

# Queen's Mechatronics and Robotics Engineering Club Constitution

February 4<sup>th</sup>, 2023

## Article I: Name and Scope

- There shall be a Discipline Club within the Engineering Society of Queen's University ("EngSoc"), hereinafter referred to as the "Club", with the purpose of representing students in the undergraduate Mechatronics and Robotics Engineering Program (the Program) of the Department of Electrical and Computer Engineering and the Department of Mechanical and Materials Engineering (the Departments) at Queen's University in Kingston (the "University").
  - The official name of the Club shall be "Queen's Mechatronics and Robotics Engineering Club".
  - The Club may also be referred to as the "Tron Club" or the "MRE Club".
- This document defines the roles, responsibilities, regulations, policies, mandate and scope of the Club, under the authority of By-Law 6 of EngSoc, and supersedes any other document addressing these topics for the Club.

## Article II: Membership

- The Club shall have ordinary members and associate members.
  - All ordinary members of EngSoc, as defined by s. VI.1 of the Constitution of EngSoc, who are enrolled in the Mechatronics and Robotics Engineering program at the University, shall be ordinary members of the Club.
  - All students of the University who are enrolled in any course offered by the Mechatronics and Robotics Program and who are not ordinary members as defined in s. 1(a) shall be associate members of the Club.
  - The above clauses include, where the stated requirements are met, students in their first year of undergraduate study.
  - No individuals other than those identified in this section shall be members of the Club.
- All ordinary members of the Club have the right to participate in all Club events, with the following exceptions:
  - The Club may limit participation in a given event on the sole basis of Year membership, as defined by By-Law 5 of EngSoc.

- Notwithstanding the inherent politics of elected positions, the Club has the obligation to represent the interests of all of its members as relevant to their positions as students of the Department and University and/or members of EngSoc.

### Article III: Purpose

- The purpose of the Club is:
  - To promote good communication among undergraduate students, faculty members and staff within the Program;
  - To organize social and professional events for the members of the Club;
  - To design, procure and manage the sale of Club merchandise;
  - To provide and facilitate for members professional development and career development opportunities which are relevant to the fields of Mechatronics and Robotics Engineering;
  - To actively communicate with members of the Club in order to ensure that their needs are understood and being met;
  - To use its position to advocate to and pressure other entities on behalf of the interests of its members; and
  - To ensure the best possible academic, social and extracurricular experience for its members.
- The spirit and letter of s. 1 constitutes the mandate of the Club.

### Article IV: Executive and Officers

- The Club shall have a body called the Executive which consists of several Officers.
  - Unless otherwise specified, each Officer shall be an ordinary member of the Club.
  - Every member who is an Officer is considered part of the Executive.
  - Subject to the provisions of Article VII, the Executive shall have a tenure of 1 year, beginning on May 1<sup>st</sup> of a given year; after an Executive expires, a new Executive takes its place.
  - Following the expiry of the 1-year tenure on the council, with the exception of returning Executive, no Executive shall carry out any of the Executive duties that they were previously responsible for.
- The Executive consists of precisely the following positions, each of which constitutes an Officer of the Club:
  - There shall be one (1) President, who shall:
    - Act by default as the official spokesperson of the Club to its members and to external groups;

- Chair meetings of the Executive in accordance with Article VI;
- Manage and conduct Club elections and by-elections in accordance with Article VII and in consultation with the Director of Governance of EngSoc;
- Ensure a smooth transition between consecutive Executives;
- Be the representative of the Club on the Engineering Society Council with respect to By-Law 1 of EngSoc and carry out the duties associated with that role;
- Ensure that all other Officers are aware of this document and understand their duties and responsibilities under it;
- Review this document and propose any appropriate changes in accordance with Article IX;
- Promote a good social, academic and administrative environment within the Program;
- Drive the Executive in finding solutions to issues which arise within the mandate of the Club;
- Support and guide other Officers in their duties;
- Issue funds as necessary in the absence of the treasurer; and
- Ensure that the Club operates in accordance with any and all applicable by-laws and policies of the University, the Alma Mater Society of Queen's University, and EngSoc.
- There shall be a Vice President of Academics who shall:
  - Conduct the duties of the President when the President is absent or unavailable;
  - Assist the President with their specific duties;
  - Attend meetings of the Department as the collective representation of undergraduate students;
  - Attend meetings of the Undergraduate Curriculum Committee of the Department (the "UCC") as non-voting members;
  - Through the above roles as well as meeting with the leadership of the Department and, where necessary, other levels of administration in the University, advocate on behalf of students in accordance with the purpose of the Club as outlined in Article III; and
  - Lead the development of the annual proposal to EngSoc for spending the Better Education Donation on behalf of the members of the Club in the absence of a BED Fund Representative defined in Article IV s.2(f)
- There shall be a Vice President of External Relations who shall:
  - Conduct the duties of the President when the Vice President of Academics is absent or unavailable;
  - Assist the President with their specific duties; and

