

THE UNIVERSITY OF ALBERTA
MINING ENGINEERING
CONSTITUTION
REVISED: March 15, 2023

1 THE CLUB:

1.1 The University of Alberta Mining Engineering Student Society, known as the Mining Engineering Club or MinE Club, is an association of students and faculty members at the University of Alberta who are enrolled and have an interest in Mining Engineering.

2 AIMS AND OBJECTIVES:

The Club will:

- 2.1 Cooperate with other student groups at the University of Alberta in planning programs and activities.
- 2.2 Provide for social contacts between students of different course options, academic years, and streams, and between students and faculty members; in order to improve communication and understanding between the various groups.
- 2.3 Provide services to the membership.
- 2.4 Promote professional development of the members through leadership training, seminars, socials, and tours.
- 2.5 Provide a forum for communication, the exchange of ideas and information between students, faculty, and professional engineers in industry.

3 ORGANIZATION:

3.1 MEMBERSHIP

3.1.1 MEMBER

A member shall be any undergraduate student, enrolled in the School of Mining Engineering within the Civil Engineering Department at the University of Alberta.

3.1.2 ASSOCIATE MEMBER

An associate member shall be any faculty member of the University of Alberta who has a direct affiliation with Mining Engineering. This shall include graduate students and professors.

3.2 EXECUTIVE COMMITTEE

The Club shall be governed by an executive committee elected in accordance with article 4 and consisting of the following set of executive officers:

- President
- Vice President External
- Vice President Academic
- Vice President Internal
- Vice President Finance
- Vice President Social
- Vice President Communications

The Club shall elect the following positions as well, in accordance with article 4 as necessary. These Mining Industry Advisory Committee positions will not be part of the executive committee:

- 5th Year MIAC Representative
- 4th Year MIAC Representative
- 3rd Year MIAC Representative

The executive committee will also elect the following support positions, in accordance with article 4. In the case that no club members self nominate for the following positions, the Mining Club executive committee will appoint the positions.. These positions will not be part of the executive committee:

- GEER Week Coordinator (2 required)
- Final Year Graduation Coordinator (Minimum of 2 required)

3.3 SUBCOMMITTEES

The executive committee may appoint subcommittees as it deems necessary for the proper functioning of the Club. The executive will appoint the chairperson and the committee may have any powers as designated necessary by the executive committee.

Subcommittees must include the following each year:

- 4th Year Club Representative
- 3rd Year Club Representative
- 2nd Year Club Representative
- 2nd Year MIAC Representative

Subcommittees may include the following each year as necessary:

- Secretary

4 OPERATIONS:

4.1 ELECTIONS OF THE EXECUTIVE COMMITTEE

4.1.1 OPERATIONS OF THE ELECTIONS

All members (see 3.1.1) shall be eligible to vote in the Club elections.

Only Club members may be nominated for the election.

Nominations must be open for at least a period of one week, and the election must take place within one week of the close of nominations.

Elections will be held in the winter semester, with the presidential election taking place alongside the general executive committee election.

The presidential election must be completed no later than one month after the end of Reading Week.

The current president shall announce the election.

An online polling station will be set up.

Every candidate in the election has the right to request one recount of the election ballots.

Each candidate is entitled to one page of election material, to be distributed to all club members via electronic mail or shared cloud storage.

All positions vacant at the conclusion of elections will be filled by appointment at the General Meetings of the Club.

All positions may be filled by a slate of two candidates if necessary due to work-term commitments, fall semester completion of degrees, or other circumstances.

In the case of requirement of traditional polling stations:

Every candidate in the election has the right to request one recount of the election ballots.

Each candidate is entitled to one page of election material to be posted adjacent to the polling station location.

Each candidate must supply one individual to work as a poll clerk for a period of one hour during polling station operation; all poll clerks must be individuals not running for a position on the Club executive.

4.2 TERMS OF OFFICE

The executive committee officers shall hold office for one or both terms of the academic year. The first term of office will commence on the May 1 following the election, and end on December 31. The second term of office will commence on the January 1 following the election and end on April 30.

