

# Miller Club Constitution

## Article I: Miller Club

1. There shall exist an organization with the name Miller Club.

## Article II: Mission Statement

1. Miller Club will actively engage its members to provide opportunities for personal and professional growth and to foster comradery and spirit amongst its members.

## Article III: Purpose and Objectives

1. To uphold the relationship between the undergraduate students, graduate students, staff and faculty of the Department of Geological Sciences and Geological Engineering (the Department).
2. To maintain open communication with the Engineering Society of Queen's University (EngSoc), and the Arts and Science Undergraduate Society (ASUS).
3. To organize social events that promote comradery and spirit between members and to manage the financial obligations of such events.
4. To encourage the Department to invite guest lecturers and speakers to improve the academic experience of members and to assist in inviting and welcoming such guests.
5. To promote industry-student relations.
6. To promote academic excellence in the geological sciences and geological engineering.
7. To assist in the organization of the Geological Engineering Orientation night with the Faculty of Engineering and Applied Science and Majors Night with the Faculty of Arts and Science.
8. To conduct course and curriculum evaluations in conjunction with the Department.

## Article IV: Crest

1. There shall exist an official Miller Club crest.
2. The crest shall consist of an upper-case letter Q superimposed with a maple leaf with a three-peaked mountain set underneath a pair of crossed geological hammers.

## Article V: Membership

1. All undergraduate students in the Department shall be regular members of Miller Club.
2. All graduate students in the Department shall be honorary members of Miller Club.
3. All staff and faculty in the Department shall be honorary members of Miller Club.
4. All persons who hold an undergraduate degree from the Department shall be honorary members of Miller Club.
5. Any member of Miller Club may have their membership revoked by two consecutive votes of the Miller Club Executive, held no less than four days apart, and with the approval of the Head of the Department.
6. Any previously revoked membership may be reinstated by a vote of the Executive and approval of the Head of the Department.

7. Any person may be granted membership by a vote of the Executive and approval of the Head of the Department.

## **Article VI: Fees**

1. No mandatory fees shall be levied against any member of Miller Club by the Executive.

## **Article VII: Rights, Privileges, and Obligations of Membership**

1. The Rights of members shall include the following:
  - a. The right to speak at all meetings of Miller Club.
2. The Privileges of members shall include the following:
  - a. The privilege of holding an elected or volunteer position within Miller Club, subject to the qualifications of that position;
  - b. The privilege of attending Miller Club events.
3. The Obligations of members shall include the following:
  - a. The obligation to uphold, respect, and promote the integrity and traditions of the Engineering and Geological Sciences professions.
4. No member is empowered to make purchases in the name of Miller Club, or financially obligate Miller Club in any way, until such permission has been granted by the Executive.

## **Article VIII: Executive**

1. The following officers shall comprise the Miller Club Executive:
  - a. President;
  - b. Vice-President Engineering;
  - c. Vice-President Arts and Science;
  - d. Secretary;
  - e. Treasurer.
2. Only regular members shall be permitted to hold the positions listed in section 1, subject to the provisions of Article XII.

## **Article IX: Duties of the Executive**

1. President. The duties of the President shall be:
  - a. To act as the official spokesperson of Miller Club.
  - b. To act as the Industry and Alumni representative of Miller Club.
  - c. To call and chair regular meetings of Miller Club and to inform officers of their duties as outlined in the Constitution.
  - d. To call and chair regular meetings of the Executive and to inform Executive of their duties as outlined in the Constitution.
  - e. To attend Department meetings and present a report on the activities of Miller Club at these meetings.
  - f. To oversee the activities of the Executive and Officers Team of Miller Club.
  - g. To help promote and maintain a good working relationship among undergraduate and graduate students and staff.

