circumvent, bypass, or otherwise limit the laws and regulations of Canada and British Columbia, or impose restrictions or limitations on individuals outside of the organization's membership.

In the event of a discrepancy between this document and any law of Canada or British Columbia, the latter laws shall prevail.

In the event of a discrepancy between this document and Mechanical Engineering Department policy, the latter shall prevail.

In the event of a discrepancy between this document and the rules passed or practiced by the MEGA executive, the former shall prevail.

In the event of a discrepancy between this document and UBC-Vancouver GSS policy, the latter shall prevail.

This document has no legally enforceable power in the courts of Canada or British Columbia.

This document is designed to protect and promote the interests of Mechanical Engineering Graduate Students. Deliberate attempts to misuse or circumvent this document to assert other interests, whether public or private, must not be tolerated by the council.

This document is not a legal document, was designed by volunteers, and as such may carry significant errors or omissions. It is the duty of the council to carry out the document to the best of their ability, with the interests of the MEGA members in mind.

Changes to this constitution may only be made at an Annual General Meeting or a Special General Meeting, in which all members are invited to attend and sufficient notice has been given (see relevant sections). Changes to this constitution must be met with two-thirds majority approval of the meeting attendees.

CLAUSE I - NAME

The name of the Association is "Mechanical Engineering Graduate Association of the University of British Columbia" herein simply MEGA.

CLAUSE II – OBJECTIVES

- 1) Create unity and fellowship among Mechanical Engineering Graduate Students of the University of British Columbia.
- 2) To provide all Mechanical Engineering Graduate Students with a forum to express their opinions and concerns regarding the elements and operation of the Faculty of Graduate Studies, the Faculty of Applied Science and Department of Mechanical Engineering.
- 3) To act as a medium between Mechanical Engineering Graduate Students, and the Department of Mechanical Engineering, the Faculty of Applied Science, the University of British Columbia Graduate Student Society, and the Alma Mater Society.
- 4) To serve as a center of communication among Mechanical Engineering Graduate Students of the University of British Columbia.

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- 5) To promote Departmental activities to Mechanical Engineering Graduate Students.
- 6) To organize and promote social and sporting functions for all Mechanical Engineering Graduate Students.
- 7) To assist the Department of Mechanical Engineering in the promotion of graduate studies in Mechanical Engineering.

CLAUSE III – MEMBERSHIP

ORDINARY MEMBERS

All graduate students currently registered in the Department of Mechanical Engineering shall be ordinary members of the MEGA.

HONORARY MEMBERS

The Executive body may, by resolution from time to time, confer Honorary Membership upon any person the Executive body may wish to honour for outstanding service to the MEGA commencing when the recipient is no longer an ordinary member. Honorary membership shall be granted for the lifetime of the recipient or such shorter term as the Executive body may by resolution decide.

CLAUSE IV – RIGHTS AND DUTIES OF MEMBERS

RIGHTS OF MEMBERS

- a) All ordinary members, and only ordinary members, shall have voting rights in general meetings or referenda of the MEGA.
- b) All members shall be entitled to participate in executive and general meetings of the MEGA.
- c) Only ordinary members shall be eligible to be voting Executives.

DUTIES OF MEMBERS

It is the duty of every member of the MEGA to uphold the spirit and intent of the Constitution of the MEGA in matters respecting the MEGA.

- a) To do everything incidental and necessary to promote and attain the objectives set forth in Clause II.
- b) To carry out the objectives set forth in Clause II for the benefit of all Mechanical Engineering Graduate Students and not for the individual gain of MEGA Executive Members.
- c) To utilize any and all profits or accumulations to the MEGA for the furtherance and achievement of the objectives of Clause II.

