



UNIVERSITY OF TORONTO



MECHANICAL ENGINEERING CLUB

CONSTITUTION

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1. Mechanical Engineering Club Mission Statement

The primary focus of the Mechanical Engineering Club (“Mech Club”, “the Mech Club”) is to facilitate communication between the Engineering Society, the Department of Mechanical and Industrial Engineering (the Department), and the undergraduate Mechanical Engineering student body. Mech Club provides the Mechanical Engineering student body with resources for academic advocacy and support as well as networking and professional development.

The Club also organizes social events, such as the annual MIE Dinner Dance, book smokers, BBQs, and holiday gatherings to enhance the undergraduate experience and bring students together. Mech Club emphasizes the importance of mental health and wellness by hosting related events and workshops for the mechanical engineering community to raise awareness and create a positive and open environment. Mech Club’s mentorship program aims to bridge the gap between different years so students can exchange knowledge, advice, and experience. The Club strives to create a positive and accepting community for Mechanical engineering students, contributing to the network of all other disciplines and faculties at the University of Toronto (the University).

1.1 Membership

1.1.0 The Mechanical Engineering Club consists of:

- i) General members
- ii) Executive members

1.1.1 General members must be registered with the Department of Mechanical and Industrial Engineering in Mechanical Engineering enrolled in:

- i) Full or part-time undergraduate studies
- ii) The Professional Experience Year (PEY-Coop) Program

1.1.2 Executive members must be registered with the Department of Mechanical and Industrial Engineering in Mechanical Engineering, and must be enrolled in:

- i) Full or part-time undergraduate studies
- ii) The Professional Experience Year (PEY-Coop) Program

1.1.3 Executive members are the Club Directors and Class Representatives elected and/or appointed into their positions.

2. Mechanical Engineering Club Executive Positions

2.1 Chair

The Chair is a member of the fourth year Mechanical Engineering class, in any stream.

2.2.1 Duties:

- To ensure that the club runs in a well and organized manner by providing a vision for the Club
- To serve as the liaison between the Mechanical Engineering Department and the undergraduate Mechanical Engineering student body
- To supervise the planning of the annual MIE Dinner Dance in collaboration with the Indy Club chair
- To be financially accountable for the money Mech Club spends
- To 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.

2.2 Vice Chair

The Vice Chair is a member of the third year Mechanical Engineering class, in any stream.

2.2.1 Duties:

- To assist the Chair in authorizing and overseeing all Mech Club events
- Consult the chair when making decisions about event approvals
- Assume responsibility of Chair in the event that the current Chair cannot fulfill their 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 duration of the year

2.3 Mechanical Engineering Mentorship Director

The Mechanical Engineering Club MIE Mentorship Director is a member of any Mechanical Engineering class, in any stream, with preference for those with prior involvement in the former MIE Mentorship Program or another similar mentorship program.

2.3.1 Duties:

- Execute a program which matches first year Mechanical engineering students with upper-year Mechanical engineering students to provide non-academic support
- Handles the logistics and strategy of pairing mentors with mentees
- Creating incentives to get mentor-mentee pairs to attend events
- Plan and execute training programs for mentors
- Provide support for mentors and mentees that have trouble connecting, offering communication tips, and collecting feedback from participants of the program
- Reach out to other discipline clubs, engineering organizations, U of T-wide

- clubs to find opportunities for collaborative events
- Assist in Mechanical Engineering Club event planning and decision making where necessary and/or appropriate

2.4 Academic Director

The Academic Director is a member of the second, third, PEY, or fourth year Mechanical Engineering class, in any stream.

