

CONSTITUTION of the CO-OP MINING ENGINEERING UNDERGRADUATE SOCIETY of MCGILL UNIVERSITY

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Table of Contents

<i>Article 1</i>	<i>Name</i>	<i>1</i>
<i>Article 2</i>	<i>Membership</i>	<i>1</i>
<i>Article 3</i>	<i>Purpose</i>	<i>1</i>
<i>Article 4</i>	<i>Executive Committee</i>	<i>2</i>
<i>Article 5</i>	<i>Council</i>	<i>2</i>
<i>Article 6</i>	<i>Powers and Duties</i>	<i>3</i>
<i>Article 7</i>	<i>Finance</i>	<i>5</i>
<i>Article 9</i>	<i>Meeting of Council</i>	<i>6</i>
<i>Article 10</i>	<i>General Assembly</i>	<i>6</i>
<i>Article 11</i>	<i>Elections</i>	<i>7</i>
<i>Article 12</i>	<i>Member Code of Conduct</i>	<i>8</i>
<i>Article 13</i>	<i>Impeachments</i>	<i>8</i>
<i>Article 14</i>	<i>Superseding Clause</i>	<i>9</i>
<i>Article 15</i>	<i>Interpretation</i>	<i>9</i>
<i>Article 17</i>	<i>Initiation of the Referendum Procedure</i>	<i>10</i>
<i>Article 18</i>	<i>Referendum Procedures</i>	<i>10</i>
<i>Article 19</i>	<i>Effect of a Referendum</i>	<i>11</i>
<i>Article 20</i>	<i>The McGill CIM Student Chapter</i>	<i>11</i>

Article 1 Name

- 1.1. The official name of the society shall be the “Co-op Mining Engineering Undergraduate Society”, hereinafter referred to as the CMEUS.

Article 2 Membership

- 2.1 The Regular Members of the CMEUS shall be all students currently registered at McGill University in the Undergraduate Mining Engineering Co-op Program.
- 2.2 Membership remains valid if the student is on exchange or internship.
- 2.3 An active member of the CMEUS shall be any regular member which is registered as a full-time student at McGill for the current semester.

Article 3 Purpose

- 3.1 The purpose of the CMEUS shall be:
- i) To regroup in association the Regular Members of the CMEUS;
 - ii) To represent and promote the views of its members, and to implement academic, cultural, educational, physical, professional, social, and other programs of interest to its members;
 - iii) To engage in other such activities and undertakings as may seem appropriate to the society;
 - iv) To ensure the best interests of the members of CMEUS by cooperating with, but not limited to, staff within mining engineering, the staff of the faculty of engineering, the Engineering Undergraduate Society of McGill University (herein referred to EUS), and the McGill Community.

Article 4 Executive Committee

- 4.1 The Executive Committee shall consist of:
- i) The President;
 - ii) The Vice-President Internal;
 - iii) The Vice-President Finance;
 - iv) The Vice-President Academic;
 - v) The Vice-President Administration;

- vi) The Vice-President External;
 - vii) Equity & Mental Health Coordinator;
- 4.2 The candidates for positions of the Executive Committee must be active members of the CMEUS and remain active for the duration of their mandate's academic year.
- 4.3 The candidates must be able to perform their respective duties as outlined in Article 6.
- 4.4 Should a member of the executive committee not remain an active member of the CMEUS or is unable to perform their respective duties as outlined in Article 6, they must resign from their position.
- 4.5 Should a position become vacant due to impeachment or resignation of an Executive Committee member, the remaining members shall appoint a replacement, allowing two weeks for CMEUS members to submit their candidacy.
- 4.6 Replacements for executive members that resign are selected from the candidates by the CMEUS executive committee based on the capacities of the candidates to perform the duties related to the position that is being filled as outlined in Article 6.
- 4.7 The terms of office of the Executive Committee shall be from May 1st to April 31st with the exception of the term of office of the Vice-President Internal, which may be vacant from April 31st to August 30th.