CLAUSE V – EXECUTIVES

The voting officers of the MEGA, who collectively shall be known as the Mechanical Engineering Graduate Association Executives, (referred to herein as Executives), shall consist of:

- a) President
- b) Vice-President, Finance

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- c) Vice-President, Academic
- d) Vice-President, Social/Sports
- e) Vice-President, Communications and Administration
- f) GSS Councillor(s) – 1 per 50 Mechanical Engineering Graduates; 3 maximum
- g) Members at Large

CLAUSE VII – DUTIES OF INDIVIDUAL EXECUTIVE MEMBERS

PRESIDENT

The President shall:

- a) Represent the interests of the Society to the Department of Mechanical Engineering and the Faculty of Applied Science.
- b) Preside over meetings of the MEGA.
- c) Enforce due observance to the Constitution.
- d) Supervise and direct the duties of the Executive body.
- e) Be responsible for the execution of Executive decisions.
- f) Ensure that Executives satisfactorily perform all duties assigned to their positions.
- g) Ensure that the Constitution is current, and that all Executives receive copies of the amendments made thereto.
- h) Perform such other duties as directed by Executives, the membership or the Constitution.

VICE PRESIDENT, COMMUNICATIONS AND ADMINISTRATION

The VP-COMAD shall:

- a) Set the agenda for all meetings and ensure that minutes are taken.
- b) Ensure that each Executive obtains a copy of the minutes and that ordinary members of the MEGA have access to all minutes.
- c) Create and post an agenda for General Meetings at least one (1) week in advance of the scheduled meeting date.
- d) Give notice at least fourteen (14) days prior to a referendum and shall clearly state the dates, times, places and purpose of the referendum, including the text of the referendum question.
- e) Post notification of potential amendments to the Constitution, with copies of amendment, at least one (1) week in advance of when the proposed amendment will first be heard by the Executive body.
- f) Ensure that all Executives have a copy of the proposed amendments to the MEGA Constitution at least one (1) week in advance of when the proposed amendment will first be heard by the Executive body.
- g) Direct and coordinate MEGA Annual General Meetings and Elections to be held in April of each year.
- h) Advertise upcoming Executives and General Meetings to all members of the MEGA.
- i) Interact with the public community to increase awareness for MEGA and its purpose and objectives.
- j) Perform such other duties as directed by Executives, the membership or the Constitution.

VICE PRESIDENT, FINANCE

The VP-Finance shall:

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- a) Be responsible for the finances of the MEGA.
- b) Maintain an up to date account of all financial assets of the MEGA.
- c) Obtain estimates of all proposed expenditures.
- d) Arrange MEGA purchases and the payment of MEGA debts.
- e) Perform all banking duties for the MEGA.
- f) Perform such other duties as directed by Executives, the membership or the Constitution.

VICE PRESIDENT – SPORTS/SOCIAL

The VP Sports/Social shall:

- a) Serve as the Event Coordinator for the majority of social and sporting functions of the MEGA.
- b) Co-operate with Intramurals in promoting Mechanical Engineering Graduate Students' participation in UBC Rec sporting events and teams.
- c) Present an athletic program for the year and undertake to enter the Mechanical Engineering Graduate Students' teams in the Intramural sports programs.
- d) Be responsible for informing all members of the MEGA of the current sports and social activities.
- e) Work in co-operation with the VP-Finance to ensure that all finances from social functions are in order.
- f) Chair any and all Social and Sports Committees that are created.
- g) Perform such other duties as directed by Executives, the membership or the Constitution.

VICE PRESIDENT – ACADEMIC

The VP Academic shall:

- a) Serve as the Event Coordinator for the majority of academic/professional functions of the MEGA.
- b) Promote academic issues and solicit feedback from MEGA members about academic concerns.
- c) Serve as the liaison with the department's Graduate Advisor, as well as any other relevant academic contacts.
- d) Be responsible for informing all members of the MEGA of current academic and professional opportunities, when those opportunities are deemed to be of interest to MEGA members.
- e) Work in co-operation with the VP-Finance to ensure that all finances from academic/professional events are in order.
- f) Chair any and all Academic Committees that are created.
- g) Perform such other duties as directed by Executives, the membership or the Constitution.

