

Constitution of the
Mining and Materials Graduate Engineering Student Association
(MMGESA)

Approved on May 1,, 2020

Name and Definitions

1. The Mining and Materials Engineering Student Association (MMGESA), as established in 2014, is a student association of the Post Graduate Student Society of McGill University. The following definitions are used herein:
 - 1.1. **The Association:** the Mining and Materials Graduate Engineering Student Association (MMGESA)
 - 1.2. **The Department:** the Department of Mining and Materials Engineering of McGill University
 - 1.3. **The University:** McGill University
 - 1.4. **Unit or The Units:** any or all of the units within the Department
 - 1.5. **The Mining Unit:** all students enrolled in a post graduate degree in Mining Engineering in the Department
 - 1.6. **The Materials Unit:** all student enrolled in a post graduate degree in Materials Engineering in the Department
 - 1.7. **PGSS:** the Post Graduate Student Society of McGill University (PGSS)
 - 1.8. **PGSA:** a Post Graduate Student Association (PGSA), as defined by the PGSS
 - 1.9. **The Constitution:** this document, governing the affairs of the Association

Purpose

2. The purpose of the Constitution is to establish a society of graduate students in the Department with the following goals:
 - 2.1. To support the student rights of its members
 - 2.2. To promote the professional development of its members as they seek to establish a career in Academia and/or industry
 - 2.3. To promote cross-disciplinary interaction, both social and academic, between members in both Units with the goal of fostering and sharing ideas and professional connections across the two

Membership

3. All graduate students and postdoctoral scholars currently registered in the Department are regular members of this Association. Aside from this stipulation, the Association shall not discriminate in any way deemed unlawful or inappropriate by the PGSS constitution, or the University ethics guidelines.

Executive Officers

4. The Executive shall be the executive officers of the Association, and shall be elected once per year as per the election guidelines set out in the “Elections” section of the Constitution
5. The Executive shall hold office from June 1 of each year until the following May 31
6. There shall be five (5) executive officers of the Association, hereafter referred to as the “Executive”, they are:
 - 6.1. President
 - 6.2. Vice President of Mining
 - 6.3. Vice President of Materials
 - 6.4. Vice President of Postdocs
 - 6.5. Vice President Activities
 - 6.6. Vice President Finance
7. The Executive shall be jointly charged with the following responsibilities, hereafter referred to as the “joint responsibilities of the Executive”:
 - 7.1. Ensuring prudent fiscal management of the Association's funds
 - 7.2. Producing Council Meeting and General Assembly agendas
 - 7.3. Relaying Council comments, questions, and concerns of relevance to the Association
 - 7.4. Producing and maintaining guides detailing procedures of individual executive functions
 - 7.5. Providing all documents generated by their respective offices to the appropriate PGSS offices
8. The duties of the executive officers shall be as follows:
 - 8.1. The President:
 - 8.1.1. Shall be one (1) officer from either the Mining Unit or the Materials Unit
 - 8.1.2. Shall be the official representative of the Association for all external entities
 - 8.1.3. Shall be responsible for all official correspondence with all external entities
 - 8.1.4. Shall be familiar with the content of the University's Handbook of Student Rights and Responsibilities, and in particular the Charter of Students' Rights with respect to defending the rights of the Association
 - 8.1.5. Shall be one (1) of the two (2) required signing officers
 - 8.1.6. Shall maintain an up-to-date version of the Association's Constitution
 - 8.1.7. Shall compile meeting agendas with duties including:
 - 8.1.7.1. Receiving and compiling reports from all other executive officers and committees
 - 8.1.7.2. Maintaining previous meeting records
 - 8.1.7.3. Presenting agenda items as approved by the Executive
 - 8.1.8. Shall compile and maintain a list of organization's to which the Association is related, and produce records of all procedures and documents required in establishing and maintaining such relationships
 - 8.1.9. Shall conduct all of the Association's elections according to the procedures and regulations specified in the Constitution
 - 8.1.10. Shall chair all Executive and Council Meetings