- Lead the planning, organization, and execution of events being run by the Club.
- There shall be one (1) Treasurer, who shall:
  - Notwithstanding s. 1(b), have completed at least one year of undergraduate study;
  - Maintain adequate financial records of the Club;
  - Issue and collect funds on behalf of the Club as approved by the Executive;
  - Act as the financial officer of the Club;
  - Prepare written financial statements of each Club event; and
  - Ensure the Club operates in accordance with all EngSoc finance policies.
- There shall be one (1) Communications Coordinator, who shall:
  - Notwithstanding s. 1(b), have completed at least one year of undergraduate study by the beginning of their term;
  - Take minutes at all Executive meetings;
  - Monitor and manage Club websites and social media accounts; and
  - Assist other Officers in communicating with members of the Club writ large.
- There shall be one (1) BED Fund Representative, who shall:
  - Notwithstanding s. 1(b), have completed at least one year of undergraduate study by the beginning of their term;
  - Lead the development of the annual proposal to EngSoc for spending the Better Education Donation on behalf of the members of the Club.
- There shall be one (1) Merchandise Coordinator, who shall:
  - Notwithstanding s. 1(b), have completed at least one year of undergraduate study by the beginning of their term;
  - Design or commission the design of Mechatronics and Robotics Engineering merchandise;
  - Work with commercial vendors to produce and deliver merchandise; and
  - Run sales of merchandise throughout the year.
- There shall be one (1) Events Coordinator, who shall:
  - Notwithstanding s. 1(b), have completed at least one year of undergraduate study by the beginning of their term;
  - Propose and organize Club events throughout the year; and
  - Ensure Club events are run professionally, with appropriate financial sustainability, and in accordance with all relevant policies.
- There shall be up to Four (4) Year Representatives, one for every Year as defined by By-Law 5, who shall:
  - Notwithstanding s. 1(b), be a member of the Year they are representing as defined by By-Law 5 of EngSoc;
  - Only exist as a position in the Executive following the election as

described in s. 2 of Article VII.

- Help integrate new ordinary members of the Club into the social fabric of the Department; and
- Work with the Vice-President of Academics to ensure that the academic concerns of second year students are understood and addressed.
- Officers of the Club shall serve without remuneration.
- All Officers shall act in the best interest of the Club and its members.
- All Officers shall perform reasonable duties beyond those enumerated explicitly in this document as may be necessary to ensure that the mandate of the Club is carried out to the fullest extent.

## Article V: Executive Authority

- The Executive may, by a motion in accordance with Article VI, exercise authority over:
  - The finances of the Club;
  - Communications on behalf of the Club;
  - The medium, scheduling and procedures of Executive meetings;
  - The creation of non-Officer positions within the Tron Club to assist in its business and the appointment and remove of members to and from those positions;
  - The presence of additional non-voting parties at Executive meetings;
  - The constitution of ad-hoc working groups formed of Officers and/or members of the Club for any purpose within the mandate of the Club;
  - The delegation of tasks and authority on Officers, non-Officer positions and working groups;
  - Oversight of processes for Club elections, by-elections and appointments;
  - Advocacy positions and efforts taken by the Club, strictly within its mandate;
  - Surveys and other means of feedback to the Club from its members;
  - Official Club websites and social media;
  - Approval and oversight of Club events;
  - Approval and oversight of merchandise production and sales; and
  - Agreements and collaboration with other entities.
- Without restricting the generality of s. 1(a), no funds may be collected or distributed on behalf of the Club without the explicit approval of the Executive.