Article 5 Council

- 5.1 The CMEUS council, hereby referred to as the Council, shall consist of:
- i) The Executive Committee;
 - ii) The Class Representatives from each respective year (U0, U1, U2, U3 and U4).
- 5.2 The terms of office for the Class Representatives shall be in accordance with the constitution of the EUS.

Article 6 Powers and Duties

- 6.1 The CMEUS Council shall, to the best of its ability, fulfill the objective of the CMEUS as described in Article 3 and uphold the constitution of the CMEUS.
- 6.2 The CMEUS Council is responsible for the organization of, but not limited to, the following events: welcome party, end-of-semester banquets and CMEUS organized Blues Pub.
- 6.3 The President shall:
- i) Be charged with the general management and supervision of the affairs of the CMEUS;
 - ii) Preside over the meetings of the Executive Committee and of the CMEUS council;
 - iii) Attend the EUS Council meetings;
 - iv) Represent the CMEUS in outside groups;
 - v) Assist and supervise the council members with their powers and duties;
 - vi) Make sure that the CMEUS constitution is respected.
 - vii) Be a registered Financial Officer according to EUS guidelines and act as a signatory for EUS cheque requests;
- 6.4 The Vice-President Internal shall:
- i) Be a U1 student in the CMEUS;
 - ii) Be appointed by the Executive Committee before September 30th of the current academic year;
 - iii) Assist with the President's duties;
 - iv) Inform all CMEUS constituents of matters regarding CMEUS activities through newsletters, social media or other appropriate form of communication;
 - v) Be in communication with representatives from other departments within the faculty of engineering to organize events;
 - vi) Oversee the end-of-semester banquets in coordination with other engineering departments.
 - vii) Promote the participation of CMEUS members to events organized by internal groups such as, but not limited to: EUS Sports, E-Week, crawls;

6.5 The Vice-President Finance shall:

- i) Keep a proper account of all financial affairs of the CMEUS, and report and/or present financial statements at meetings as required;
- ii) Be a registered Financial Officer according to EUS guidelines and act as the main signatory for EUS cheque requests;
- iii) Prepare, in co-operation with the Executive Committee, the annual budget of the CMEUS;
- iv) Ensure the financial organization of CMEUS related events.

6.6 The Vice-President Academic shall:

- i) Work with academic staff of McGill University to aid CMEUS members in receiving adequate and fair academic formation;
- ii) Pass students' suggestions and complaints to the faculty in a manner making sure that they are heard and organize one academic forum per semester;
- iii) Represent the CMEUS at required academic meetings;
- iv) Provide aid and Guidance to CMEUS members on academic issues;
- v) Assist academic staff in the application for EUS funds available for academic related purposes.

6.7 The Vice-President External shall:

- i) Promote the participation of CMEUS members to events organized by external groups such as, but not limited to: CIM dinners, conferences and conventions, and student competitions;
- ii) In conjunction with the President, represent the CMEUS in outside bodies;
- iii) Be in communication with representatives from the mining industry across Canada to promote networking and professional development;
- iv) Be in communication with representative from other mining engineering programs across the province (i.e. École Polytechnique de Montréal and Université Laval) to organize events;
- v) Promote scholarships provided by outside bodies;

6.8 The Vice-President Administration shall:

- i) Ensure the general cleanliness of the Undergraduate Mining Engineering Lounge (FDA103), hereby referred to as “The Lounge”;
- ii) Ensure that any general services that are possible to be provided to CMEUS members are offered;
- iii) Ensure that funds offered by EUS through the Student Space Fund are used to improve the Lounge;

6.9 Class Representatives shall:

- i) Fulfill the mandate provided to them by the EUS;
- ii) Attend the EUS council meetings or ensure a proxy;
- iii) Inform classmates of ongoing events throughout the year;
- iv) Be an intermediate between the regular CMEUS members and the Executive Committee to ensures proper communication between these two bodies;
- v) Assist the executive committee in its tasks if necessary.
- vi) Additionally, the U0 Representative will also sit on EUS Junior Council

Article 7 Finance

7.1 All CMEUS funds are under control of the Vice-President Finance in accounts managed by EUS.

7.2 All profits made from CMEUS activities and fundraising must go into the CMEUS account and can only be used for activities pertaining to the CMEUS.

