

**Mechatronics and Robotics
Engineering Club
Official Constitution**

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Article I: Role and Purpose

Section I.I – Club definition:

The Mechatronics and Robotics Engineering Club (the club) is a collective of all students and faculty under the Mechatronics and Robotics Program.

Section I.II – Club Responsibilities:

1. Comply with applicable policies, bylaws, and procedures of the Engineering Students Society (ESS) and the University of Alberta Students' Union.
2. Comply with the University of Alberta's Code of Student Behaviour, as well as other applicable university policies.
3. Comply with municipal, provincial, and federal laws set by the City of Edmonton, the Government of Alberta, and the Government of Canada.

Section I.III – Club Purpose:

1. Represent the Mechatronics Student body and their interests, equally and fairly, to the ESS, the Board of Directors, the Mechatronics Department, the Engineering Faculty, the Students' Union, and the University of Alberta.
2. Organize social events, independently and in collaboration with partner organizations, for the Mechatronics Student Body.
3. Provide professional development opportunities, resources, and support to the Mechatronics Student Body.
4. Facilitate the transition of first years into the Mechatronics and Robotics department.
5. Create a safe, welcoming, and inclusive environment to facilitate the exchange of ideas and promote creative and professional growth.

Article II: Structure and Organization

Section II.I – Membership:

1. Every undergraduate student enrolled in the Mechatronics and Robotics Program at the University of Alberta is a member of the club.
2. Over 50% of the membership must be current undergraduate students enrolled at the University of Alberta.
3. Membership within the club must be composed of at least $\frac{2}{3}$ University of Alberta students; equivalently, associate members shall not make up more than $\frac{1}{3}$ of club members.

Section II.II – Associate membership:

1. Students (not Mechatronics undergraduate students), Faculty, and Mechatronics Alumni may be appointed Associate Members by the President.
2. Associate members may not run for any executive position or vote in referendums or elections.

Section II.III – Membership status:

1. Every member is, by default, a member in good standing.
2. A member may be placed in poor standing if they have not upheld the values of the Mechatronics and Robotics Engineering Club and the ESS, or if they have acted against the benefit of the Mechatronics student body. In order to be placed in poor standing, there must be a unanimous vote among the entire Executive Council.
3. The executive council may place any member in poor standing through a unanimous vote (excluding the member in question).
 - a. The member whose standing is in question will not be given a vote.
 - b. If a Club official is placed into poor standing, they will have one week to respond to the evidence and appeal the ruling before the executive council.
 - c. Associate members who are placed in poor standing will be removed as associate members.

Section II.IV – Club officials

Executive positions:

1. President
2. Vice President of Operations & Finance
3. Vice President of Internal Affairs
4. Vice President of External Relations
5. Vice President of Academics & Services
6. Vice President of Student Life
7. Vice President of Communication

The Executive Council is organized into seven offices, each led by the President or a Vice President. Each office consists of its head (President or VP) and supporting directors, who work together to carry out the office's responsibilities.

Section II.V – Executive meetings:

1. Every executive position will have 1 vote on motions.

2. The agenda will be created and shared with the executive council before the meeting time; all executives may add topics to the agenda.
3. Meeting minutes will be kept for each meeting.

Section II.VI – Director positions:

1. Directors will be selected by the executive council to focus on fulfilling a specific aspect of an executive portfolio.
 - a. Any interested member of the club in good standing may apply to any open director position and must be considered by the executive council.
2. Director's terms will mirror the executive whose portfolio they are under.
3. Directors may resign at any time with seven days written notice.
 - a. The executive under whom the director served will fulfil the directors responsibilities until a successor is selected.

Section II.VII – Recall of club officials and directors:

Club officials and directors in poor standing may be removed via two mechanisms.

