

University of Manitoba Student Chapter
Of the
Mechanical Contractors Association of Manitoba (MCAM)
By-Laws

PREAMBLE

We, the charter members of the Student Chapter of Mechanical Contractors Association of Manitoba (MCAM), do hereby establish and adopt the follow by-laws and constitution:

ARTICLE I

The name of this organization shall be the University of Manitoba Student Chapter of the Mechanical Contractors Association of Manitoba (hereinafter ‘Student Chapter’).

ARTICLE II

The purpose of the Student Chapter is to introduce and promote mechanical contracting among the students.

The objectives used to accomplish this purpose shall be to:

1. Promote communications and networking between student members and contractor members;
2. Expand the student members’ knowledge of the mechanical contracting industry;
3. Unite and promote fellowship between student members and the professional societies that serve the industry;

4. Familiarize students, faculty, and administrators with the professional character and economic impact of the mechanical contracting industry;
5. Provide an avenue for community service, where students can give back to the community;
6. Provide a way to improve the teaching and facilities at the University of Manitoba, where industry feedback can help improve the quality of education.

Section I – ELIGIBILITY

1. This organization does not discriminate in the selection of members;
2. This organization shall consist of at least 4 student members currently enrolled in the Faculty of Engineering at the University of Manitoba. Those who do not meet this qualification will be allowed to participate in any Student Chapter activity, but will not be a voting member, or an elected or appointed officer of the organization.

Section II – CLASSES OF MEMBERSHIPS

1. Student Member: Any student of the Student Chapter who subscribes to the purposes of the organization and signifies their desire to become a member, shall be duly constituted a voting member;
2. Alumni Members: Any student who was a Student Member prior to their graduation date is automatically considered an Alumni member, the day following their graduation. Alumni members will not be voting members of the organization;
3. Faculty Honorary Members: Faculty honorary membership may be conferred upon University of Manitoba Faculty of Engineering faculty and administrative personnel. Faculty members will not be voting members of the organization;

4. 4. MCAM Honorary Members: MCAM Board of Directors are honorary members of the Student Chapter and shall appointment a representative to attend Student Chapter meetings. MCAM Honorary Members will not be voting members of the organization.

Section III – EXPULSION

1. Any member who discredits the organization may be expelled from the organization by a two-thirds vote of a quorum of the voting members.

ARTICLE IV

Section I – Officers

1. The student chapter officers shall consist of a president, vice president, secretary, and a treasurer;
2. The terms of office for each officer will be May 1 to April 30 of the following year.
Should an office be left unfilled, a by-election should be held to fill it.

Section II – Duties

1. The president shall:
 - a. Act as chair at all meetings of the Student Chapter;
 - b. Determine the dates for and call meetings of the Student Chapter;
 - c. Appoint committees and committee chairs;
 - d. Maintain lines of communications between the Student Chapter and MCAM;
 - e. Work to accomplish the objectives of the Student Chapter;

- f. Attend MCAM meetings as a representative of the Student Chapter, presenting Student Chapter meeting minutes to the MCAM Board of Directors; seeking advice on Student Chapter Activities;
 - g. Be an ex-officio member, or appoint one in their place, of all committees.
- 2. The vice-president shall:
 - a. Act as chair at meetings of the Student Chapter in the absence of the president;
 - b. Communicate information between the Student Chapter and various student groups at the University of Manitoba;
 - c. Assist the president in accomplishing the objectives of the Student Chapter;
 - d. Attend MCAM meetings when the president is unavailable to do so.
- 3. The secretary shall:
 - a. Maintain and provide to all members a list of all Student Chapter members and their contact information;
 - b. Communicate Student Chapter Officer and membership list to MCAM staff for posting on MCAM Website;
 - c. Provide membership with two weeks' advance notice of all scheduled meetings with the exception of MCAM Honorary Members. However, notice of meetings will be sent to the MCAM Representative and MCAM Staff.
 - d. Keep accurate minutes of proceedings at Student Chapter meetings and distribute a written copy to all Student Chapter members within one week of the meeting;
 - e. Maintain a current copy of the By-Laws and make it available to all Student Chapter members;
 - f. Maintain a file of all Student Chapter records.

