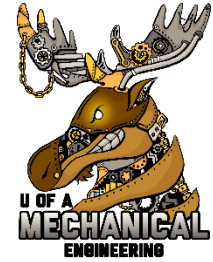


Mechanical Engineering Club

Executive Nomination Package



On behalf of the Undergraduate Mechanical Engineering Club at the University of Alberta I would like to thank you for your interest in running to become a member of the executive board of the club.

A full list of positions available for candidacy are outlined later in this package. In addition, you will find information on the general duties of the executives, terms of office, operations of the elections, campaigning, eligibility, upcoming meeting dates, the nomination form, and example cover letters.

This nomination guide is to guide you in participating in the election. Please read this entire package before sending in your nomination form. Also note that no extensions will be granted for late submissions.

If you have any questions, comments, or concerns about anything included or not included in this package please feel free to contact me at jbelisle@ualberta.ca. Thank you again, and good luck.

Sincerely,

Jade Belisle

Chief Returning Officer & VP Finance

University of Alberta Undergraduate Mechanical Engineering Club

1 **Operations Of The Elections**

- A. All members shall be eligible to vote in the Club elections.
- B. Nominations must be signed by two Executive Officers. Only Club members in good standing (see definition in section 3) may be nominated for the election.**
- C. Associate members may only be nominated if approved by at least $\frac{2}{3}$ of executive officers.
- D. Only members who have been an Executive Officer of the club for at least a year may run for President.**
- E. 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.
- F. Elections will be held in the winter semester, in March, with the presidential election nomination period concluding prior to the beginning of the general executive committee election nomination period.
- G. The presidential election must be completed no later than one month after the end of Reading Week.
- H. The Chief Returning Officer will announce the election dates no later than the first Monday after Reading Week.
- I. An online polling station will be set up.
- J. Every candidate in the election has the right to request one recount of the election ballots. An appeal can be requested by candidates if they believe that the election process was tainted in any way. The former executive team must hear the appeal.
- K. Each candidate is entitled to one page of election material to be posted in the display case at the top of the ramp near the Mec E Club, as well as in the Club.
- L. A candidate may not begin campaigning until the nomination period closes.
- M. All positions vacant at the conclusion of elections will be filled according to section 4.4 of the constitution.
- N. 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.
- O. If a candidate will graduate or begin a co-op placement outside of Edmonton before the end of his or her term, they must run with a co-candidate. Upon winning their election, the two will be responsible for their executive position**

and when one leaves, the other will take over as the sole executive for the rest of the term.

- P. In the event of a tie, a re-vote, for said tied position, shall be held.
- Q. A candidate is considered to have won their election if they receive the majority of their votes in favour.
- R. In the case of requirement of traditional polling stations:
 - I. Every candidate in the election has the right to request one recount of the election ballots.
 - II. Each candidate is entitled to one page of election material to be posted adjacent to the polling station location.
 - III. 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.

2 Positions:

1.1 PRESIDENT

- A. 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.
- B. They will call all meetings of the general assembly and executive committee in accordance with Articles 4.6 and 4.8, and plan and direct club activities during his or her term in office.
- C. 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.
- D. 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 Mechanical Engineering Department, and convey all necessary information and instructions to the Club, including information on items such as nominations for the Golden Moose awards.

- E. They will be a non-voting member of all working committees of the Club except in the case of a tie in which case they will cast the deciding vote (not including general elections).
- F. They will communicate on an on-going basis with the Chairman of the Department of Mechanical Engineering, or their designated representative.
- G. The President will also be responsible for matters of club security, including keeping records of the distribution of keys to members of the executive and other individuals (as deemed necessary for club operations).

1.2 VICE PRESIDENT ACADEMIC

- A. The Vice President Academic will act as a resource to address any academic issues between students and faculty.
- B. They will also obtain and distribute course notes, as well as inform members of scholarships, bursaries, and employment opportunities that may be available to them.
- C. The Vice President Academic will act as the President of the CSME - UofA Chapter in accordance with the constitution outlined for the chapter.

1.3 VICE PRESIDENT TECHNICAL

- A. The Vice President Technical shall promote professional development of the members through technical courses, speakers, and tours.
- B. They shall serve as the representative or student chapter chair to any technical societies the Club has a relationship with, unless another individual is specifically designated. They will promote technical society events, scholarships, initiatives, and membership to mechanical engineering students.
- C. They shall provide a forum for the exchange of ideas and information between students, faculty, and professional engineers in industry.
- D. Must pay for GoDaddy website domain annually on March 16th, and will be reimbursed for this payment by the Club.