1. The executive council may remove a club official or a director via a unanimous vote.
2. The general membership may remove a club official or a director.
 - a. A petition must be put forward with at least 30% of members' signatures.
 - b. A referendum must be held within 30 days of the petition being submitted to the executive council, and a supermajority (2/3) of members must vote to remove the official.
3. Once a club official is recalled, they will immediately leave their position and relinquish all duties to the President until a by-election can be held.
 - a. By-elections will follow standard election procedures as outlined in Article VI.
4. Once a director is recalled, they will immediately leave their position and relinquish all duties to the executive under whom they served.
5. The President and ESS will adjudicate the recall process.
 - a. If the President is being recalled, then the VP Internal will adjudicate.

Section II.VIII – Resignation of club officials:

1. If a club official chooses to resign, if they are a part of a slate the other member of the slate may remain in the position, and a by-election is not necessary.
2. If a club official resigns, barring the above, a by-election following regular by-election procedure will be held no more than 30 days after their resignation.
3. Club officials who wish to resign must give notice to the President at least 14 days before their resignation takes effect.

Section II.IX – Membership dues:

The club will not charge regular membership fees.

Article III: Policy Manual

Section III.I – Purpose of the policy manual:

The purpose of the policy manual is to outline the day-to-day procedures, as well as other bylaws and procedures not included in the constitution.

Section III.II – Amendments:

The policy manual can be amended through a majority vote of the entire executive council.

Section III.III – Conflicts between constitution & policy manual:

Should there arise a conflict between the constitution and the policy manual, the conflict should be amended immediately. The ruling of the constitution overrules the policy manual.

Article IV: Duties of the Executive Board

Section IV.I – Executive Ethical Code and Behaviours:

Executive members and directors must at all times conduct themselves in accordance with ESS bylaw, Mechatronics bylaw, University of Alberta Code of Student Behaviour, the APEGA Code of Ethics, adhering to the Engineering and Geoscience Professions Act, the Criminal Code of Canada, and other pre-existing statutes.

Section IV.II – Executive Responsibilities:

Executives of the club have core responsibilities which include, but are not limited to:

1. Attending weekly executive meetings and the annual general meeting (AGM).
2. Managing a team of volunteers responsible for the respective office.
3. Holding paramount the health, safety, and welfare of the public and the Club.
4. Maintaining effective communication with fellow executives, members of the respective volunteers, and broadly the club.
5. Transitioning the role smoothly to the candidate next in line.
6. Undergoing training required by, but not limited to, UASU or the engineering faculty.
7. Acting in the best interest of the club and performing the roles and responsibilities given with the title.
8. Voting in executive meetings.

No individual executive may unilaterally block/override a decision.

Section IV.II.I – President:

The President of the club is the head of the executive council and the club. The responsibilities of the President are:

1. Acting as the Head of Office of the Presidential position of the Mechatronics and Robotics Engineering Club.
2. Representing the Club to the general student body, ESS, and to other organizations.
3. Calling and chairing weekly meetings for executives and general club meetings.
4. Providing leadership and direction for the club.
5. Attending monthly ESS BoD meetings.
6. Acting as a primary co-signer on all cheques.
7. Completing training with Student Group Services (SGS) as part of the registration requirement as outlined in the UAPPOL Student Group Procedure.
8. Completing the group's registration process with SGS by the end of the month following their election month.

Section IV.II.II – VP Operations & Finance:

The Vice President of Operations & Finance (VP Finance) is responsible for the finances of the club. The responsibilities of the VP Finance are:

1. Acting as the Head of Office of Operations & Finance.
2. Overseeing any expenses reported on behalf of the club
3. Recording and presenting the fiscal activities of the club.
4. Acting as a primary co-signer on all cheques.

5. Managing the club bank account.
6. Making accurate and timely reimbursements for claims of expenses.
7. Managing the club annual operation budget.
8. Presenting the annual budget to members of the club during the AGM.
9. Preparing the annual budget alongside the club executive
10. Completing training with SGS as part of the registration requirement outlined in the UAPPOL Student Group Procedure.