4. The treasurer shall:
 - a. Maintain an account sheet of all funds and transactions of funds, and be responsible for the whereabouts of the funds;
 - b. Be responsible for paying due accounts, reimbursement accounts, and receivables;
 - c. Be responsible for the collection of chapter dues and any other Student Chapter money matters;
 - d. Report any financial discrepancies and attempted misuse of funds to the proper university and organization authorities;
 - e. Be prepared to report on the Student Chapter's financial standing at every meeting.

Section III – Elections

1. Election Procedure
 - a. Elections will take place by March 31, for positions beginning May 1;
 - b. Voting for officers shall be held by secret ballot, with the candidate who receives the highest number of votes being declared the winner. If only one candidate for the position is nominated, that candidate will be elected by affirmation.
2. Qualification of Officers
 - a. Officers shall be elected by, and from among the voting members;
 - b. To qualify for election, a candidate must already be a student member, and must not anticipate leaving the university before their term of office expires.
3. Nomination of Candidates
 - a. Any voting member may nominate qualified candidates up until March 24;

- b. Election candidates will be confirmed once the nominee consents to the nomination.
- 4. Term of Office
 - a. Officers shall serve for a one-year term. The elected officers will take over their respective offices on May 1 of each year.
- 5. Procedure to Fill Vacancies
 - a. If a vacancy occurs in any elected office, the student members by a majority of the quorum shall elect replacements for the balance of the term;
 - b. In the interim between a vacancy being recognized and said vacancy being filled, the responsibilities of the vacant office shall be distributed as determined by the student members.
- 6. Impeachment
 - a. An officer may be impeached from office for discrediting the organization, or willfully breaking the regulations of student conduct by a two-thirds vote of a quorum of the voting members.

ARTICLE V

Organizational Structure

The president shall be responsible for establishing appropriate committees when the need is recognized by student members. The goals and purpose of the committees shall be proposed by the president and approved by a majority vote at quorum. The president shall recommend a willing chair of the committee who will be confirmed by a majority vote at quorum.

The committee chair is responsible for accomplishing the goals that are set forth by the president.
The committee chair will report committee findings to the officers of the Student Chapter.

ARTICLE VI

Advisor

Section I

1. The Student Chapter shall have a faculty advisor. The advisor must be academic/administrative or managerial professional faculty or staff of the University;
2. The faculty advisor shall be duly accepted by the active members through a majority vote at quorum and shall be invited to attend meetings as a member;
3. The faculty advisor shall serve for a term of three years. There is no limit on the number of terms a faculty advisor may serve.
4. The duties of the faculty advisor shall be to:
 - a. Represent the Student Chapter to the administration as required;
 - b. Assist the Student Chapter by being willing to mentor, listen, counsel, and explain any issue which comes before the Student Chapter;
 - c. Attend meetings and Student Chapter functions whenever possible; and
 - d. Provide the Student Chapter with continuity during periods of academic inactivity.

ARTICLE VII

Rules of Procedure

1. Parliamentary Authority – **Robert’s Rules of Order** shall govern all Student Chapter proceedings;
2. There shall be at least three meetings per academic term during the regularly-scheduled academic year at the University with the first meeting per term to be scheduled within the first two weeks of the start of the term;
3. A quorum of the membership is defined as one-half of the voting members;
4. Minutes shall be kept at all Student Chapter meetings by the secretary;
5. The president has the authority to call a meeting outside of the regularly scheduled meetings, provided 48 hours’ notice is given to the voting members.

ARTICLE VIII

Membership Fees

1. Membership fees for the year will be determined at the discretion of the voting members, with the default membership fee being \$0;
2. Failure to pay dues will result in an inactive membership;
3. Fees are due October 1 of each year.

ARTICLE IX

Amendments

This constitution and by-laws may be amended by a two-thirds vote at quorum of the voting members at a regular or special meeting of the membership, provided that the members are notified of such proposed amendments not less than 48 hours in advance of the meeting. Copies and changes of all amendments will be sent to MCAM for comments 2 business days prior to the meeting.

ARTICLE X

Approval of Constitution

The constitution shall be enacted upon approval by MCAM and a two-thirds vote at quorum of the Student Chapter.

Date Adopted: September 12, 2017

President _____

Advisor _____