- 8.1.11. Shall verify adherence by the Association to all required regulations concerning the activities of a PGSA as specified by the [PGSS](#)
- 8.1.12. Shall maintain and transmit the records and documentation of the Association's activities required by the PGSS to the appropriate PGSS representative within the deadlines stipulated by the PGSS for a PGSA
- 8.1.13. Shall, in the absence of a Returning Officer, act as Returning Officer and coordinate with the Chief Returning Officer of PGSS for the yearly elections
- 8.2. Vice President of Mining:
 - 8.2.1. Shall be one (1) officer from the Mining Unit
 - 8.2.2. Shall act as the representative of members of the Mining Unit
 - 8.2.3. Shall plan and execute academic events for members affiliated with the Mining Unit
 - 8.2.4. Shall produce and maintain a list of alumni of the Mining Unit
 - 8.2.5. Shall produce and maintain a comprehensive list of facilities and procedures for aiding members in obtaining information and solutions to issues relating to academic activities in the Mining Unit
 - 8.2.6. Shall provide support to other Executives
- 8.3. Vice President of Materials:
 - 8.3.1. Shall be one (1) officer from the Materials Unit
 - 8.3.2. Shall act as the representative of members of the Materials Unit
 - 8.3.3. Shall plan and execute academic events for members affiliated with the Materials Unit
 - 8.3.4. Shall produce and maintain a list of alumni of the Materials Unit
 - 8.3.5. Shall produce and maintain a comprehensive list of facilities and procedures for aiding members in obtaining information and solutions to issues relating to academic activities in the Materials Unit
 - 8.3.6. Shall provide support to other Executives
- 8.4. Vice President of Postdocs:
 - 8.4.1. Shall be one (1) officer from either Unit working as a postdoc
 - 8.4.1.1. In the case that a by-election is called for this position, graduate students from either Unit will be eligible to run for the election
 - 8.4.2. Shall act as the representative of post doctorate members of both Units of the Association
 - 8.4.3. Shall plan and execute academic events for post doctorate members
 - 8.4.4. Shall produce and maintain a comprehensive list of facilities and procedures for aiding post doctorate members in obtaining information and solutions to issues relating to academic activities
 - 8.4.5. Shall provide support to other Executives
- 8.5. Vice President Activities
 - 8.5.1. Shall be one (1) officer from either Unit
 - 8.5.2. Shall plan and execute social events and activities
 - 8.5.3. Shall ensure that social events follow all applicable rules and laws
 - 8.5.4. Shall ensure all events are advertised to the Members

- 8.5.5. Obtain a record of attendance for the various events and activities, differentiating between attendance from the Mining Unit and from the Materials Unit
- 8.5.6. Shall maintain all applicable web and social media presences
- 8.5.7. Shall ensure that the following information is readily available online to the Members of the Association:
 - 8.5.7.1. The Association's Constitution
 - 8.5.7.2. The names and contact information of:
 - 8.5.7.2.1. The Executive
 - 8.5.7.2.2. Committee Members
 - 8.5.7.2.3. PGSS Councillors
 - 8.5.7.3. Archives (i.e. meeting minutes, council reports, etc.)
 - 8.5.7.4. Materials provided by the Executive (i.e. lists, statements, reports, records, etc.)
- 8.6. Vice President Finance
 - 8.6.1. Shall be one (1) officer from either Unit
 - 8.6.2. Shall be responsible for ensuring all financial transactions adhere to the approved Association budget
 - 8.6.3. Shall maintain official financial records for auditing purposes including:
 - 8.6.3.1. Retaining all Financial records for seven (7) years after the year of initial transaction, as per PGSS regulations
 - 8.6.3.2. Keeping the Association's budget and Constitution for reference
 - 8.6.3.3. Destroying all financial records after the seven (7) years period
 - 8.6.4. Shall be responsible for preparing the Association's yearly budget and final annual financial statement

Council

- 9. The Council shall be the working body of the Association between General Meetings
- 10. The Council shall be comprised of:
 - 10.1. the Executive
 - 10.2. all Association representatives at the PGSS Council, hereafter referred to as PGSS Councillors (if different than the above members)
 - 10.3. The representative at the Association of Graduate Student Employed at McGill, hereafter referred to as AGSEM Delegate (if different than the above members)
 - 10.4. The representative to the Graduate Engineering Equity Committee (GEEC), hereafter referred to as EDI Liaison (if different than the above members)
- 11. Quorum shall be three (3) Council members (i.e. the number of members of Council to have Quorum)
- 12. Council meetings are open to all members of the Association

