

The Constitution of GAMES-McGill

Graduate Association of Mechanical Engineering Students Department of Mechanical
Engineering, McGill University April 25th, 2018

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Preamble

We, the members of Graduate Association of Mechanical Engineering Students at McGill University, do hereby establish this Constitution on April 25th, 2018, in order that our purpose to exist be realized to its fullest extent.

President: Keena Trowell

Recording Secretary: Michelle McRae

Quorum: 22

Members in attendance: 39

Article I: Name

1. The name of the organization shall be "The Graduate Association of Mechanical Engineering Students at McGill" hereinafter referred to as "GAMES-McGill".
2. For the purpose of this document, internally, the organization shall be interchangeably referred to as "the Association".
3. For the purpose of external qualification and recognition, the name of the organization shall be spelled out in full, in each document where it first appears, at least once, and thereafter it may be abbreviated as "GAMES-McGill".
4. For the purpose of this document, "the University" refers to the McGill University, "the Faculty" refers to the Faculty of Engineering at McGill University, and "the Department" refers to the Department of Mechanical Engineering at McGill University.

Article II: Purpose

1. The purpose of the organization shall include:
 - i. to provide representation for the Membership, as appropriate;
 - ii. to provide a sense of family to the graduates working within the Department;
 - iii. to promote a sense of belonging among its members, so that they may easily seek assistance (academic or otherwise, as appropriate);
 - iv. to arrange a healthy set of activities for its members, so that the participants may purposefully benefit from the athletic and recreational nature of an organized event; and,
 - v. to foster a sense of competition, academic, and otherwise, with equivalent organizations outside the Department.

Article III: Membership

1. Regular membership of the Association shall be composed of:
 - i. all full-time and part-time students enrolled at the Masters level, leading to an M.Eng degree from the Department;
 - ii. all full-time students enrolled at the Doctorate level, leading to a PhD degree from the Department; and,
 - iii. all PGSS fee-paying postdocs within the department.
2. Associate members of the Association may be granted to:
 - i. individuals who have demonstrated keen interest in officially joining the cause of the Association;
 - a. the act of joining shall be done through a written submission expressing and justifying such a desire; and
 - b. the request to join as an associate member may be denied at the discretion of the GAMES executive.
 - ii. at the discretion of current executive, any past officers of the Association who no longer fall under Article III, Part 1, and who have demonstrated a remarkable ability and continual interest in serving the Association after end of term in Office.
3. Aside from the stipulation above (Article III, Part 1), the Association shall not discriminate against any individual, in any way that is deemed either unlawful, or inappropriate:
 - i. within the PGSS Constitution; or,

- ii. within the McGill University ethics guidelines; or,
- iii. within the municipal, provincial, or federal law.

Article IV: Officers

1. There shall be five executive officers of the Association:
 - i. President;
 - ii. Vice President Planning;
 - iii. Vice President Academic;
 - iv. Vice President Events;
 - v. Vice President Finance;
2. The executive officers shall be jointly charged with the responsibility of:
 - i. maintaining the constitution of the Association;
 - ii. managing day to day operations of the Association;
 - iii. be responsible for all procedural business;
 - iv. ensure that the vision of the Association, as outlined in this constitution, serves the current interest of membership;
 - v. ensuring prudent fiscal management Association's funds; and,
 - vi. be signing officers of the Association (two officers will be required to perform any financial transactions).
3. Further to the joint responsibilities, the President shall:
 - i. be the official representative of the Association;
 - ii. shall provide general supervision to the executive team.
4. Further to the joint responsibilities, the VP Planning shall:
 - i. be responsible for the long term planning of the association;
 - ii. be responsible for all official correspondence;
 - iii. provide non-technical assistance and content-wise guidance to the web master (as appropriate);
 - iv. maintain the constitution and bring forward amendments to be made (as appropriate); and,
 - v. liaise with the Post Graduate Students' Society (as outlined under Articles X, XII, or as appropriate).
5. Further to the joint responsibilities, the VP Academic shall:
 - i. liaise with the Department (the Chair and the Graduate Program Director);
 - ii. assist members of the Association in finding an amicable solution to their academic problems, whenever they bring forward a concern, directly related to the academic functions of the Association or the Department;
6. Further to the joint responsibilities, the VP Events shall:
 - i. be responsible for the organizing of all social events or activities of the Association;
 - ii. ensure that all activities are meaningful in serving the purpose of the Association;
 - iii. ensure that no unruly behaviour or conduct unbecoming a member of the University takes place at such events;
 - iv. ensure that the events do not involve activities which may be seen as directly discriminatory toward any member of the Association, the Faculty, or the University at large;
 - v. ensure that the spirit of these events is to make the graduate experience in the

Department, both enjoyable and memorable.