Section IV.II.III – VP Internal Affairs:

The Vice President of Internal Affairs (VP Internal) is responsible for the internal management of the club. The responsibilities of the VP Internal are:

1. Acting as the Head of Office of Internal Affairs.
2. Managing the club operations, including management, maintenance, storage, and merchandise.
3. Planning and directing the administrative duties of the club.
 - a. Documentation of meeting minutes and other admin documentation.
 - i. This duty may be delegated to other executives with their consent.
4. Governing an equitable recruitment process.
5. Ensuring all volunteers of the club are treated fairly and are engaged.
6. Ensuring proper documentation for future executives to reference.
7. Acting as the chair of executive council meetings in the absence of the President
8. Acting as the liaison between the club and building services.
9. Booking all meeting rooms, lecture halls, or similar and/or any equipment, or similar required for any club activities.
10. Planning the AGM.

Section IV.II.IV – Vice President of External Relations:

The Vice President of External Relations (VP External) manages relationships with external partners. The responsibilities of the VP External are:

1. Acting as the Head of the Office of External Relations.
2. Representing the club and discipline and maintaining communication with external parties, including industry, academia, and alumni.
3. Developing and maintaining sponsorship packages.
 - a. Effectively distributing these packages.
4. Aiding other executives with developing connections for initiatives.
5. Acting as the main source of communication with external bodies.

Section IV.II.V – Vice President of Academics & Services:

The Vice President of Academics & Services (VP Academics) primarily manages academic services offered by the club. The responsibilities of the VP Academic are:

1. Acting as the Head of the Office of Academics & Services.
2. Liaising with the ESS, the Engineering Faculty, and the University of Alberta to represent Mechatronics students' academic concerns and interests.
3. Providing academic services, including tutoring, study sessions, review sessions, etc.
4. Developing academic resources to meet the needs of the student body.

Section IV.II.VI – Vice President of Student Life:

The Vice President of Student Life (VP Student Life) is responsible for overseeing all club events and activities. The responsibilities of the VP Student Life are:

1. Acting as the Head of the Office of Student Life
2. Improving student life, club spirit, and bonding between students by hosting club-specific social events.
3. Communicating with directors to ensure all events are safe, punctual, within budget, and properly advertised.
4. Maintain connection with the University of Alberta Office of Risk Management and the Student Affairs team.
5. Completing training with SGS as part of the registration requirement as outlined in the UAPPOL Student Group Procedure.

Section IV.II.VII – Vice President of Communications:

The Vice President of Communication (VP Comms) oversees the club's branding, platform, and outreach. The responsibilities of the VP Comms are:

1. Acting as the Head of the Office of Communications.
2. Advertising events, overseeing regular and clear communication, and transferring news and information to the Mechatronics and Robotics student body.
3. Ensuring a professional public image for the club.
 - a. Managing and maintaining the club's website, Instagram and LinkedIn.

Article V: Meetings

Section V.I – Executive Council Meetings & Executive Rights:

Executive Council meetings are meetings held with the members of the Executive Council. The Executive Council meetings shall:

1. Be held weekly, except for academic breaks.
2. Be chaired by the President.
3. Be exclusively attended by executive council members, relevant directors, and other specially invited individuals as necessary.
4. Be held at a fair time for all Executive Council members to attend.
5. Have reasonable attempts been made to inform the Executive Council of the time, location, and topics of the meeting
6. Have minutes be made available to all Executive Council members as soon as possible.
7. Allow for any Executive Council member to put forward a topic of discussion.
8. Allow for each executive position to have 1 vote on motions.
9. Have an agenda that will be created and shared with the executive council before the meeting time.
10. Have meeting minutes.
11. Have their location and time be announced at least 2 days prior.

Section V.II – Annual General Meetings:

General Meetings are hosted by the Executive Council, and all Members and Associate Members of the Club, in addition to the public, are welcome to attend. Annual Meetings shall:

1. Be held a minimum of once per year in October.
2. Be given a fair notice to Members and the public, a minimum of one week in advance.
3. Such notice shall include the date, time, and location.
4. Be chaired by the President.