Representatives

- 13. The Association shall ensure the appointment of PGSS Councillors

- 13.1. PGSS Councilors shall be elected once per year as per the election guidelines set out in the “Elections” section of the Constitution
- 13.2. PGSS Councilors shall hold office from June 1 of each year until the following May 31
- 13.3. PGSS Councilors will receive periodic reports from representatives from all committees and bodies within the Department on which Members of the Association are entitled to representation
- 13.4. At least one (1) PGSS Councilor must be present at all PGSS Council meetings where at least one (1) of the PGSS Councilors will uphold voting rights on behalf of the Association, in accordance with PGSS bylaws
- 13.5. PGSS Councilors must report relevant decisions made at PGSS Council to the Council
14. The Association shall ensure the appointment of AGSEM Delegate
 - 14.1. The AGSEM Delegate shall be elected once per year as per the election guidelines set out in the “Elections” section of the Constitution
 - 14.2. The AGSEM Delegate shall hold office from June 1 of each year until the following May 31
 - 14.3. In accordance with AGSEM regulations, the AGSEM Delegate must be a member of the Association and a member of AGSEM
 - 14.4. The AGSEM Delegate must follow the rules and regulations as outlined in the [AGSEM Constitution](#)
 - 14.5. The AGSEM Delegate will receive periodic reports from representatives from all committees and bodies within the Department on which Members of the Association are entitled to representation
 - 14.6. The AGSEM Delegate must report relevant decisions made at AGSEM Delegates Council Meeting and General Assemblies to the Council
15. The Association shall ensure the appointment of the EDI Liaison
 - 15.1. The EDI Liaison shall be elected once per year as per the election guidelines set out in the “Elections” section of the Constitution
 - 15.2. The EDI Liaison shall hold office from June 1 of each year until the following May 31
 - 15.3. The EDI Liaison must follow the rules and regulations as outlined by the [GEEC Bylaws](#)
 - 15.4. The EDI Liaison will receive periodic reports from representatives from all committees and bodies within the Department on which Members of the Association are entitled to representation
 - 15.5. The EDI Liaison must report relevant decisions made at GEEC Meetings to the Council

Finances

16. The fiscal term for the Association shall begin on June 1, and end on May 31st of the immediately following year, inclusively
17. The Association shall operate a bank account with two signing officers

- 17.1. All receivables must be deposited to this account
- 17.2. Funds within this account will be split between events, activities and projects attending to members of both Units
- 17.3. Funds within this account will be split between the Units proportionally to the current number of members from each Unit, to the best of the Executive's ability
 - 17.3.1. A record of attendance of students respectively from the Mining Unit and the Materials Unit shall be taken to ensure the proper distribution of the funds
 - 17.3.2. In the event that a Unit receives more money than its respective allowable proportion, the Executive shall make all efforts to rectify the situation, keeping records of the actions taken
18. No expenditures shall take place by the Association before the approval of a budget for the current fiscal year
19. All of the Association's expenditures shall be charged to the current financial year.
20. The Association's final annual financial statement must be produced after the end of the fiscal year for which the statement reports
 - 20.1. Both the budget and the final annual financial statement shall be approved annually by the Association at a General Assembly.

General Assembly

21. The General Assembly shall be called by a decision of regular quorum of the Council, with a minimum of 1 per year
22. Notice of a General Assembly shall be given by posting announcements on departmental notice boards and by email (where possible) at least one week before the General Assembly
23. Quorum for the General Meeting shall be 10% of the general membership, including at least 10% of each of the two Units
24. All motions, with the exception of constitutional amendments, shall be passed upon a simple majority of 50% + 1 vote

Elections

25. The Returning Officer shall be appointed by the Association
 - 25.1. The Returning Officer shall be one (1) Member of the Association
 - 25.2. The Returning Officer cannot present themselves for any position for which the election or by-election is being held or the mover of any motion presented for referendum
 - 25.2.1. An exception is made when the President acts as Returning Officer
 - 25.3. The Returning Officer is responsible for all aspects of the elections and referenda (i.e. establishing voting procedures, ruling on election infractions, etc.)
 - 25.4. The Returning Officer shall provide all Members wishing to present themselves for a position during the election with the Election Nomination Form