- Any exercise of authority under s. 1(c) expires at the end of term of the Executive which enacted it.
- Any exercise of authority under ss. 1(d) or 1(f) must respect the principle of balancing the goals of best serving members and providing members with experiential opportunity to get involved in the Club:
  - Any position must be open to as wide an array of Club members as could feasibly carry out its duties;
  - Any opportunity open to Club members must be broadly advertised, by
    - All official Club social media,
    - Unofficial media channels which may be available, and
    - If the opportunity is occurring during the regular academic year, the All Eng Weekly;
  - Where there are a greater number of applicants for an opportunity than positions, all applicants who have the requisite skills and experience for the position shall be considered, with a view to providing opportunities to as many Club members as possible; and
  - Notwithstanding any of the above, no appointment may be made in contravention of the Ontario Human Rights Code.
- All exercise of Executive authority is subject to the provisions of this document, the By-Laws and Constitution of EngSoc, and applicable regulations of the University and of the Alma Mater Society of Queen's University.

## Article VI: Meetings of the Executive

- The Executive shall meet at the call of the President, any Vice President, or any two other Officers.
- Quorum for meetings of the Executive shall consist of a majority of Officers, including at least one of each of the following:
  - The President or a Vice President;
  - A Second Year Representative; and
- The Executive shall meet at least once per month from September through April, inclusive. The Executive may also meet at other times as they deem necessary.
- Reasonable scheduling accommodations shall be made to ensure the greatest representation possible at Executive meetings.
- A motion of the Executive that passes must:

- Not overreach on the authority granted by Article V; and
- Be actively approved by two thirds of the Officers present.
- Unless and until otherwise provided for under s. 1(c) of Article V, meetings of the Executive may be conducted in any of the following manners:
  - For in-person meetings:
    - The meeting must occur on the University campus in a room booked by the Executive;
    - The meeting must occur during the months of September through April, inclusive, and may occur after the end of the Fall semester examination period and the start of the Winter semester classes; and
    - The quorum must be maintained at all times throughout the meeting.
  - For synchronous virtual meetings:
    - The meeting must occur on a video or voice conferencing platform accessible to all Officers and others expected to be present;
    - The quorum must be maintained at all times throughout the meeting.
  - For asynchronous virtual meetings:
    - Organized discussion of Club business by the Executive via asynchronous electronic communication, such as e-mail, constitutes an asynchronous meeting of the Executive;
    - All communication which is part of the meeting, including voting, must be open to all Officers to see and may not occur privately between Officers;
    - The meeting must occur using platforms available through EngSoc or the University;
    - All Officers are considered to be present at an asynchronous meeting, for the purposes of s. 5; and
    - The quorum is considered to be maintained if a sufficient number of Officers to meet quorum acknowledge the communication.

## Article VII: Elections

- The Club shall hold regular elections for all positions in the upcoming Executive, except for Second Year Representatives, during the Winter semester in accordance with s. C.1 of By-Law 3 of EngSoc.
  - The results of these elections shall take effect on the following May 1<sup>st</sup>, in accordance with s. 1(c) of Article IV.