7.3 All spending must be justified and approved by the CMEUS council.

7.4 The CMEUS shall not budget a deficit.

7.5 The yearly CMEUS budget shall be approved by a two-third majority of the CMEUS council to come into effect.

7.6 The CMEUS must have a liability account balance (float) of at least \$2,000 at the end of their mandate.

- i) An exception to this in case of extreme measures can be approved by a two-third majority of the CMEUS council.

Article 9 Meeting of Council

- 9.1 The CMEUS council shall hold council meetings at least once every four (4) weeks while classes are in session during the academic year.
- 9.2 All Executive Committee members must be present.
- 9.3 All motions must be made at council meetings.
- 9.4 Each member of the Council has a single vote or may choose to abstain from voting.
- 9.5 Class Representatives represent the voice of their Constituents.
- 9.6 A simple majority is required for a motion to pass.
- 9.7 In case of a tie vote, the President shall break the tie.
- 9.8 The rules of procedure for all meetings of the CMEUS Council shall be the most recent edition of Roberts' Rules of Order.

Article 10 General Assembly

- 10.1 General Assembly of the CMEUS may be called by the Executive Committee.
- 10.2 Extraordinary General Assembly may be called with the written request of five CMEUS members.
- 10.3 Five school days' notice must be given before all General Assembly.
- 10.4 Quorum at all General Assembly of the CMEUS will be 20 percent of CMEUS active members.
 - i) The CMEUS council shall accommodate active CMEUS members who cannot physically attend the General Assembly.
- 10.5 The Constitution may be amended by a two-thirds majority of members present at a General Assembly.

- 10.6 Notice of motion indicating the intention of any proposed amendments to the Constitution of the CMEUS is required five school days in advance of the General Assembly at which the Constitution is to be discussed.
- 10.7 The President shall chair General Assemblies.

Article 11 Elections

- 11.1 The following shall be elected by and from the regular members of the CMEUS:
- i) The President;
 - ii) The Vice-President Administration;
 - iii) The Vice-President Finance;
 - iv) The Vice-President Academic;
 - v) The Vice-President External;
- 11.2 Each regular member has one vote per position.
- 11.3 Elections shall be held in accordance to the EUS CRO recommended timeline.
- 11.4 Two weeks' notice shall be given before elections are to be held.
- 11.5 Nomination period for all positions end two days prior to the elections.
- 11.6 Election of Class Representatives shall follow the procedures and rules set by the EUS Constitution.
- 11.7 If a position would remain vacant because no CMEUS member presented their candidacy, the executive committee must try to fill the position the following semester.
- 11.8 The CMEUS Deputy Returning Officer (DRO), as selected by the Executive Committee, is to preside over the elections of said year.
- i) The DRO cannot run for any position on the CMEUS council.

Article 12 Member Code of Conduct

- 12.1 All members of the CMEUS shall be obligated to conform to the CMEUS constitution.

- 12.2 No Regular Member, outside of the Council, is empowered to make purchases on behalf of or to financially obligate the CMEUS in any way, until such permission has been granted by the Council.
- 12.3 No Regular Member is empowered to act as an agent of the CMEUS unless permission to act so has been granted by the Council. Members of the Executive Position must always act as agents of the CMEUS in their duties.
- 12.4 Subject to ratification of the Council, any Regular Member of the CMEUS may be indemnified from and against any liability, costs, charges, and expenses that they sustain or incur with respect to the execution of a mandate of the CMEUS, unless there is an exceptional case of negligence.