2.4.1 Duties:

- Responsible for coordinating the elected Class Representatives to communicate feedback to professors and develop strategies to improve the academic experience
- Communicating with other discipline club Academic Director equivalents, and with the Vice President Academic of the Engineering Society
- Shall be a liaison between the Academic Advocacy Committee and Mech Club, attending regular committee meetings
- Make improvements to the course evaluation (mid-course and post) procedure
- Create the Anti-Course Calendars for 2nd-4th year Mechanical Engineering Courses
- Managing and updating the Mechanical Engineering Curriculum Google Drive to ensure resources are up to date and accessible for all mechanical engineering students

2.5 Events Director

The Events Director is a member of the second, third, PEY, or fourth year Mechanical Engineering class, in any stream. If the Chair deems it is necessary to share the Events Director role and responsibilities between two people, a second Events Director shall be appointed.

2.5.1 Duties:

- Responsible for planning and executing Mech Club events such as Book Smokers, BBQs, Coffee House, holiday parties, and Dinner Dance
- Communicate on collaborative events with Indy Club, and other groups and organizations
- Collaborate with the Communications Director and Creative Director to market events, increase turnout, and appeal to a greater audience
- Support other executives and Class Representatives in their efforts to plan/execute events
- Scheduling and resource planning for event execution: creating action items and delegating tasks to others
- Keeping events within an allotted budget
- Ensure accessibility through a hybrid of online and in-person events

2.6 Communications Director

The Communications Director is a member of the second, third, PEY, or fourth year Mechanical Engineering class, in any stream.

2.6.1 Duties:

- Communicate with the student body through the Mech Club's social media pages and email as needed to keep them up to date and to promote the Club's events
- Compose a monthly newsletter for upcoming events and important dates
- Maintain an updated calendar
- Develop and maintain the Club's Quercus
- Marketing events on different social platforms to ensure maximum exposure to all years
- Working with Events Directors to generate event interest and increase turnout

2.7 Creative Director

The Creative Director is a member of the second, third, PEY, or fourth year Mechanical Engineering class, in any stream.

2.7.1 Duties:

- Develop all graphics and visual posts for any event organized by Mech Club
- Maintain visual aspects of the Instagram, Facebook, and Quercus page
- Collaborate with the Communications Director to develop effective marketing strategies
- Manage and update the Mech Club website

2.8 Mental Health and Wellness Director

The Mental Health and Wellness Director is a member of the second, third, PEY, or fourth year Mechanical Engineering class, in any stream.

2.8.1 Duties:

- Organize and manage events related to raising awareness about mental health and wellness
- Share interesting information about mental health through Mech Club's social media platforms
- Collaborate with the Communications Director and Creative Director to ensure all mental health resources are clearly established and accessible on different online platforms
- Reach out to other discipline clubs, engineering organizations, U of T-wide clubs to find opportunities for collaborative events
- Assist in Mechanical Engineering Club event planning and decision making where necessary and/or appropriate

2.9 Treasurer

The Treasurer is a member of the second, third or fourth year Mechanical Engineering class, in any stream. In the case that a Treasurer is not appointed, the roles and responsibilities of the Treasurer are shared between the Chair (Co-Chair) and the Vice-Chair.

2.9.1 Duties:

- To maintain an updated account of all transactions made and received by Mech Club
- To be financially accountable for the money spent by the Mech Club
- To ensure reimbursements to members are paid in a timely manner
- Maintain an up-to-date budget reflecting club spending and revenue
- Ensure all expenses are approved by the Chair (Co-Chair)
- Create a month-to-month history of Club Spending to aid in the creation of future Mech Club budgets

2.10 4th Year Representative

The 4th Year Rep is a member of the fourth year Mechanical Engineering class, in any stream.

2.10.1 Duties:

- To communicate all upcoming events with 4th year undergraduate Mechanical Engineering students
- Provide a recognizable point of contact between your 4th 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 4th year rep
- To oversee and organize the 4th year graduating prank

2.11 PEY Representative

The PEY Representative is a student in between their second or third year of study in Mechanical Engineering, in any stream, currently participating in the PEY-Coop Program.

2.11.1 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
- Attend meetings as time permits

2.12 3rd Year Representative

The 3rd Year Rep is a member of the third year Mechanical Engineering class, in any stream.