4.3 EXECUTIVE CODE OF ETHICS AND BEHAVIOR

Officers deemed at any point in their term of office to not be performing their duties as detailed in the Club constitution, or cited as being in gross misconduct relating to the University of Alberta Student Code of Conduct, the APEGA Code of Ethics, the Criminal Code of Canada, or other pre-existing statutes can be removed from their position by a (2/3)-majority vote of the Club executive committee. Prior to such vote occurring, a formal complaint must be submitted to the president by any member of the executive committee. Such a letter will be discussed first in private with the party whom the complaint is being filed against, at which time the individual in question will be placed on probation, no greater than one month in length, during which the individual's activities with relation to club operations will be monitored. The complaint and subsequent probation will be discussed at the next executive meeting with the individual in question present to defend themselves. At the end of the probationary period, a vote will be held as to whether the individual in question should have the probation removed, or if they should be removed from the executive committee. In extraordinary circumstances, the president or any other member of the executive may request immediate removal of an offending party from the executive committee, provided they have confessed to wrongdoing or there is undeniable evidence of misconduct.

4.3.1 GIFTS AND BENEFITS

The Mining Engineering Club is a volunteer organization, and as such, individuals on the executive do not receive payment. However, there may be instances where the opportunity to receive benefits, discounts, gifts, etc. may arise. At no time may any member of the executive receive one or a combination of the above having a one-time total cash value exceeding fifty dollars, unless approved by majority vote of the Club executive committee.

4.4 MEETINGS OF THE EXECUTIVE COMMITTEE

Only executive officers and the president shall be eligible to vote at meetings of the executive committee.

All motions of the executive committee may be carried with a majority vote of the entire executive membership presiding at that time in office, with the exception of constitutional changes, which require a 2/3rds super-majority vote during a general meeting.

Meetings of the executive committee are open to all Club members, with the exception of closed sessions, which may be held at the discretion of the President.

The newly elected officers will attend meetings of the outgoing council, in order to gain experience. In addition, outgoing officers will prepare reports detailing their duties over the past year and make these available to the incoming executive members.

A meeting of the executive committee shall be called within the first two weeks of the academic year in order to initiate plans made at the first meeting and to finalize plans for activities.

Subsequent meetings shall be called at least once every two months during the academic year to conduct the business of the club.

4.5 CLUB EVENTS

At least one technical session, and/or social event shall be held each term of the academic year to further the aims and objectives of the club. These events may include general promotion, guest speakers, seminars or other activities.

4.6 GENERAL MEETINGS

There will be at least three general meetings per term. All members of the Mining Engineering Club will be invited to attend. The first will be held at the beginning of the fall term, no later than four weeks from the start of classes; the second will be held during the winter term, no later than four weeks from the start of classes; the third will be held before the conclusion of the winter term, and will act as the passover meeting from the outgoing to the incoming executives. Students must be informed about these meetings at least one week in advance using class announcements, posters, e-mails, etc.

4.7 AMENDMENTS TO THE CONSTITUTION

Suggestions will be taken from the executive during meetings. The changes will be proposed at the general meetings and will be decided by a majority vote.

5 DUTIES OF OFFICERS:

5.1 GENERAL DUTIES

All executive officers shall:

- Conduct themselves in a professional manner appropriate to their position, and adhere to section 4.3 of this document.
- Attend all meetings of the executive committee barring extenuating circumstances.
- Communicate effectively with other executive members, general members of the club, and outside agencies.
- Maintain a log and/or diary of their responsibilities, experiences, and recommendations to be passed on to future officers.
- Meet with their successor to pass on information as an orientation to their position.
- Perform duties for the betterment of the club additional to their position-specific duties.

5.2 PRESIDENT

The president shall be the chief executive officer of the Club. They shall preside over all general and executive committee meetings of the club, although they may delegate all or part of these responsibilities on occasion.

They will call all meetings of the general assembly and executive committee, in accordance with Articles 4.3 and 4.4, and assist the executive with planning and directing club activities during his or her term in office.

Through his or her executive committee and delegation of responsibilities in specific activities, they should attempt to involve the greatest number of members in active participation in club activities as is compatible with efficient operation of the club.

They shall represent the Club to the Engineering Students' Society (ESS) Board of Directors, the Undergraduate Student-Staff Committee and other Faculty committees as well as the Mining Engineering Department, and convey all necessary information and instructions to the Club.

They will be a voting member of all working committees of the Club.

They will communicate on an on-going basis with the Chairman of the Department of Mining Engineering, or their designated representative.

They will keep record of all meeting minutes, unless a secretary has been appointed to do so.

The president will also be responsible for matters of club security, including keeping records of the distribution of keys/codes to members of the executive and other individuals (as deemed necessary for club operations).

5.3 VICE PRESIDENT ACADEMIC

The Vice President Academic will act as a resource to address any academic issues between students and faculty.

They will also inform members of scholarships, bursaries, and employment opportunities that may be available to them.

This individual will be the designated representative of the Club to the Engineering Undergraduate Equipment Fund (EUEF).