- The Club shall hold regular elections for the Year Representatives for the sitting Executive in the month of September.
  - The results of these elections shall take effect at noon on the day following the close of ballots.
- The Club shall hold by-elections in accordance with Article VIII at any time except during a Fall or Winter examination period.
  - The results of these elections shall take effect at noon on the day following the close of ballots.
- For each election, including by-elections, notice must be given to all members eligible to vote in the election indicating:
  - The description and eligibility of each position, taken verbatim from Article IV;
  - The date and time by which nominations must be received;
  - The date and time at which the ballot will open and close;
  - The official Club contact information to which nominations must be sent; and
  - The nomination requirements, as per s. 7.
- Nominations must close at least 1 week after notice is given.
- The ballot must be open for at least 3 full calendar days, at most two of which may be working days; it shall not open until nominations are closed.
- Nominations shall be processed as follows:
  - Any member who, in accordance with Article IV, will be eligible to hold a given position when the result of the election takes effect may nominate themselves for that position by way of communication to the sitting Executive.
  - Notwithstanding the above, only Officers in the outgoing Executive shall be permitted run in the election of the President.
    - Any Officer, excluding the acting President, may indicate interest in running for President at meetings of the Executive prior to the giving of notice for the election;
  - Nominations must include the following information:
    - The candidate's full name;
    - The candidate's University email address;
    - The candidate's student number; and
    - A summary, up to 300 words, describing why the candidate believes they should receive the position.
  - All candidates who submit nominations for a position shall be put on the ballot.
- Elections shall occur by the following methods as appropriate:
  - Where there are at most as many candidates as available positions, a vote of confidence must occur, wherein:
    - For each candidate, a vote is either for "confidence" in the candidate or "no confidence" in the candidate; and
    - The candidates who received more votes for "confidence" than "no confidence" shall receive the given positions.
  - Where there are more candidates for a position than there are available positions, a vote by ranked ballot must occur, wherein:



- The candidates may be ranked in any order by a voter; and
  - The candidate with the fewest top-ranked votes is removed from all ballots, until only as many candidates as available positions remain.
  - The remaining candidates after the process of para. ii shall receive the given positions.
- In an election, the ballot shall, for each candidate, include only:
  - The candidate's full name; and
  - The summary provided by the candidate pursuant to s. 7(c)iv.
- All voting in Club elections shall take place electronically, using a secure platform provided by either the University or EngSoc.
- All ordinary members shall have equal vote in all Club elections, with the following exceptions:
  - Only members in the respective program may vote in the election of the Academic Representative for that program; and
  - Only members in the Second Year and in the respective program may vote in the election of the Second Year Representative for that program.
- Notwithstanding ss. 1 and 2, the Executive may, with the approval of the Director of Governance of EngSoc, delay an election, if the circumstances at the time make it impossible to run a fair election.

## Article VIII: Removals and Vacancies

- An Executive position may become vacant by any of the following:
  - A sitting Officer may be removed by their position by a vote of two thirds of the entire Executive, not just those present;
  - Any Officer may voluntarily withdraw from their position at any time by notice to the rest of the Executive;
  - An Officer who ceases to meet the qualifying criteria for their position in accordance with Article IV is automatically removed from their position; and
  - A position for which insufficient candidates run or receive confidence votes in the appropriate election is deemed vacant from its start.
- When there is a vacancy in the Executive, the Executive must work to find a replacement, by the appropriate method:
  - If the vacancy is for a President, Vice President, Academic Representative or Engineering Society Representative, then the vacancy must be filled by running a by-election in accordance with Article VII within a reasonable timeframe.
  - Otherwise, the vacancy may be filled either by running a by-election in accordance with Article VII or by a motion of the Executive in accordance with Article VI.
- When there is only one Officer for a position which may optionally have two, the

Executive may, at its discretion, treat the situation as a vacancy and fill it in accordance with s. 2.

## Article IX: Constitutional Changes

- Any change to this document requires:
  - Debate at a meeting of the Executive held in accordance to Article VI;
  - Approval of two thirds of the entire executive, not just those present; and
  - Approval of EngSoc in accordance with s. B.1(c) of By-Law 6 of EngSoc.
- Any member of the Club may submit to the Executive a proposal for such a change.

## Article X: New Discipline Clubs

- In the event that a new engineering program is established at Queen's and there is need for a new discipline club, the MRE club will take responsibility for helping students from the new program establish a discipline club in the second year of the program's existence. The responsibilities of the MRE Club include, but are not limited to:
  - Modifying the constitution to allow for a sub-executive of students from the new program.
  - Electing students to fill the new sub-executive roles.
  - Providing the new sub-executive with the guide for establishing discipline club written during the establishment of the MRE Club.
  - Aid in the writing of a constitution for the new Club.
- Once the new discipline club has been established, Article X will be nullified with the expectation that the new club will adopt a similar article.