- h. To ensure that no person unduly benefits from Miller Club functions or resources.
  - i. To ensure that adequate records of Miller Club activities be kept for use by future Executive.
  - j. To examine the Constitution each year and suggest necessary amendments.
  - k. To ensure all appropriate event sanctioning and security protocols are met for Miller Club events.
  - l. To issue funds as necessary in the absence of the Treasurer.
  - m. To chair the election of the Executive for the following year.
- 2. Vice-President Engineering. The duties of the Vice-President Engineering shall be:
  - a. To act as the official spokesperson of Geological Engineering students.
  - b. To represent the discipline of Geological Engineering to EngSoc Council under the title Geological Engineering Representative.
  - c. To prepare a brief monthly report to be presented to EngSoc Council, summarizing the activities of Miller Club.
  - d. To oversee the activities of the Better Education Fund Representatives.
  - e. To oversee the activities of the Geological Engineering Academic Director and Curriculum Representatives.
  - f. To represent the discipline of Geological Engineering at the Engineering Academic Caucus, chaired by the EngSoc Director of Academics.
  - g. To represent the discipline of Geological Engineering at the Engineering Discipline Club Summit, chaired by the EngSoc Vice-President (Student Affairs).
  - h. To act as a delegate of the President, as required.
- 3. Vice-President Arts and Science. The duties of the Vice-President Arts and Science shall be:
  - a. To act as the official spokesperson of Geological Sciences students.
  - b. To represent the departmental student club of Geological Sciences to Departmental Student Club Assembly, under the title Geological Sciences Representative.
  - c. To prepare a brief monthly report to be presented to Departmental Student Club Assembly, summarizing the activities of Miller Club.
  - d. To represent Miller Club banking and election practices to the ASUS Academics Commissioner and Governance Officer.
  - e. To represent Miller Club events and spending to the ASUS Academics Commissioner and Academics Deputy.
  - f. To oversee the activities of the Geological Sciences Academic Director and Curriculum Representatives.
  - g. To act as a delegate of the President, as required.
- 4. Secretary. The duties of the Secretary shall be:
  - a. To record the proceedings of meetings of the Executive and of Miller Club.
  - b. To distribute proceedings to members and to retain a record of all proceedings.
  - c. To prepare a written record of Miller Club activities to be passed to the incoming Executive each year.

- d. To coordinate all marketing and promotional material with the Officers Team and maintain the Miller Club bulletin board.
- e. To act as a delegate of the President, as required.
- 5. Treasurer. The duties of the Treasurer shall be:
  - a. To manage all Miller Club finances.
  - b. To manage the Miller Club bank account held with the Department.
  - c. To manage the Miller Club bank account held with EngSoc.
  - d. To manage the Miller Club bank account held with ASUS.
  - e. To issue and collect funds as approved by the Executive.
  - f. To work with the Events Director in obtaining sponsorship or donations, as needed for events.
  - g. To act as liaison with the Geological Sciences and Geological Engineering graduate student club, Joliffe Club.
  - h. To act as a delegate of the President, as required.

## Article X: Officers

1. The following officers shall comprise the Miller Club Officers Team:
  - a. Better Education (BED) Fund Representative(s);
  - b. Geological Engineering Academic Director(s);
  - c. Geological Engineering Curriculum Representative(s);
  - d. Geological Sciences Academic Director(s);
  - e. Geological Sciences Curriculum Representatives(s);
  - f. Events Director(s);
  - g. Gronch Coordinator(s);
  - h. Fur Cup Coordinator(s);
  - i. GeoOlympics Coordinator(s);
  - j. BBQ Coordinator(s);
  - k. Athletics Director(s);
  - l. Media Director(s);
  - m. Miller Memoirs Coordinator(s);
  - n. Merchandise Director(s).
2. Only regular members shall be permitted to hold the positions listed in section 1, subject to the provisions of Article XII.

## Article XI: Duties of Officers

1. Better Education Fund Representative. The duties of the BED Fund Representatives shall be:
  - a. To represent the discipline of Geological Engineering at meetings of the BED Board.
  - b. To solicit popular opinion from within the Department, Miller Club, and Joliffe Club about suggestions for spending the Geological Engineering allocation of the BED Fund.