Article 13 Impeachments

- 13.1 A member of the Council may be removed from office for impropriety, violation of the provisions of the Constitution, or delinquency of duties.
- 13.2 A member of the Council may receive a warning from the President who must present valid evidence at a council meeting supporting clause 13.1.
- 13.3 The consequences of a warning are:
- i) First warning: no consequences;
 - ii) Second warning: a 2-week probationary period, where the council member cannot be impeached;
 - iii) Third warning: removal from office by a vote of two thirds majority of council.
- 13.4 Removal of office of a member of the Council can also occur with a two-thirds majority vote of a General Assembly consisting of at least 50 percent of the members of CMEUS.
- 13.5 During suspension or removal of a member of the Council from office, the Executive Committee is responsible to ensure a thorough review of the executive in question during a 2-week protected period.

- i) A thorough review will be held at a CMEUS council meeting and will consider the executive in question's past actions as well as goals to improve.
- 13.6 During suspension or removal of a member of the Council from office, this person's vote on council is uncast. Majority rules still apply.
- 13.7 Additionally, removal of office of a Class representative may also be done according to the EUS Constitution.

Article 14 Superseding Clause

- 14.1 This constitution supersedes and repeals all previous Constitutions of the CMEUS.

Article 15 Interpretation

- 16.1 As per the EUS Constitution, in the event of conflict between this Constitution and the Constitution and Bylaws of the EUS, the Constitution and Bylaws of the EUS shall take precedence.
- 16.2 Definitions
 - i) The academic year shall begin the first day of classes of the Fall semester and end the last day of the final examinations of the Winter semester as defined by the McGill calendar;
 - ii) A Constituency shall be defined as all students of a department who began their studies in that department during the Academic year;
 - iii) A Constituent shall be defined as a member of a Constituency;
 - iv) The EUS shall be the Engineering Undergraduate Society of McGill University;
 - v) The McGill Community shall be defined as the staff, students, and faculty of McGill University;
 - vi) A school day shall be defined as any day when classes are held according to the McGill calendar;
 - vii) A simple majority is defined as fifty percent (50%) of votes cast in a Motion plus one. An abstention shall not count as a vote cast;

- viii) A two-thirds (2/3) Majority shall be defined as two-thirds (2/3) of votes cast. An abstention shall not count as a vote cast.

Article 17 Initiation of the Referendum Procedure

17.1 A referendum may be initiated by:

- i) a resolution of the CMEUS Council;
- ii) a petition signed by at least ten percent (10%) of the Members of the CMEUS

17.2 In the case of a referendum initiated by a resolution of the CMEUS Council, the motion calling for a referendum, along with the proposed referendum question, must be presented in writing at a meeting of the CMEUS Council. The motion and question shall be inscribed on the agenda of the next regular meeting of the CMEUS Council and, if passed, the referendum question shall be put to the Regular Members of the CMEUS.

Article 18 Referendum Procedures

18.1 The referendum shall be conducted in accordance with the Referendum Bylaws of the CMEUS. It is the responsibility of the DRO to ensure that the referendum is in accordance with the Referendum Bylaws of the CMEUS.

- i) In the event that a DRO has not yet been appointed, the President will takeover said duties.

18.2 Notice of the referendum question, voting location and voting hours must be posted no less than six (6) school days before the date of referendum.

18.3 Only Regular Members of the CMEUS shall be allowed to vote in a referendum of the CMEUS.

18.4 A referendum shall only be considered valid if a minimum of fifteen percent (15%) of the Regular Members of the CMEUS vote.

- 18.5 A simple majority of voters shall be deemed sufficient to carry the referendum, unless a higher majority is required by the Constitution, the Bylaws of the CMEUS, or in the motion calling for the referendum.

Article 19 Effect of a Referendum

- 19.1 The result of a referendum is binding and takes precedence over decisions of the Executive Committee, the CMEUS Council and a General Assembly.

Article 20 The McGill CIM Student Chapter

- 20.1 The McGill CIM Student Chapter is independent of the CMEUS.