

# The Canadian Society for Mechanical Engineering

## Lakehead University Student Chapter

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Constitution – Edited and Revised in October 2023

### 1. Name

- 1.1 The name of the organization shall be “The Canadian Society for Mechanical Engineering Lakehead University Student Chapter” or “CSME LU Chapter” in abbreviated form.
- 1.2 The revised document for the constitution and bylaws supersedes all previous versions.

### 2. Purpose

- 2.1 The CSME LU Chapter and its members are bound by the bylaws and policies of the following organization in descending order of priority: Lakehead University (LU), Lakehead University Student Union (LUSU), official CSME governing body, CSME Lakehead University Student Chapter. The constitution and policies of the CSME LU Chapter must not contradict those of Lakehead University.
- 2.2 To sustain and champion the goals of the CSME LU Chapter, fostering continuous enthusiasm for participation and inclusivity among all members in the events and initiatives organized by the CSME LU Chapter.
- 2.3 To actively promote and facilitate educational, social, and athletic events and initiatives within the CSME LU Chapter.
- 2.4 To furnish chapter members with information and resources on topics of interest within the field of Mechanical and Mechatronics Engineering, including its related technologies.
- 2.5 To advocate and actively support mental health awareness among students, ensuring that members maintain a healthy stress level throughout their studies.
- 2.6 To provide academic and peer support for all its members as well as those who may come forward in need within reasonable bounds or limits.
- 2.7 To secure and distribute funding strategically to achieve the outlined goals in this document.
- 2.8 To actively promote and advocate for the advancement of science, technology, engineering, and math (STEM) studies in the public domain.

### **3. Membership and Organization**

- 3.1 The CSME LU Chapter offers two types of membership:
  - 3.1.1 Active Membership: This category comprises individuals who have fulfilled the following criteria: paid the membership fee and are registered as students (either full- or part-time) in the Mechanical and Mechatronics Engineering Department of Lakehead University. Membership fees, set at \$20 for the academic year, are payable at the commencement of each new academic year, covering both the Fall and Winter semesters (revised October 2023).
  - 3.1.2 Alumnus Membership – this membership includes members who have the following attributes: alumni of Lakehead University, and were previously part of the CSME LU Chapter Executive.
- 3.2 The Executive of the CSME LU Chapter consists of Executive Officers
- 3.3 The positions within the Executive will be reviewed and revised annually, and this process is left to the discretion of the outgoing President, as specified in Section 5.
- 3.4 The President possesses uncontested vetoing power for any elections that may take place, and the method by which executives are selected is at their discretion, as outlined in Section 6.
- 3.5 The President's veto may be nullified if more than 50% of the executives cast their votes against the veto.
- 3.6 The CSME LU Chapter is mandated to have a Faculty Advisor from the Mechanical and Mechatronics Engineering Department, presently held by Dr. M. Roy.

### **4. Amendments to the Constitution**

- 4.1 The CSME LU Chapter's constitution is subject to amendment through a resolution passed by the Executive during an official Executive meeting.
  - 4.1.1 Upon unanimous agreement among the Executive Officers regarding the proposed amendments, it is requisite that all Executive Officers affix their signatures to the amended constitution. Subsequently, the endorsed document shall be submitted to the Faculty Advisor for official consideration.

- 4.1.2 In the event that the amendments lack unanimous agreement but secure majority support among the Executive Officers, it is imperative that the supporting Executive Officers affix their signatures to the revised constitution. Following this, the proposed constitution undergoes submission to the general active members. For endorsement, the amendments must garner support from at least 1/10th of the membership during the presentation to the active members of the society..
- 4.2 A sanctioned copy of the constitution shall be tendered to the Faculty Advisor, published on the executive server, and retained within the confines of the CSME LU Chapter Office.
- 4.3 A comprehensive re-evaluation of the constitution is mandated to transpire at intervals not exceeding five (5) years. The most recent revision occurred in January 2024.

## 5. Executive Officers

- 5.1 The CSME LU Chapter Executive Officers typically encompass the following roles:
  - 5.1.1 President
  - 5.1.2 Vice President – Finance
  - 5.1.3 Vice President – External
  - 5.1.4 Vice President – Events
  - 5.1.5 Vice President – Communications
  - 5.1.6 Vice President – Administration
- 5.2 The responsibilities of the **President** encompass:
  - 5.2.1 Presiding over all CSME LU Chapter executive meetings and serving as the chair.
  - 5.2.2 Supervising and providing direction to the Executive Officers.
  - 5.2.3 Collaborating with Executive Officers and CSME LU Chapter active members to prepare meeting agendas.
  - 5.2.4 Serving as a liaison with professional and public organizations, both within the industry and non-student sectors, as well as managing interactions with the media.
  - 5.2.5 Maintaining communication channels with the Engineering Faculty and the University.
  - 5.2.6 Establishing and maintaining communication with the governing body of the Canadian Society for Mechanical Engineering.