GSS COUNCILLOR

The GSS Councillor(s) shall:

- a) Represent the interests of the MEGA to the Graduate Student Society of UBC, Vancouver.
- b) Attend all Graduate Student Society of UBC, Vancouver meetings as a representative of the MEGA.
- c) Report to the MEGA members about Graduate Student Society of UBC, Vancouver matters.
- d) Ensure that MEGA is accredited with the Graduate Student Society of UBC, Vancouver each year.
- e) Increase attendance at events through networking and advertisement.
- f) Serve as event coordinators for events where applicable.
- g) Perform such other duties as directed by Executives, the membership or the Constitution.

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MEMBERS AT LARGE

The Members at Large shall:

- a) Participate in Council and General Meetings.
- b) Represent the interests of the MEGA members to the MEGA Executive body.
- c) Perform such other duties as directed by Executives, the membership or the Constitution.

CLAUSE VIII - DUTIES AND POWERS OF THE EXECUTIVE BODY

The management, administration, and control of the property, revenue, business and affairs of the MEGA are vested in the Executive body, subject to the Constitution. The Executive body:

- a) May make such rules and regulations as it considers advisable for the conduct of the affairs of the MEGA, provided such rules and regulations are consistent with the Constitution.
- b) May enter into agreements and covenants on behalf of the MEGA provided those agreements and covenants do not require a financial outlay by the MEGA of greater than \$500.00 CDN.
- c) Shall ensure the keeping of proper financial records.
- d) May appoint standing committees, ad hoc committees and task forces, consisting of such persons as the Executive body sees fit, to carry out specified functions as determined by the Executive body.
- e) Shall review the constitution at a MEGA meeting at least twice per year to remember what it contains.
- f) Shall endeavor to assist and volunteer in MEGA events as much as possible.
- g) Shall perform such duties as directed by the members.

CLAUSE IX – EXECUTIVE MEETINGS

- a) Executive meetings shall be held at least once every two weeks.
- b) To qualify as a MEGA meeting for constitution purposes, at least 50% of the executives must be in attendance. All formal executive votes/approvals must have at least 50% of the executive present.
- c) The Secretary will be responsible for the creation of an agenda and the recording of minutes for each Executive meeting.
- d) Issues to be covered on the agenda must be submitted to the Secretary by noon of the weekday before the scheduled meeting.
- e) All members of the MEGA are welcome to participate in Executive meetings.
- f) Voting privileges in Executive meetings extend to Executive members only.
- g) Voting by proxy for Mega Executive decisions shall be permitted, either by designating an individual as a proxy or by emailing in a vote prior to (or during) the vote at the meeting.
- h) Issues put to a vote shall be passed based on a two-thirds majority of attendees.
- i) To ensure all executives are given an equal opportunity to participate in council and to foster good communication, all executives shall provide oral updates at MEGA meetings at least once per month

CLAUSE X – FINANCIAL RESPONSIBILITIES

- 1) Notwithstanding anything in this document, MEGA will maintain all of its accounts in good standing and will never carry a deficit. In the event that MEGA's total cash reserves drop below \$100, all further expenditures will be halted until additional funding can be secured.