Section V.III – Quorum:

1. Quorum for Executive Council Meetings: Half of the Executive Council positions present.
2. Quorum for General Meetings: Half of the Executive Council membership present and a total of 20 Members present.

Section V.IV – Necessary Support for Action:

Any significant action taken at Executive Council meetings or General Meetings must have a quorum met. If a quorum is not met, that action is considered ineffective and is rejected, regardless of the support of present members. Any significant action at the Executive Council or executive meeting must have majority support, unless otherwise stated, of voting members.

Section V.V - Special General Meetings

The procedure for a special general meeting is as follows:

1. The President may call a special general meeting.
2. Alternatively, a petition must be submitted to the executive committee with at least 30% of the club members' signatures.

- a. The petition will outline the purpose and proposed topics of the special general meeting.
3. The special general meeting must be held within 30 days of a petition being submitted to the executive committee.
4. Fair notice shall be given to club members and the public, a minimum of one week in advance.
 - a. Such notice shall include the date, time, and location.
5. Any significant action taken during a special general meeting must be done with a majority vote, with a quorum present.
6. Special general meetings shall be chaired by the President.

Article VI: Elections

Section VI.I – Eligibility

All Mechatronics Students in good standing are eligible to run for the elected positions, but must remain members for the duration of the term; failure to remain a member will forfeit their right to run.

Section VI.II – Slates:

No more than two members may run together as a slate for a position.

Section VI.III – Contesting for Multiple Positions:

A candidate or slate may run for no more than one position. Unsuccessful candidates are eligible to run in byelections.

Section VI.IV – Nominations and Candidacy:

1. Candidacy petition forms shall be released by the Chief Returning Officer (CRO) three weeks before the close of voting and shall include candidates' legal name, preferred name on ballot, contact information, student id number, and running mate (if applicable).
2. Within 24 hours of the candidacy petition form being completed, the CRO shall provide candidates with a nomination form.
 - a. Candidates running by themselves must obtain fifteen (15) signatures, while candidates running in a slate must obtain thirty (30) signatures.
 - b. All signatories must be members of the Mechatronics and Robotics Engineering discipline at the University of Alberta.
3. Candidates must submit their nomination form by a deadline established by the CRO and published at least three weeks before the close of voting.
 - a. 48 hours following the nomination deadline, the Elections Supervisor(s) will confirm that candidates meet the requirements to run in the election. Those who are not eligible will be informed and disqualified from running.
4. Confirmed candidates shall be given at least 7 days to campaign. Campaign rules shall be determined and published by the CRO at least 3 weeks before the close of voting.

Section VI.V – Co-op Status:

If a candidate will be unavailable for part of their upcoming elected term due to a co-op work placement, they are strongly discouraged from running in the election.

Section VI.VI – Date of Election:

The election shall be held in March under the same timeline as the SU Executive and ESS Executive elections. By-elections will occur as defined in Section II.VIII – Resignation of club officials. Reasonable effort shall be made to advertise the date of the election as soon as it is approved, and it must be advertised for a minimum of 10 business days.

The election shall last for two days, with at least one day being a day of regular classes.

Section VI.VII – Democratic Elections:

The Club shall maintain fair and democratic elections for the Executive positions. Each member shall be eligible to vote once for themselves. No Member shall be denied their right to vote in the Club election.

Section VI.VIII – Chief Returning Officer (CRO):

The CRO shall monitor and manage the elections for the Club. The CRO shall:

1. Provide candidates and voting members with information on the elections, campaigning, and all associated procedures, 14 days prior to voting
2. Make a reasonable attempt to advertise the election to the Club.
3. Announce the results of the election to the candidates as soon as possible, and the public within 24 hours of the CRO receiving the results.
4. Forfeit their vote in the Club election, except in the case of a tie according to the following:
 - a. During the voting period and before results are counted, the CRO will vote in each race and keep this vote separate from the general voting pool. This vote will not be counted in the total, unless a tie occurs between candidates, in which case it will determine the successful candidate in that particular race.
5. Not support any candidate in the Club election in any manner.
6. Be ineligible to run for any Executive position for the election while they are CRO.
7. Not be an elected Executive within the past one (1) year.