- 25.5. The Returning Officer reports directly to the Executive and the Chief Returning Officer (CRO) of the PGSS
- 25.6. In the event that the Association does not have a Returning Officer, the President shall act as the Returning Officer alongside the CRO of the PGSS
26. A general election for Executive and Representative positions shall be held once per year.
27. Referenda shall be held once per year, concurrently with the general election
28. Notice of open positions shall be given at least one (1) week in advance of the election date
29. Any regular member of the Association may seek election for open positions, providing they acquire the nomination of three (3) other Members in the Election Nomination Form
- 29.1. The Election Nomination Form must be returned to the Returning Officer before the set date for doing so
30. Ballot shall be secret and administered by the PGSS electronic voting system
31. In the case of the resignation of an Executive Officer or Representative occurring prior to February 28 of that year, inclusively, a by-election will be held to fill the vacant position until the term is over following the guidelines of the general election
- 31.1. The Executive Officer or Representative wishing to resign will give the Executive the Notice of Resignation at least two (2) weeks prior to the leave's start date, barring exceptional circumstances
- 31.2. The by-election procedure shall begin within one (1) week of receiving the Executive Officer or Representative's resignation
32. In the case of the resignation of an Executive Officer or Representative after February 28 of that year, exclusively, a replacement shall be chosen to fill the vacant position until the term is over according to the guidelines set in the "Selection Committees" section
- 32.1. The Executive Officer or Representative wishing to resign will give the Executive the Notice of Resignation at least two (2) weeks prior to the leave's start date, barring exceptional circumstances
- 32.2. The Selection Committee procedure shall begin within one (1) week of receiving the Executive Officer or Representative's resignation
33. In the case of an Executive Officer or Representative requiring a leave of absence (i.e. an absence from their position for set period of time, ending before their term is over) a replacement shall be chosen according to the guidelines set in the "Selection Committees" section for the duration of the leave
- 33.1. The Executive Officer or Representative wishing to go on a leave of absence will give the Executive the Notice of Leave at least two (2) weeks prior to the leave's start date, barring exceptional circumstances
- 33.2. The Selection Committee procedure shall begin within one (1) week of receiving the Executive Officer or Representative's notice of leave

Selection Committees

34. A Selection Committee shall be formed in the event that an Executive Officer or Representative resigns after February 28, exclusively, of that year or requires a leave of absence from the position

35. The Selection Committee shall be comprised of the remaining Executive Officers and Representatives
 - 35.1. The Executive Officers and/or Representatives whose positions will be filled via Selection Committee cannot sit on the Committee
36. The Chair of the Selection Committee will be the highest ranking Executive Officer who is able to sit on the Committee:
 - 36.1. President
 - 36.2. Vice President Finance
 - 36.3. Vice President Activities
 - 36.4. Both the Vice President of Mining and the Vice President of Materials
 - 36.5. Vice President of Postdocs
37. The Committee shall notify of the Membership of the positions to be filled at least one (1) week before it is set to choose replacements
38. The Committee shall provide Vacancy Nomination Forms for the Members who wish to fill the positions
39. In the case where there are no nominees, the nomination period shall be extended until a nominee can be found
40. A nominee shall be chosen based on a simple majority vote
 - 40.1. In the case of a tie vote, the Chair of the Committee will break the tie
 - 40.2. In the case where none of the nominees are deemed suitable, the Selection Committee process will begin again
 - 40.3. The votes of the Selection Committee members shall be kept confidential
41. Feedback about the reasoning behind any appointment will be made available to the membership upon request

Affiliation

42. The Association shall be affiliated with PGSS, as provided for by that body' constitution.

Adoption and Amendments

43. The constitution has been initially adopted by a two thirds majority of voters by electronic voting system of the Association and supersedes any previous constitution affirmed by any previous graduate student society of the Department
44. Amendments to this constitution shall be made at a General Assembly
45. Notice of proposed amendments shall be posted at least one week before the General Assembly
46. Amendments will be voted on by open ballot, and shall pass by a two-thirds majority of each discipline, counted from those present at the General Assembly