



Constitution

OF THE

Mining Engineering Student Society

Record of authors:

Primary Authors:	Revision:	Date of Revision:
Alexandre Wilson, 2024-25 Co-President	1.0	March 27, 2025

Secondary Authors:	Revision:	Date of Revision:
	1.0	March 27, 2025

Record of Revisions

Revision:	Date of Revision:	Comment(s):
1.0	March 27, 2025	Rewrite and update of constitution for SGS registration

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Territorial Acknowledgment

The Mining Engineering Student Society of the University of Alberta formally acknowledges that the University of Alberta, and by extension the Mining Engineering Student Society and its functions, is situated on the ancestral territory of Treaty 6 and Métis Region 4. As the home of many diverse Indigenous nations and people who have and continue to steward the land, we respect the territories that sustain us and its traditional history. With the spirit of reconciliation and collaboration, we stand on this land in efforts to build a safer and stronger tomorrow.

Definitions

Term:	Definition:
Mining Club; Club	Mining Engineering Student Society, or Mining Engineering Club
APEGA	Association of Professional Engineers and Geoscientists of Alberta
ESS	Engineering Students' Society of the University of Alberta
SU	University of Alberta Students' Union
SGS	Student Group Services
Faculty	Faculty of Engineering
UofA; University	University of Alberta
BOD	Board of Directors of the Engineering Students' Society of the University of Alberta
MIAC	Mining Industry Advisory Committee
Academic Year	The academic year as defined by the University of Alberta Calendar
VP	Vice President; often used as <i>Vice President of</i>
Supermajority	Two-thirds of votes required for pass
Discipline Club	Defined in the ESS policy manual
CRO	Chief Resulting Officer

Article 1: Role & Purpose

1.1. The Mission

“The Mining Engineering Club aims to create a strong sense of community, and to improve the outcomes of mining engineering students by providing avenues for professional and academic development. The Club aims to be the liaison between mining engineering undergraduate students and the Faculty to help create an education that harmonizes the interests of students and industries of Alberta.”

1.2. Name

The official name of the organization shall be the Mining Engineering Student Society, and hereafter be referred to as the Mining Club, or Club, as defined in Definitions.

1.3. Compliance

The Club operates at the University of Alberta and will respect and operate in accordance with the University of Alberta Code of Student Behaviour and similar policies.

The Club will abide by University of Alberta Students’ Union policies, bylaws, and procedures, when applicable.

The Club will abide by all local bylaws and procedures set by the City of Edmonton, provincial laws and procedures set by the Government of Alberta, and federal laws and procedures set by the Government of Canada and similar federal institutions.

Should it see fit, the Club shall abide by any procedures or rulings not mentioned in 1.3

1.4. Membership

All undergraduate students enrolled in and pursuing the mining engineering program in the traditional or co-op streams automatically become members of the Club.

Associate Membership: Faculty members, graduate students, and alumni may become an Associate Member. The President shall appoint Associate Membership

- Associate Members shall participate in Club endeavors as though normal members but shall not:
 - Hold or run for any Executive position
 - Hold any voting power

Membership Standing

The Club defines two standings for Members and Associate Members to hold:

Good Standing: All Members and Associate Members are assumed to be in Good Standing. They demonstrate a positive mindset to the mining engineering student body, have acted in benefit of the Club, and have upheld and followed the student code of conduct and all other materials related to compliance.

Poor Standing: Reserved for members who have not upheld the values of the Club and/or have acted against the benefit of the mining engineering student body.

Process to Place & Remove Poor Standing

The Executive Committee shall vote via motion to place a Member or Associate Member into Poor Standing through a supermajority vote. The individual then placed in Poor Standing shall be notified as soon as possible in an official manner of this standing adjustment. If a Member or Associate Member in Poor Standing has demonstrated behaviour reminiscent of Good Standing, the Executive Committee shall vote via motion by supermajority to place the Member or Associate member into Good Standing. The individual then placed in Good Standing shall be notified as soon as possible in an official manner of this standing adjustment. Any member in Poor Standing shall appeal to the Sr. Executive Committee regarding their placement. Appeals are handled at the discretion of the President.

1.5. Objectives

It is the aim of the Club to:

1. Improve the university experience of Club Members through social events, competitions, and awards.
2. Promote professional development of Club Members by establishing forums for communication between mining engineering students, faculty members, and professional engineers within the mining industry.
3. Cooperate with other student groups within and outside of the University of Alberta in planning programs, events, and activities.