- c. To meet with the Head of the Department to discuss the direction of spending of the Geological Engineering allocation of the BED Fund.
  - d. To research all proposed purchases to be made with the Geological Engineering allocation of the BED Fund and to present a report on proposed spending to the Vice-President Engineering, the BED Board, and the EngSoc Director of Academics.
  - e. To oversee the purchasing and procurement of all purchases approved by EngSoc Council to be made with the Geological Engineering allocation of the BED Fund.
- 2. Geological Engineering Academic Director(s). The duties of the Geological Engineering Academic Director(s) shall be:
  - a. To represent fourth year Geological Engineering students on the Department Curriculum Committee.
  - b. To serve on the Department Tenure Committee.
  - c. To represent the academic opinions and concerns of Geological Engineering students to the Vice-President Engineering.
  - d. To inform their classes of Miller Club events and functions and to encourage participation in these activities.
  - e. To assist the Department in the administration of USAT evaluations.
  - f. To act as a delegate of the Vice-President Engineering, as required.
- 3. Geological Engineering Curriculum Representative(s). The duties of the Geological Engineering Curriculum Representative(s) shall be:
  - a. To represent second and third year Geological Engineering students on the Department Curriculum Committee.
  - b. To represent the academic opinions and concerns of Geological Engineering students to the Vice-President Engineering.
  - c. To inform their classes of Miller Club events and functions and to encourage participation in these activities.
  - d. To assist the Department in the administration of USAT evaluations.
  - e. To act as a delegate of the Vice-President Engineering, as required.
- 4. Geological Sciences Academic Director(s). The duties of the Geological Sciences Academic Director(s) shall be:
  - a. To represent fourth year Geological Sciences students on the Department Curriculum Committee.
  - b. To serve on the Department Tenure Committee.
  - c. To represent the academic opinions and concerns of Geological Sciences students to the Vice-President Arts and Science.
  - d. To inform their classes of Miller Club events and functions and to encourage participation in these activities.
  - e. To assist the Department in the administration of USAT evaluations.
  - f. To act as a delegate of the Vice-President Arts and Science, as required.
- 5. Geological Sciences Curriculum Representative(s). The duties of the Geological Sciences Curriculum Representative(s) shall be:

- a. To represent second and third year Geological Sciences students on the Department Curriculum Committee.
  - b. To represent the academic opinions and concerns of Geological Sciences students to the Vice-President Arts and Science.
  - c. To inform their classes of Miller Club events and functions and to encourage participation in these activities.
  - d. To assist the Department in the administration of USAT evaluations.
  - e. To act as a delegate of the Vice-President Arts and Science, as required.
6. Events Director(s). The duties of the Events Director(s) shall be:
- a. To oversee the activities of the following members of the Officers Team:
    - i. Gronch Coordinator(s);
    - ii. Fur Cup Coordinator(s);
    - iii. GeoOlympics Coordinator(s);
    - iv. BBQ Coordinator(s).
  - b. To assist the officers listed in section (a) in planning and coordinating events for Miller Club members.
  - c. To plan and coordinate any other events for Miller Club members.
  - d. To coordinate with the President all appropriate event sanctioning and security protocols for events.
  - e. To coordinate with the Treasurer all financial requirements for events.
  - f. To coordinate with the Secretary all marketing and promotional requirements for events.
7. Gronch Coordinator(s). The duties of the Gronch Coordinator(s) shall be:
- a. To plan and coordinate the annual holiday Gronch, a potluck to be held on the last Friday of classes of the Fall semester, and the Spring Gronch, a social event to be held on the last Friday of classes of the Winter semester.
  - b. To coordinate with the President all appropriate event sanctioning and security protocols for the Gronch.
  - c. To coordinate with the Treasurer all financial requirements for the Gronch.
  - d. To coordinate with the Secretary all marketing and promotional requirements for the Gronch.
  - e. To coordinate with the Department and Joliffe Club the staff and graduate student attendance at the Gronch.
8. Fur Cup Coordinator(s). The duties of the Fur Cup Coordinator(s) shall be:
- a. To plan and coordinate the annual Women in Mining Fur Cup hockey game between the Department and the Robert M. Buchan Department of Mining, in coordination with the Mining Engineering Fur Cup Coordinator(s) and Women in Mining.
  - b. To select the team for the Fur Cup game, including players, goalies, and coaching staff.
  - c. To coordinate with Women in Mining all event sanctioning and security protocols, as well as financial and marketing and promotional details.
9. GeoOlympics Coordinator(s). The duties of the GeoOlympics Coordinator(s) shall be:
- a. To plan and coordinate the team for the annual GeoOlympics event.