The Vice President Academic will hold the Beef and Pizza event in the Winter Term, annually. This event exists to gain valuable feedback from all Mining Engineering students and present the questions and concerns to members of the faculty. Templates and procedures of the Beef and Pizza shall be shared during the VP Academic passover.

5.4 VICE PRESIDENT INTERNAL

The Vice President Internal shall organize the clothing order for the club every fall term and ensure distribution to all club members.

This individual will promote professional development of the members through technical films, speakers, and tours.

They shall provide a forum for the exchange of ideas and information between students, faculty, and professional engineers in industry. This can be accomplished by organizing an event allowing students to express their concerns to a faculty member acting as a mediator.

5.5 VICE PRESIDENT FINANCE

As treasurer, this officer shall receive and disburse all funds allocated to or raised by the Club maintaining proper bookkeeping accounts.

All funds received shall be deposited in the bank in the name of the “Mining Engineering Club”.

Disbursement of funds shall normally be made by cheque or Interac E-transfer and must have at least one authorized signature, which shall either be the Vice President Finance or the President or both. These two members must acquire signing authority within the first two weeks of the Fall semester.

Funds raised by activities may be dispersed in cash to pay expenses for that activity, when necessary, provided that proper receipts are obtained.

Upon completion of his or her term in office, they will file with the President a complete statement of receipts and disbursements and turn over his or her ledgers and accounts to his or her successor.

This individual will be the designated representative of the Club with regards to matters relating to the Faculty Association Membership Fee (FAMF).

5.6 VICE PRESIDENT SOCIAL

As Vice President Social, this officer shall provide for social contacts between students of different academic years and streams, as well as between students and faculty members.

They shall be responsible for the planning, arranging and execution of any social event put on by the Club.

This individual will be the designated representative of the Club with regards to matters relating to the Engineering Students’ Activity Fund (ESAF).

They shall be responsible as the Mining Club Unit Manager for recreation services, and shall attend the monthly unit manager meetings.

5.7 VICE PRESIDENT EXTERNAL

As Vice President External, this officer shall contact mining companies every fall term and throughout their term as executive in pursuit of sponsorship.

VP External also serves as the liaison between the club and surrounding community, organizing external events for students to benefit the local community.

5.8 VICE PRESIDENT COMMUNICATIONS

As Vice President Communications, this officer shall create and distribute the monthly Mining Club newsletter, manage and create content for the instagram/linkedin, and cooperate with the executive committee to ensure that timely and appropriate communications can flow between the club leadership and the club members.

This officer shall sit on and be in direct contact with the MIAC Subcommittee on marketing to ensure that there is a unified vision between the engineering faculty, the student body, and industry.

5.9 GRADUATION COORDINATOR

The Graduation Coordinator shall set up a graduation subcommittee that will organize all necessary events in relation to graduation celebrations. These will include coordination of graduation photographs, the graduation banquet, graduation souvenirs and necessary social or promotional functions for fundraising. This subcommittee will work with the VP Finance and the President to allocate appropriate club funds.

5.10 GEER WEEK COORDINATOR

The elected, or if necessary appointed, GEER Week Coordinators are recommended not to be on a Co-Op term during GEER Week, which occurs at the start of every Winter Term.

The GEER Week Coordinator shall obtain, read and follow the Engineering Students' Society GEER Week rules.

They shall organize the Club's theme, public relations representative and all competitive teams.

They shall coordinate all fundraising for and keep records of all GEER week funds in conjunction with but separate from the Vice President Finance.

In years where the Club is the defending GEER Week champions, one of the GEER Week Coordinators will be exclusively assigned to be the liaison to the First Year Engineering Club and its GEER Week Coordinators.

5.11 FOURTH YEAR REPRESENTATIVE

As Fourth Year Representative, this officer shall represent the fourth year mining engineering class on the executive committee.

They shall keep the fourth year mining engineers informed of all club events and will promote participation in all MinE Club activities.

5.12 THIRD YEAR REPRESENTATIVE

As Third Year Representative, this officer shall represent the third year mining engineering class on the executive committee.

They shall keep the third year mining engineers informed of all club events and will promote participation in all MinE Club activities.

5.13 SECOND YEAR REPRESENTATIVE

As Second Year Representative, this officer shall represent the second year mining engineering class on the executive committee.

They shall keep the second year mining engineers informed of all club events and will promote participation in all MinE Club activities.

5.14 SECRETARY

As Secretary, this officer shall record all minutes from club and executive meetings and keep record of motions and votes.