Article 2: Structure & Organization

2.1 The Executive Committee

The Executive Committee is the primary governing body of the Mining Engineering Student Society. The Executive Committee is charged with the direction and execution of events and initiatives that align with Club's Mission and Objectives. All members of this body will complete the required training and certifications per SGS requirements.

2.2 The Positions

President

1. The President shall hold the position of 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.
2. They will call all meetings of the General Assembly and Executive Committee and assist the Executive Committee with planning and directing Club activities during their term in office.
3. They will have signing authority on the bank account.
4. Through the 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.
5. They shall represent the Club to the Engineering Students' Society (ESS) Board of Directors, the Undergraduate Student-Staff Committee, the Academic Planning Committee, and other Faculty committees as well as the Mining Engineering Department, and convey all necessary information and instructions to the Club.
6. They will be a voting member of all working committees of the Club.
7. They will communicate on an on-going basis with the Chairman of the Department of Mining Engineering, or their designated representative.
8. They will keep record of all meeting minutes, unless a secretary has been appointed to do so.

9. 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 Committee and other individuals, as deemed necessary for Club operations.

Vice President Academic

1. The Vice President Academic will act as a resource to address any academic issues between students and faculty.
2. They will also inform members of scholarships, bursaries, and employment opportunities that may be available to them.
3. They shall maintain and update the contact list of mining graduates.
4. They will be the designated representative of the Club to the Engineering Undergraduate Equipment Fund (EUEF).
5. 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.

Vice President Communications

1. The Vice President Communications shall create and distribute the monthly Mining Club newsletter.
2. They shall manage and create content for all of the Club's social media platforms, namely Instagram and LinkedIn, as well as cooperate with the Executive Committee to ensure that timely and appropriate communications can flow between the Club leadership and the Club members.
3. This officer shall sit in meetings of 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.

4. As part of their involvement with the MIAC Marketing subcommittee, they shall help plan and organise community outreach events such as lectures in high school classes and Discover E lectures.

Vice President External

1. The Vice President External shall contact mining companies every July and throughout their term as executive in pursuit of sponsorship. They will work to update and put together a sponsorship package in this pursuit.
2. They shall investigate, promote, and organise student attendance at various conferences, professional events and opportunities. (PDAC, CIM Connect, CIM Edmonton, MEMO)
3. Their role shall be to liaise between non university groups and the Club, such as CIM Edmonton.
4. Actively connect with other Vice Presidents to ensure clear, effective communication between students, sponsors, and groups.

Vice President Finance

1. The Vice President Finance shall receive and disburse all funds allocated to or raised by the Club maintaining proper bookkeeping accounts.
2. All funds received shall be deposited in the bank in the name of the “Mining Engineering Club”.
3. They shall have signing authority on the bank account.
4. Disbursement of funds shall normally be made by cheque and must have two authorized signatures, which shall be the Vice President Finance and the President. These two members must acquire signing authority within the first two weeks of the Fall semester.
5. They shall maintain proper, up to date, financial records, and receipts and maintain them for 7 years. With the fiscal year running for the duration of an elected term (May-April).
6. They shall be responsible for creating and maintaining the clubs yearly operating budget, which must be approved by the Executive Committee prior to the start of the Fall Term

7. 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.
8. This individual will be the designated representative of the Club with regards to matters relating to the Faculty Association Membership Fee (FAMF).
9. They shall apply for the applicable UASU & SGS grantson behalf of the other VPs.

Vice President Internal

1. The Vice President Internal shall organize and promote the clothing order for the club every fall term and ensure distribution to all club members.
2. This individual will promote professional development of the members through technical films, speakers, and tours. In conjunction with VP External they shall endeavor to create guest lecture/ lunch and learn opportunities with industry professionals.
3. 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.

Vice President Social

1. The objective of the Vice President Social shall facilitate and encourage social connections and interactions between students of different academic years and streams, as well as between students and faculty members.
2. They shall be responsible for the planning, arranging and execution of any social event put on by the Club.
3. They shall gather interest and aid in the creation and organization of intramural teams by connecting people who are interested.
4. This individual will be the designated representative of the Club with regards to matters relating to the Engineering Students' Activity Fund (ESAF).

Graduation Coordinator

1. The Graduation Coordinator shall set up a graduation subcommittee that will organize all necessary events in relation to graduation celebrations. This can be part of a shared

engineering graduation or a Mining exclusive graduation planning. 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.