- b. To arrange transportation to and from the annual GeoOlympics event.
  - c. To coordinate with the President and Head of the Department all appropriate event sanctioning and security protocols for GeoOlympics.
  - d. To coordinate with the Treasurer all financial requirements for GeoOlympics.
  - e. To coordinate with the Secretary all marketing and promotional requirements for GeoOlympics.
10. BBQ Coordinator(s). The duties of the BBQ Coordinator(s) shall be:
- a. To plan and coordinate the annual Welcome Back BBQ, to be held in the first three weeks of the Fall semester.
  - b. To coordinate with the President all appropriate event sanctioning and security protocols for the BBQ.
  - c. To coordinate with the Treasurer all financial requirements for the BBQ.
  - d. To coordinate with the Secretary all marketing and promotional requirements for the BBQ.
  - e. To coordinate with the Department and Joliffe Club the staff and graduate student attendance at the BBQ.
11. Athletics Coordinator(s). The duties of the Athletics Coordinator(s) shall be:
- a. To plan and coordinate all athletics-related events for Miller Club members.
  - b. To coordinate at least one team to participate in Queen's intramurals leagues each semester, with the sport decided by popular opinion of members.
  - c. To coordinate at least one team to participate in Queen's BEWIC Sports Days.
12. Media Director(s). The duties of the Media Director(s) shall be:
- a. To collect and take photographs and videos of Miller Club events and members for use in the Miller Memoirs and Gronch slideshow, or other Miller Club publications.
  - b. To oversee the activities of the Miller Memoirs Coordinator(s).
13. Miller Memoirs Coordinator(s). The duties of the Miller Memoirs Coordinator(s) shall be:
- a. To produce the annual yearbook known as Miller Memoirs that will be provided at cost to Miller Club, Joliffe Club, and Department members.
14. Merchandise Director(s). The duties of the Merchandise Director(s) shall be:
- a. To prepare and coordinate all purchase orders for Miller Club merchandise.
  - b. To coordinate with the Treasurer all financial requirements of selling Miller Club merchandise.
  - c. To coordinate with the Secretary all marketing and promotional requirements of selling Miller Club merchandise.

## Article XII: Elections

1. All Executive and Officers shall be elected by regular members of Miller Club.
2. Elections for positions for the following year shall take place during week ten or eleven of the Winter semester. Second year Curriculum Representatives shall be elected during the following school year as outlined in sections 18 and 21 below.
3. A general meeting of Miller Club shall be called during this period and chaired by the outgoing President, or a delegate thereof. A quorum shall consist of 50 regular members, consisting of at least 15 members of each the second and third year classes.