1.4 VICE PRESIDENT FINANCE

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

- B. All funds received shall be deposited in the bank in the name of the “Mechanical Engineering Club”. The VP Finance will be responsible to make deposits every two weeks, or when an amount greater than \$1000 has accumulated in the cash box, whichever is sooner.
- C. The VP Finance is responsible for creating and presenting the upcoming fiscal year’s budget at the AGM. The budget will require a 2/3 vote to pass.
- D. Disbursement of funds shall normally be made by cheque and must have two of three authorized signatures, one of which must be the Vice President Finance. There will be two additional members with signing authority, the President and the Vice President Internal Operations. These three members must be approved for signing authority by the executive committee.
- E. Funds raised by activities may be dispersed in cash to pay expenses for that activity, when necessary, provided that proper receipts are obtained.
- F. 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.
- G. Bank statements and financial records are to be kept in hard copy in a secure location for 5 years before shredding.
- H. This individual will be the designated representative of the Club with regards to matters relating to the Faculty Association Membership Fee (FAMF).
- I. The Vice President Finance will also act as Vice President Finance for the CSME - UofA Chapter, in accordance with the constitution outlined for the chapter.

1.5 VICE PRESIDENT EXTERNAL

- A. As Vice President External, this officer shall oversee the Sports Representatives, Sponsorship Representative and Student Year Representatives. They will continually work with external companies to garner sponsorships and external funds for the club.
- B. Oversee social media operations of the Club, acting to ensure the club positively represents itself. Maintain social media presence of the Club, promoting student interaction.
- C. Liaises with other discipline clubs, faculties, and the Student’s Union.
- D. Will act as the APEGA Student Liaison for the duration of their term.

1.6 VICE PRESIDENT SOCIAL

- A. 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.
- B. They shall be responsible for the planning, arrangement, and execution of any social event put on by the Club, and will be responsible for organizing a student-professor mixer event in the fall semester, and a volunteer appreciation event at the end of the academic year.
- C. This individual will be the designated representative of the Club with regards to matters relating to the Engineering Students' Activity Fund (ESAF) if applicable.
- D. The Vice President Social will also act as Vice President Social for the CSME - UofA Chapter, in accordance with the constitution outlined for the chapter.

1.7 VICE PRESIDENT INTERNAL

- A. As Vice President Internal, this officer shall assume the President's role should the President find him/herself unable to continue his or her duties. They will oversee the office representatives, the foosball representative and merchandise Coordinator. They will continually work to improve relations between current Mechanical Engineering students and alumni. They will create an office-hours schedule for all VP's, representatives and co-ordinators.
- B. They will also act as a signing authority within the Club.

3 Members in Good Standing

A member in good standing shall be defined as a mechanical engineering club member that has attended at least three executive committee meetings in the most recent semester that they were on campus. This shall be noted in the weekly minutes. Only members in good standing are able to run an executive position. However, all members are able to vote in the elections for the executive positions. It should also be noted that "executive committee meetings" do not include the AGM in the beginning of the fall semester, or the changeover meeting at the end of the winter semester.

Attending one of the upcoming executive committee meetings is recommended for anyone wishing to run for an executive position. This helps you obtain eligibility if you are not currently

in good standing. In addition, everyone present at these meetings will be eligible to endorse nominations.

Exceptions may be granted to anyone wishing to run who is currently not in good standing, and cannot make one of these meetings due to being off campus (work terms, studying abroad, etc.). To discuss an exception please email the current Chief Returning Officer (CRO) Jade Belisle (jbelisle@ualberta.ca).

Mechanical Engineering Club Executive Nomination Form

Important dates:

Nominations due: **March 28th at 11:59 PM MST**

Campaigning period: **March 29th- April 6th**

Voting Period: **April 7th - April 8th**

Nominations are due **Friday, March 28th at 11:59PM**. Late nominations will be considered incomplete and will, therefore, not be accepted. Your nomination package must include this form, filled out in full, in addition to a **cover letter** that outlines your platform. Failure to complete the nomination package disqualifies an individual from the election (i.e cannot hand in a form with no cover letter). A nominee must be a current mechanical engineering student in good standing (must have attended three Mechanical Club meetings). The people who endorse a nominee must be a current executive member. The election will be held from **April 7th - April 8th** and is open to all current mechanical engineering students.

Please hand the form into the current CRO (Jade Belisle) either in person or emailed to jbelisle@ualberta.ca

Position:

Name:

Signature of Candidate:

Endorsements from Executive members (2 Signatures):
Signature:

CRO (Chief Returning Officer)