GEER Week Coordinator & PR Rep

1. At the Fall AGM, Geer week shall be explained and the ideas for what the club theme will be discussed and voted on. At this event the call for PR Rep volunteers and GEER week coordinators will be put out.
2. The duties of these positions are specified in the GEER Week Manual.
3. Coordinators will be expected to help organise, promote, and manage the prep for and competition in the various GEER Week events.

Year Representatives

1. There shall be at least two year representatives for each year of students in the Club. One to represent the co-op students and one to represent the traditional students.
2. The duty of the year representatives is to keep all students in their year informed of all Club activities, events, and other mining initiatives. They shall promote participation and involvement in all Mining activities. They are meant to be a liaison between the Executive Committee and the members of the Club.
3. Year representatives shall keep the Executive Committee informed as to the availability, needs, and desires of their year's students. They are meant to be a liaison between the members of the Club and the Executive Committee.

Secretary

1. A secretary may be appointed for the purpose of recording all minutes from Club and Executive meetings and keeping record of motions and votes.

2. Operations of the Society

2.1. Code of Elections

1. All members shall be eligible to vote in the Club elections.
2. Only Club members may be nominated for the election.
3. 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.
4. Elections will be held in the winter semester, with the presidential election taking place alongside the general executive committee election.
5. The election is to be held on the same timeline as SU and ESS elections, with Byelections occurring on the same timeline as GFC elections.
6. If elected, it is expected that the new members shadow their predecessors until the end of term.
7. All positions in the general election shall have a “none of the above” option, if this wins, the position will be filled by byelection.
8. The current President shall announce the election.
9. An online polling station will be set up.
10. Every candidate in the election has the right to request one recount of the election ballots.
11. Each candidate is entitled to one page of election material, to be distributed to all club members via electronic mail or shared cloud storage.
12. All positions vacant at the conclusion of elections will be filled by appointment at the General Meetings of the Club.
13. 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.
14. The election shall be overseen by a Chief Resulting Officer, who is not running for a position and will forfeit their vote.

2.2. Code of Ethics and Behaviour

1. 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 supermajority vote of the Club executive committee.
2. Prior to such a vote occurring, a formal letter of complaint must be submitted to the President by any member of the Executive Committee.
3. 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.
4. In extraordinary circumstances, the President or any other member of the Executive Committee may request the immediate removal of an offending party from the Executive Committee, provided they have confessed to wrongdoing or there is undeniable evidence of misconduct.
5. 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.

2.3. Terms of Office

1. The executive committee officers shall hold office for both terms of the academic year. The term of office will commence on May 1st following the election, and end on April 30th.
2. Following the Election, the newly elected officials shall attend the meetings and have the opportunity to shadow the members in the roles they will be assuming in the next term.

2.4. Meetings of the Club and Executive Committee

1. The President shall call meetings with at least 1 week of notice. Meetings of the Executive Committee shall be held biweekly for the entire term of office. These meetings must take place at a fair time for all members to attend.
2. Only executive officers (VPs) and the president shall be eligible to vote at meetings of the executive committee.
3. 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.
4. One Annual General Meeting (AGM) shall be held in the first weeks of September. Notice of this meeting shall be given to all club members at least one week in advance.
5. 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.
6. 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.
7. Quorum shall be met with at least half of the Executive Committee present. For the AGM there must be at least half of the Executive Committee and an additional 15 members.
8. Meeting minutes will be recorded. They will be able to be viewed by any member of the Club.

2.5 Dissolution of the Club

The Club may be dissolved by one of two processes:

- i. Petition with 50 signatures of Members calling for a motion of dissolving.
 - a. Motion shall require supermajority at a General Meeting where all Members are allocated one (1) vote.
 - b. This General Meeting shall only serve the purpose of dissolution; no other topics may be discussed.
 - c. A minimum of 90 days' notice must be given to the Members and public.
 - d. If 50 signatures are not possible due to Club size, half of the Members must sign a petition.

ii. Falling below 20 Members.

Upon dissolution, the Executive Committee is responsible for ensuring that any assets and financial resources are held in trust and/or donated to the ESS, any of the discipline clubs, or the ECE Department, with preference to the former. The bank account shall be closed. The SU shall be informed of the dissolution as soon as possible. All intellectual property of the Club shall be transferred to the ESS.