4. Nominations, seconds, speeches from nominees, and votes may be put forward by regular members currently enrolled in second, third or fourth year.
5. Voting shall be conducted by an anonymous show of hands, unless another method of voting is approved by the chairperson.
6. Nominees shall not be present during the voting process.
7. Nomination of a person not at the meeting shall be accepted only when that person has provided written or verbal consent to the chairperson prior to the meeting.
8. In the event of a tie, the chairperson may select the method of resolution or create a jointly held position, at his or her discretion. However, the chairperson may not influence the outcome of the election.
9. Nominees running for a position unopposed will be elected by a vote of confidence requiring at least fifty percent voter approval.
10. The President shall be elected from the second or third year class, and may be a Geological Sciences or Geological Engineering student.
11. The Vice-President Engineering shall be elected from the second or third year class and may only be a Geological Engineering student.
12. The Vice-President Arts and Science shall be elected from the second or third year class and may only be a Geological Sciences student.
13. The Secretary shall be elected from the second or third year class and may be a Geological Sciences or Geological Engineering student.
14. The Treasurer shall be elected from the second or third year class and may be a Geological Sciences or Geological Engineering student.
15. The BED Fund Representative(s) shall be elected from the second or third year class and may only be a Geological Engineering student. There may be up to two BED Fund Representative(s).
16. The Geological Engineering Academic Director(s) shall be elected from the third year class and may only be a Geological Engineering student. There may be up to two Geological Engineering Academic Director(s).
17. The Geological Engineering Third Year Curriculum Representative(s) shall be elected from the second year class and may only be a Geological Engineering student. There may be up to two Geological Engineering Third Year Curriculum Representative(s).
18. The Geological Engineering Second Year Curriculum Representative(s) shall be elected from the second year class in the first three weeks of the Fall semester of the following academic year and may only be a Geological Engineering student. There may be up to two Geological Engineering Second Year Curriculum Representative(s).
19. The Geological Sciences Academic Director(s) shall be elected from the third year class and may only be a Geological Sciences student. There may be up to two Geological Sciences Academic Director(s).
20. The Geological Sciences Third Year Curriculum Representative(s) shall be elected from the second year class and may only be a Geological Sciences student. There may be up to two Geological Sciences Third Year Representative(s).
21. The Geological Sciences Second Year Representative(s) shall be elected from the second year class in the first three weeks of the Fall semester of the following academic year



and may only be a Geological Sciences student. There may be up to two Geological Sciences Second Year Curriculum Representative(s).

22. The Events Director(s), Grinch Coordinator(s), Fur Cup Coordinator(s), Geo-Olympics Coordinator(s), BBQ Coordinator(s), Athletics Director(s), Media Director(s), Miller Memoirs Coordinator(s), and Merchandise Directors(s) shall be elected from the second or third year class and may be a Geological Sciences or Geological Engineering student. There may be up to two students elected for each position. A third student may be elected to any these positions from the second year class in the first three weeks of the Fall semester of the following academic year at the discretion of the incoming Executive.

### Article XIII: Contest of the Executive or Officers

1. Any regular member of Miller Club shall have the right to contest a member of the Executive or Officers Team.
2. A letter explaining the reason for contest and signed by at least half of the regular members must be submitted to the President. In the event that the letter contests the President, the letter shall be submitted to the Treasurer.
3. The recipient of the letter of contest will review the contents of the letter and determine whether grounds for a vote of non-confidence have been met. The recipient will give a reply to the chief signatory of the letter within forty-eight hours of receipt declaring intention to call a vote of non-confidence or explaining why a vote of non-confidence is not appropriate.
4. The member from whom the letter was submitted shall have the right to appeal the decision of the recipient of the letter to the Head of the Department. The Head of the Department will have final say on whether to call a vote of non-confidence.
5. Should a vote of non-confidence be called, a general meeting of regular members will be scheduled within one week of the decision to call the vote of non-confidence.
6. The general meeting will be chaired by the recipient of the letter of contest.
7. A quorum of 50 regular members, consisting of at least 15 students from each the second, third, and fourth year classes is required to hold a vote of non-confidence.
8. The chief signatory of the letter of contest shall be allowed a two-minute opening to explain the reasons for non-confidence.
9. The officer being contested shall be allowed one minute to defend against the letter of contest.
10. The vote of non-confidence will be conducted by the chairperson of the meeting. The chief signatory of the letter and the officer being contested will not be present during voting.
11. If at least fifty percent of voters support the motion of non-confidence, the officer being contested will be asked to step down and a new regular member will be elected to the position following the election rules outlined in Article XII.
12. The contents of the letter of contest shall be kept confidential at all times.

## Article XIV: Constitutional Amendments

1. The Constitution may be amended by unanimous vote of the Executive or by fifty percent vote at a general meeting of regular members at which a quorum is present.
2. All amendments of the Constitution must be distributed to all regular members within forty-eight hours of amendment. Any regular member shall have the right to contest an amendment to the Constitution following the same procedures as laid out in Article XIII.