Section VI.IX – Assigning the CRO:

The outgoing executive team shall delegate the CRO position to a willing member in good standing.

Section VI.X – Method of Vote:

The elections shall be conducted electronically and by instant run-off vote until one candidate has over 50% of the votes. Each race shall have ‘None of the Above’ as one of the options and should this option win, the position is left vacant and will be filled by a byelection. Voting shall be conducted with secret ballots.

Section VI.XI – Vacant Positions:

Executive positions left vacant following the general election shall be filled via one of the two options. The Byelection must be done first and if unsuccessful an Appointment may be used. This appointment must be ratified by a majority general membership vote within 1 month of the initial appointment.

Section VI.XII – By-election:

The CRO shall call a byelection immediately for the remaining positions. All standard election policy and procedure per Article VII will apply.

Section VI.XIII – Transition and Term:

Upon Confirmation of the election results, newly elected members shall engage with the executive immediately. The outgoing CRO shall participate in the orientation of the executive council for a 2 week period starting after the election results are confirmed. Upon the completion of this orientation period, the newly appointed CRO will begin his term.

Section VI.XIV – Recount and Appeal:

1. A candidate or General Member may appeal election and by-election results within 48 hours of the announcement of results. Appeals submitted after this timeframe will not be considered. Appeals must be made in writing via email to the executive council and CRO. Appeal submissions must include all evidence presented in the initial notice.
2. The executive council and CRO must review the appeal and provide a final decision within 48 hours. If evidence may take longer to review, the executive council and CRO may allocate additional time at their discretion.
3. The appeal must specify one of the following grounds: candidate eligibility, ballot count, violations of election procedures, or ineligible votes

The executive council and CRO will assess the validity of the appeal and determine the process for handling it. This decision is final and cannot be appealed.

Section VI.XV – Disqualification:

Candidates who are found behaving in non-democratic ways, spreading misinformation, utilizing bribery, or going against the core values of the organization will be disqualified from the election. The CRO will inform them of their disqualification no later than 24-hours after the decision is finalized. Candidates who wish to appeal their disqualification may follow the appeal process.

Article VII: Financials

Section VII.I – Fiscal Timeline:

1. The Mechatronics Club's fiscal year shall run from May 1st to April 30th.

Section VII.II – Budget:

1. The annual budget of the Club shall be the responsibility of the Vice President Finance. The VP Finance must prepare the budget prior to the beginning of the Fall term. The budget shall include actual financials from the previous fiscal year and projected estimates for the upcoming year.
2. The budget should be complete before the start of the fiscal year.
3. The Vice President Finance shall be responsible for completing and submitting all financial documentation required for grants, fees, or other funding applications.
4. The annual budget must be approved by a supermajority vote of the executive team.

Section VII.III – Limits of Expenditures

1. All expenditures of the Club must be aligned with the approved annual budget.
2. Any expenditure exceeding two-hundred dollars (\$200) must be approved by the Executive Council.

Section VII.IV – Signing Authority:

1. Signing authority shall be held by two members of the Executive Council: the President and the Vice President Operations & Finance. The Vice President Internal is eligible for co-signing authority.
 - a. In the case where there are Co-Presidents, signing authority may instead be granted to both Co-Presidents, replacing the Vice President Internal as a signing authority.
2. The VP Operations and Finance must approve all expenses.

Section VII.V – Holding of Funds & Deposits:

1. All Club funds shall be held within a community bank under a recognized Canadian financial institution, in accordance with ESS and Faculty of Engineering regulations.
2. The Club shall not invest funds into stocks, cryptocurrencies, or other financial instruments.
3. The Club may temporarily hold a cash float, not exceeding \$500 dollars
4. All cash collected shall be deposited into the club bank account within fourteen days of collection.
5. Cash withdrawals shall only be made for Club operations in accordance with the approved budget.