2.12.1 Duties:

- To communicate all upcoming events with 3rd year undergraduate Mechanical Engineering students
- 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
- Organize at least one event per semester for all 3rd year undergraduate Mechanical Engineering students
- To organize the 4th year Iron Ring party

2.13 2nd Year Representative

The 2nd Year Rep is a member of the second year Mechanical Engineering class.

2.13.1 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
- Organize at least one event per semester for all 2nd year undergraduate Mechanical Engineering students
- Organize a streams information session for all 2nd year undergraduate Mechanical Engineering students

2.14 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.

2.14.1 Duties:

- To communicate all upcoming events with 1st year undergraduate Mechanical Engineering students
- Provide a recognizable point of contact between your 1st year class and the MIE Department
- Organize at least one event per semester for all 1st year undergraduate Mechanical Engineering students
- Make her or his class aware of upcoming Mech Club run or sponsored events, and encourage involvement
- Support Mech Club executive where possible

2.15 Addition of Executive Members

If necessary more executive roles can be added by the Chair and/or Vice-Chair in charge of the hiring process.

3. Event Protocol

These are events that must be planned and run by the Club, barring external circumstances that forbid their occurrence (i.e. COVID-19). The description of each event can be altered as necessary.

3.1 The MIE Dinner Dance

- Normally held in the 1st or 2nd week of November
- Expected attendance: 350-450 students
- Choose a date based on both disciplines' availabilities
- Visit and book the hall in which you will host the event
- Choose a theme for the event and select decor
- Secure a DJ, security, and transportation to the event
- Prepare the tickets
- Event promotion begins in September

3.2 Iron Ring (FeO)

- Event occurs in early March
- Expected attendance: 175-200
- Depending on timing, a reception with light refreshments and opportunities for photographs is held between the ceremony in the morning and the event mid-afternoon
- Event includes a meal and alcohol service open to only the graduating class with no outside invites
- Custodial fees should be considered when budgeting

3.3 Miscellaneous Events or MIE Building Assistance

- If there's anything that needs to be fixed, or common room concerns, forward them to the Facilities Coordinator, Joe Baptista (joe@mie.utoronto.ca)
- Where possible, additional club-wide events are encouraged to be organized

4. Meetings

4.1 General

An annual general 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 serve as an opportunity for all mechanical engineering students to provide feedback

and suggestions for Mech Club improvements.

4.2 Executive Meetings

The executives will meet at least once bi-weekly. 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 or Vice-Chair. The Chair or Vice-chair is appointed chairperson 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. Financial Management

5.1 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.

5.2 Signing Officers

The signing officers of the club will be the Chair, Vice-Chair, and Treasurer if appointed. The club bank account will be held under these 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. In the event that a treasurer is not appointed, this responsibility falls to the Vice Chair. These records can be inspected by any member with one week's notice.

5.3 Annual Budget

The Chair and Vice-Chair will prepare an annual budget, including projected revenues and expenses, and this will be presented to the members once approved by the Faculty. Approval of the budget shall be considered to be approval of all spending within the budget.

6. Elections

- 6.1** Elections of executive members shall be run in accordance with the Engineering Society's Bylaw 3 – The Elections Bylaw
- 6.2** Mech Club has the right to appoint its executive members with the exception of the Chair and Class Representatives.
- 6.3** If there is no Chair elected, the Vice-Chair shall assume the position until a fourth year student is elected.

7. Removal/Withdrawal of Mech Club Officials

- 7.1** A member of the Mechanical Engineering Club Executive may be removed from the club for the following reasons:
1. If their own 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
- 7.2** 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.
- 7.3** 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
- 7.4** In the event of an executive member's **removal** or **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.

8. Amendments

- 8.1** 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.
- 8.2** All amendments to the constitution must be approved by at least 1/2 of the members present at the meeting.
- 8.3** Amendments are not considered final until approved by the Mechanical Engineering Club Chair or Vice-Chair.
- 8.4** The cover page of this document must be updated with the corresponding date of Amendment Approval.