- 5.2.7 Facilitating and coordinating all CSME LU Chapter activities in collaboration with the Executive Officers.
  - 5.2.8 Representing the discipline of Mechanical Engineering Students at Board of Directors meetings.
  - 5.2.9 Monitoring of all incoming physical mail, managed at Ms. Jennifer Sheppard's office.
- 5.3 The responsibilities of the **Vice President – Finance** encompass:
- 5.3.1 Compiling monthly financial records for presentation to the Executive Officers.
  - 5.3.2 Collaborating with the Executive Officers to develop a fiscal budget for the upcoming year.
  - 5.3.3 Ensuring the proper and timely settlement of all financial transactions within the CSME LU Chapter.
  - 5.3.4 Managing all monetary affairs associated with the CSME LU Chapter.
  - 5.3.5 Assuming all duties of the President in the event they are unable to fulfill their elected responsibilities.
- 5.4 The responsibilities of the **Vice President – External** encompass:
- 5.4.1 Acquiring loans, donations, sponsorships, and external financing for the CSME LU Chapter.
  - 5.4.2 Establishing and nurturing relationships between the CSME LU Chapter and external contacts.
  - 5.4.3 Serving as a liaison with student organizations beyond the University.
  - 5.4.4 Keeping fellow Executive Officers informed about initiatives in non-Lakehead University engineering spheres.
- 5.5 The responsibilities of the **Vice President – Events** encompass:
- 5.5.1 Planning and overseeing all social, charity, and athletic events.
  - 5.5.2 Collaborating with other societies to coordinate and plan joint functions.
  - 5.5.3 Identifying and coordinating with potential volunteers for these events.
- 5.6 The responsibilities of the **Vice President – Communications** encompass:
- 5.6.1 Guaranteeing the proper and timely publication of all CSME LU Chapter-related advertisements and Social Media initiatives.
  - 5.6.2 Ensuring the punctual maintenance of the CSME LU Chapter website and other social media platforms, including, but not limited to, Facebook and Instagram.
- 5.7 The responsibilities of the **Vice President – Administration** encompass:

- 5.7.1 Sustaining the cleanliness and stock of the CSME LU Chapter Office located at CB 4106.
- 5.7.2 Establishing and overseeing an organized filing system in collaboration with all Executive Officers.
- 5.7.3 Updating and monitoring access to the CSME LU Chapter Google Drive resources.
  
- 5.8 The Executive or the President retains the authority to include or remove additional responsibilities from any officer. Annually, adjustments to this duty list can be made as necessary, without the need for amendments to the constitution or formal ratification.
  
- 5.9 Under no circumstances shall an Executive Officer derive personal or financial gain directly from their position on the executive. In the event that an executive member stands to benefit, they are obligated to disclose any conflict of interest before engaging in discussions and must abstain from participating in any vote related to the matter.
  
- 5.10 Any Executive member holds the option to resign from office in the event that they are unable to fulfill the duties for which they were elected, owing to unforeseen circumstances. Such resignation is to be communicated through an official, written statement addressed to the Executives, CSME LU Chapter members, and the Faculty Advisor. The reasons outlined in this document shall be subject to acceptance or rejection by the Executive. In the event of rejection, the departing member will be deemed unreliable and ineligible to run for any executive positions in the future.

## **6. Election Procedures and Rules**

- 6.1 The procedures and regulations for elections are outlined as follows:
  - 6.1.1 The Executives shall adjudicate all questions regarding the validity of nominations. Any invalid nominations must be promptly declared, allowing the candidate to rectify their submission.
  - 6.1.2 No individual may run or concurrently hold two positions on the Executive through election or acclamation.
  - 6.1.3 To prevent potential conflicts of interest, an executive member cannot simultaneously hold positions for EEEF or ESS.
  - 6.1.4 Candidates for the election must be undergraduate students in the Mechanical and Mechatronics Engineering Department of the Faculty of Engineering at Lakehead University.
  - 6.1.5 Individuals deemed unreliable are ineligible to run for executive positions.
  - 6.1.6 To qualify for running in an executive position, the nominee must have achieved at least a 60% average in their preceding academic term.
  - 6.1.7 Elections shall be conducted through online voting, beginning no earlier than five (5) days after the closing date for nominations. The voting period spans five (5) days.