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- 2) There will be a budget committee struck approximately one month prior to the AGME
 - This committee is open to all voting members.
 - The committee will be limited in size to 6 people, including the chair.
 - The committee chair shall be the VP-Finance, and at least one other executive must sit on the committee (preferably a social coordinator).
 - If too many individuals are interested in joining the committee, preference will go to those who were most involved with MEGA as determined by meeting attendance over the previous year.
 - 3) The responsibilities of the budget committee shall be:
 - To formalize the VP-Finance's report of MEGA's expenditures over the previous year.
 - To solicit feedback from all MEGA members regarding MEGA's expenditures and activities over the previous year, with the goal of receiving recommendations for the upcoming year.
 - To prepare a budget recommendation to be:
 - reviewed by the outgoing executive at a regular meeting one week before the AGM
 - presented at the AGME
 - 4) At the AGME, prior to elections, the outgoing VP-Finance will:
 - Provide a financial report for the previous year, comparing the expenditures to the originally approved budget (see 5)
 - Present the budget committee's recommendations for the incoming executive.
 - Solicit and record feedback on the recommended budget for the upcoming year (recorded by the Secretary), and pass this information on to the incoming VP-Finance.
 - 5) Following the annual general meeting, the new executive must formalize their budget within 1 calendar month. The budget shall be prepared using the recommendations of the budget committee, feedback solicited at the AGME, and any modifications proposed by members of the incoming executive. The budget shall be prepared by a committee of the President, VP-Sports/Social, and VP-Finance, and will be formalized by a 2/3 vote of the entire executive committee.
- 5.1 The budget may, in future, be modified by a 2/3 vote of the executive (or by other means explicitly stated in this constitution), however all previous versions of the budget must be retained and be publicly accessible.
- 6) When organizing an event that will require MEGA expenditure, the event coordinator shall, during their update at a regular MEGA meeting, announce to the executive:
 - A brief summary of the event
 - The planned date, or a set of dates under consideration
 - The expected budget (EB) (and general breakdown of expenditures) for the event
 - The absolute maximum (AM) permitted expenditure, accounting for contingencies
 - The specific line item(s) of the budget to which the event will be charged

Note that no vote of approval is necessary at this point, provided the conditions in Section 6.1 are met.

6.1 Executive members are encouraged to provide constructive suggestions as to ways that the event could be improved. However, such changes are at the discretion of the event coordinator unless:

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- a) An executive member puts forward a motion on some aspect of the event, the motion is seconded, and is passed by 2/3 of the executive, or
- b) The Event Coordinator's expected budget (EB) overruns the specific line item(s) of the budget previously allocated to the event, in which case a modified budget must be approved by 2/3 of the council before the event can proceed.
- c) If any part of the event is to come out of an overrun/contingency/general budget line item (i.e. unallocated funds), the modified budget must first be approved by the council.

6.2 It is the VP-Finance's responsibility (with the assistance of the VP-COMAD), to track proposed and actual expenditures. It is the Event Coordinator's responsibility to carry out the event within the Expected Budget (EB), and to provide an accurate accounting of the costs after the event has proceeded.

6.3 Failure to announce an event that requires MEGA expenditure in advance to the executive, or exceeding the absolute maximum (AM) expenditure could result in reimbursements being withheld, as determined by a committee of the President and VP-Finance.

6.4 If an event overruns its Expected Budget (EB), the event coordinator should briefly explain the reasons in their event summary, to ensure they are captured in the council minutes. If the final cost exceeds the total budget allocated for the category, the executive must update the budget (such as by reducing the contingency fund).

6.5 If an event is run within its Expected Budget (EB), the Event Coordinator, as an incentive, can propose how to reallocate the surplus into the year's budget. This will be done at the next MEGA Meeting after the VP-Finance receives all receipts and finalizes the event's revenues and expenditures. Note that the budget may still be modified by the executive as per section 5.1.

6.6 Event Coordinators, at their discretion, may choose at any time to cancel or postpone events due to a lack of interest or volunteers. Coordinators shall communicate to the executive why the event was not held at a subsequent regular MEGA meeting, and all remaining funds for the event will remain in that section of the budget until reallocated.

- 7) All rules from section 6 apply to other MEGA expenditures that are unrelated to specific events. In this case, an individual should assume the role of Purchase Coordinator, and all references to the 'Event' shall instead refer to the 'Purchase'.
- 8) In extenuating circumstances, it is possible that expenses may need to be approved without having first been announced to council. In this case, the Purchase or Event Coordinator must get approval from the President, or two other executive members prior to the expense, having submitted to them the information required in section 6.0, and provided a reason for the urgency or delay in presentation. They must also endeavor to inform the council at the next available opportunity, preferably by email immediately, and also at the next council meeting.