7. Further to the joint responsibilities, the VP Finance shall:
 - i. act as the treasurer of the Association;
 - ii. be responsible for all financial transactions of the Association;
 - iii. maintain official records for auditing purposes;
 - iv. be responsible for all budgetary items and the financial statement for the year; and,
 - v. liaise with the Post Graduate Students' Society (as outlined under Article VIII, or as appropriate).

Article V: Executive

1. The Executive shall be the officers of the Association, and shall be elected annually as per the election guidelines set out elsewhere in this constitution (Article X).
2. The Executive shall hold office from June 1st of each year until the following May 31st, inclusive.

Article VI: Council

1. The GAMES–McGill Council shall be the working body of the Association between General Meetings.
2. The Council shall be comprised of:
 - i. the Executive;
 - ii. at least one (1) Master student member(s);
 - iii. at least one (1) Ph.D. student member(s);
 - iv. at least one GAMES–McGill representative to the PGSS Council.
3. The President shall call meetings of Council no less than once per semester (i.e., at least twice per academic year).
4. Quorum for such a meeting shall be two-thirds (66%) of the total Council membership.
5. Council meetings are open to all members of the Association.

Article VII: Representation

1. The GAMES-McGill Council shall elect representatives to the PGSS Council and/or committees and to any committees and bodies within the Department or the Faculty on which graduate students and/or member postdoctoral fellows are entitled to representation.

Article VIII: Finances and Membership Fees

1. The Association shall conduct fund raising for such programs or activities as it sees fit.
2. The Association may seek funding from the PGSS in accordance with the PGSS funding program guidelines.
3. The Association may request a membership fee to be levied through the PGSS in accordance with the PGSS Constitution, Bylaws, and Regulations.
4. The fiscal term for the Association shall begin on June 1 of the year, and end on May 31 of the following year.
5. Both the budget and the final annual financial statement shall be approved annually be the Association at its General Meeting. If fee collection is requested through PGSS,

then the approved budget and final annual financial statement of the previous year shall be forwarded to the PGSS VP (Finance) no later than September 1 after the start of the fiscal year.

6. Membership fees shall be approved by the regular members of the Association at its General Meeting. The approval of this fee shall be renewed at least once every three (3) years even if an increase is not sought. On March 1, at the latest, preceding the start of the financial year in which the fee will be levied, results of the approval vote shall be forwarded to the PGSS VP (Finance).

Article IX: General Meetings

1. There shall be at least one General Meeting per academic year.
2. The General Meeting shall be called by decision of the GAMES-McGill Council.
3. Notice of a General Meeting shall be given by posting announcements on departmental notice boards and by e-mail (as appropriate) at least one (1) week before the meeting.
4. Quorum for the General Meeting shall be ten percent (10%) of the regular membership of the Association.
5. All motions shall be passed upon either a simple majority vote or two-thirds majority vote, depending on the nature of the motion, consistent with the most recent version of the Robert's Rules of Order.

Article X: Elections

1. Elections shall be held once per year prior to May 1, preceding the start of the financial year at a General Meeting.
2. Notice of open positions shall be given at least one (1) week in advance of the General Meeting by means laid out in Article IX of the Association constitution.
3. Any regular member of Association may seek election for an open position. The nominations must be supported by at least three (3) other regular members of the Association. Each candidate must plan to serve full term of office and if graduation is expected before the end of term, then the candidate must disclose such information.
4. Ballots shall be secret, and shall be counted in the presence of at least two non-candidate members (in case of manual ballot counting).
5. If fee collection is requested through the PGSS, the list of the elected officers for the coming year shall be forwarded to the PGSS VP (Finance) no later than March 1.
6. Vacancies during the course of the year shall be filled through by-elections, to take place either at a special General Meeting, or by an Online Voting System (e.g., the PGSS OVS or the SSMU OVS). Notice of position, nomination, and voting shall take place as stipulated in Article X of the Association constitution.

Article XI: Affiliation

1. The Association shall be affiliated with the Post Graduate Students' Society of McGill University (PGSS) as outlined in the PGSS Constitution.
2. The Association may choose to be affiliated with other bodies as its membership sees fit.

Article XII: Constitutional Adoption and Amendments

1. This constitution was adopted by a two-thirds ($2/3$) majority of a General Meeting of the Association.
2. Amendments to this constitution shall be made at a General Meeting.
3. Notice of proposed amendments shall be posted at least one (1) week before the General Meeting, in the manner stipulated in Article IX of the Association constitution.
4. Amendments will be voted on by open ballot, and shall pass by a two-thirds ($2/3$) majority of those present at the General Meeting.
5. Any changes of the organization's Constitution and Bylaws shall be forwarded to the PGSS within one (1) month of their implementation.