Section VII.VI – Authorized Funding Sources:

1. All income and funding for the Mechatronics Club must comply with Engineering Students' Society (ESS) and Faculty of Engineering regulations. Approved sources of funding include, but are not limited to:
 - a. University of Alberta Students' Union (UASU)
 - b. Engineering Students' Society (ESS)
 - c. Faculty of Engineering
 - d. the sale of approved merchandise
 - e. the sale of approved event items

- f. fundraising activities
- g. donations
- h. corporate sponsorships

Section VII.VII – Reimbursements:

1. Members or Executives who have purchased items on behalf of the Club shall be reimbursed once the expense has been approved.
2. Members must provide original receipts (within 14 days of the purchase) in order to receive reimbursement for purchases.
3. Reimbursements shall be issued within seven days of approval.
4. Reimbursements shall only be made by cheque and a record of all reimbursements shall be securely stored.

Section VII.VIII – Records:

1. All financial documentation, including bank statements, receipts, invoices, and reimbursement records, shall be securely stored, either digitally or physically, for a minimum of six years. After this period, the Club may shred or permanently delete the records.

Article VIII: Equity, Diversity, and Inclusion

Section VIII.I – Pronouns:

In all official correspondence, Club members and Executive members refer to others with their preferred pronouns. The club maintains the system that it is mandatory to ask someone's pronouns in the case of uncertainty.

All executive members should be given the option (strongly encouraged) to include their pronouns in all official club documents and in all club communications, such as email signatures.

Section VIII.II – Territorial Acknowledgment:

All general club meetings must include and begin with a territorial acknowledgment.

Section VIII.III – Discrimination:

Discriminatory words and/or actions may carry consequences. At the discretion of the Executive Council, members may be placed in poor standing and/or impeached if they hold executive/director positions.

Section VIII.III.I – Welcoming Environment:

The club/club room should be a place that is welcoming to all members and others. All executive members should create a space where everyone feels comfortable. No discriminatory actions or comments should ever take place.

Section VIII.III.II – Advocating for Disadvantaged Groups:

When applicable, the Club should work to advocate for members of groups who are disadvantaged in engineering. This includes (but is not limited to) members of the LGBTQIA2S+ community, women, racial, religious, and ethnic minorities.

Article IX: Dissolution

Section IX.I – Cases for dissolution:

1. The club falls below 10 members.
2. A petition for dissolution with 50 member signatures is put forward by a member.
 - a. A referendum will be held, where a supermajority (2/3) of members must vote for dissolution for it to continue.
 - b. The referendum will take place within 30 days of the petition being delivered to the executive council.
 - c. The referendum will be well-advertised and made easily accessible to all members.

Section XI.II – Dissolution process:

1. The executive council will donate all club assets to the ESS or other Engineering Discipline Clubs. Club assets may not be distributed to individual club members.
2. The president will notify SGS of the group's dissolution within one week of dissolution.

Article X: Amendments

1. All amendments to the constitution must be approved by a consensus of the Executive Council and a simple majority of the general membership.
 - a. All amendments must be submitted to SGS.
 - b. Amendments can be added with just executive approval if they are required by SGS
2. Any general or executive member can propose amendments to the constitution by submitting a request to the president to include a discussion of amendments in an upcoming special general meeting agenda.

Amendment log:

Date	Section/Clause	Page number
2026-01-26	Section II.I, II.II, II.III, II.VIII	4,5
2026-01-26	Section IV.II.I - IV.II.VII	7-9
2026-01-26	Section VI.IV, VI.V, VI.VII, VI.VIII, VI.X, VI.XI	12,13
2026-01-26	Section V.I, V.II, VI.X	10
2026-01-26	Section VII.VII	16
2026-01-26	Article X, clause 1-2	19