CLAUSE X – ANNUAL GENERAL MEETINGS AND ELECTIONS

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An Annual General Meeting and Election (hereafter referred to as the AGME) shall be held in April to hold Executive elections and address any issues that cannot be resolved by the Executive body pursuant to the Constitution and/or a recommendation from Executive body based on a two-thirds majority vote by Executives.

- a) The purpose of the Annual General Meeting and Elections is to:
 - 1. Inform all ordinary members of the activities of the Executive body
 - 2. Hold by-elections, and/or
 - 3. Cover issues that cannot be resolved by the Executive body pursuant to the Constitution and/or a recommendation from Executive body based on a two-thirds majority vote by Executives.
- b) The Secretary shall post an AGME announcement and agenda at least one (1) month in advance of the AGME.
- c) All members of the MEGA shall have voting privileges at the AGME.
- d) Voting by Proxy shall not be allowed.
- e) Issues put to a vote shall be passed based on a two-thirds majority of attendees.
- f) The responsibility for proper conduct of voting in General Meetings shall lie with the Executive body.

CLAUSE XI – SPECIAL GENERAL MEETINGS

A Special General Meeting (hereafter referred to as a SGM) may be called up to twice per election cycle to address and vote on any issues that cannot be resolved by the Executive body pursuant to the Constitution and/or a recommendation from Executive body based on a two-thirds majority vote by Executives.

- a) The purpose of the SGM is to:
 - 1. Inform all members of the activities of the Executive body
 - 2. Cover issues that cannot be resolved by the Executive body pursuant to the Constitution and/or a recommendation from Executive body based on a two-thirds (2/3) majority vote by Executives.
- b) The Secretary shall post an SGM announcement and agenda at least one (1) month in advance of the SGM.
- c) All members of the MEGA shall have voting privileges on any issues presented at the SGM.
- d) Voting by Proxy shall not be allowed.
- e) Issues put to a vote shall be passed based on a two-thirds (2/3) majority of attendees.

The responsibility for proper conduct of voting in General Meetings shall lie with the Executive body.

CLAUSE XII – ELECTION OF EXECUTIVES

- 1. MEGA Councillors (all except Members at Large) shall be nominated and elected by and from the ordinary members of MEGA at an Annual General Meeting and Elections held in April of each year.
- 2. Candidates for Presidential and Vice Presidential positions must have attended must have attended at least four (4) Executive meetings since the last Annual General meeting and prior to meeting in which voting is to take place.
- 3. Electoral voting shall be conducted by a show of hands, with candidacy awarded by a simple majority.
- 4. The responsibility for proper conduct of elections shall lie with the Executive body.
- 5. Elected Executives shall assume their duties immediately following the close of the Annual General Meeting. To assist transition, outgoing Executives shall retain their previous title(s) for four (4) months with 'outgoing' prepended, but shall not retain voting privilege.

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6. Members at Large may be nominated and appointed by the Executive body based a two-thirds majority vote. Potential candidates for Members at Large must have attended at least four (4) Executive meetings since the last Annual General meeting and prior to meeting in which voting is to take place.
7. Elected Members at Large shall assume their duties at the close of voting.

CLAUSE XIII – REMOVAL OF EXECUTIVES

1. An Executive may be removed from office for any of the following reasons:
 - a. Resignation.
 - b. Consistent and unexcused absenteeism from Executive Meetings.
 - c. Unsatisfactory performance according to a petition signed by three-quarters of the Executive body or one-quarter of the active membership.
2. An Executive may be removed by a two-thirds resolution of the Executive body at a meeting of which the Executive has received ten (10) days written notice including the reasons for which her/his removal is being considered. At such meeting, the Officer shall be given the opportunity to be heard before the resolution is voted upon.

CLAUSE XIV – BLANKET POLICY

1. Any issues not defined or set forth by this constitution (i.e., referenda, constitution amendments) will be decided by vote within the Executive body.
2. No part of this constitution may be construed in a sense that is offensive or distasteful to the objectives of the MEGA.