- 6.1.8 Elections for the upcoming President shall conclude no later than April, and elections for the remaining Executive positions shall be finalized no later than October of the newly elected President's academic term.
- 6.1.9 Only Mechanical or Mechatronics Engineering students who are members of the CSME LU Chapter are eligible to vote.
- 6.1.10 Proxy voting is not permitted.
- 6.1.11 Campaigning is to be minimized, as there is no budget allocated for personal campaigns.
- 6.1.12 The President retains the authority to veto election results based on their discretion regarding the eligibility of a candidate. The President must clearly communicate their intention to veto and the subsequent decision to the other Executive Officers.
- 6.1.13 If the Executive Officers do not unanimously accept the President's veto, the election results will prevail.
- 6.1.14 Result announcements shall occur at least two (2) days after the conclusion of the voting period.

## **7. Meeting Procedures**

### **7.1 General Meetings:**

- 7.1.1 General Meetings of the CSME LU Chapter must adhere to the following by-laws:
- 7.1.2 May be convened by the order of the Executive, providing at least three (3) days' notice to the active members of the society.
- 7.1.3 Must be called by the President upon receipt of a petition signed by no less than 25% of the active membership, requesting such a meeting. The meeting must occur within three (3) to fifteen (15) days from the receipt of said petition.
- 7.1.4 A General Meeting must be called at least once per semester.
- 7.1.5 At any General Meeting, one twentieth (1/20th) of the active membership shall constitute a quorum.

### **7.2 Executive Meetings:**

- 7.2.1 Executive meetings shall be convened by the President or as determined by a resolution of the Executive.
- 7.2.2 At any executive meeting, the majority of the Executive shall constitute a quorum.
- 7.2.3 In the absence of the President, responsibilities shall fall on the Vice President – Finance. If neither the President nor the VP – Finance is present, the responsibility falls upon the VP – Administration.

- 7.2.4 All Executive Officers have a vote in an Executive Meeting. In the event of a tie vote, the President's vote will decide the issue.
- 7.2.5 Attendance of all executive meetings by the Executive is mandatory, unless deemed reasonable by the executives.
- 7.2.6 Absences must be accepted by the majority of the Executives.
- 7.2.7 Three (3) unexcused absences may result in an impeachment hearing.

### **7.3 Board of Directors Meeting:**

- 7.3.1 The President serves as the Board of Directors representative for ESS and EEEF meetings.
- 7.3.2 If the President is unable to attend, they shall appoint a member of the Executive Officers to attend in their stead.

## **8. Procedures for Impeachment and Removal of Executives**

- 8.1 Executives failing to fulfill their duties may undergo removal following an impeachment hearing. The hearing will involve other CSME LU Chapter Executives, the Faculty Advisor, and active society members.
- 8.2 The Executive Member facing impeachment will receive a written, hardcopy notice of the hearing. Failure to respond within two (2) days or forty-eight (48) hours will result in immediate removal from office.
- 8.3 The member in question has the right to propose an alternative date and time for the impeachment hearing, falling within one week of the originally scheduled meeting.
- 8.4 During the impeachment hearing, the member in question will have the opportunity to speak and answer questions to present their case. Following this, the remaining executives will convene in a closed-door meeting, and any decision made will be final.
- 8.5 If the executive is impeached, they must surrender all CSME LU Chapter property, including room keys, and provide their CSME LU Chapter email and password to the rest of the Executive.
- 8.6 Commissioners failing to fulfill their duties may be removed from their positions by consensus of the Executive.

## **9. Financial Policy**

- 9.1 The CSME LU Chapter holds financial responsibility for its actions in previous years.
- 9.2 The signing authority on any bank or financial account must be the President and VP Finance. Additionally, at least one signing authority must be a returning student in the year following their term. If neither the President nor the VP – Finance meets this condition, another Executive must be voted into a signing authority position by the Executive team.

- 9.3 The CSME LU Chapter is obligated to maintain accurate and up-to-date financial records.

## **10. Terms of Office**

- 10.1 A comprehensive change of power is mandated, encompassing both financial and administrative aspects. It is crucial that all involved parties comprehend their duties.
- 10.2 The outgoing President is required to submit a list of the incoming executive's names and contact information to the Faculty Advisor.
- 10.3 Outgoing executives must transfer CSME LU Chapter office keys, emails, website information, and social media outlet details to the incoming executives.
- 10.4 The key to the cash box and safe should be handed over to the new Vice President – Finance or President. An inventory of all current merchandise, textbooks, cash, bank account balances, etc., must be provided, signed, and dated by both outgoing and incoming Presidents.
- 10.5 Newly elected executives are obligated to attend all meetings following the elections and result announcements. The term of office for the incoming Executive commences two (2) weeks after election proceedings. The newly elected Executive is responsible for conducting an Annual General Meeting to showcase the change and ratify the constitution.