



MET-D CLUB CONSTITUTION

*Mechanical Engineering Technology —
Group D Academic Club*

Effective Date: 2025-10-24

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1. NAME

1.1

The official name of this organization is the MET-D Club (Mechanical Engineering Technology Group D Club).

1.2

The abbreviation MET-D may be used in all internal or external documents.

2. PURPOSE

2.1

The MET-D Club supports academic performance, structured weekly planning, collaborative problem solving, and positive cohort culture.

2.2

Objectives include:

- Improving assignment quality and punctuality
- Reducing academic stress through community support
- Strengthening cohort cohesion and communication skills
- Promoting productive use of unscheduled hours

2.3

The club operates as an inclusive academic support ecosystem.

3. MEMBERSHIP

3.1

Membership is open to all current SAIT students enrolled in the Mechanical Engineering Technology program.

3.2

Membership is drop-in. No member will be penalized for absence.

3.3

Students are encouraged to bring deliverables, questions, and difficult problems.

3.4

Participation in peer teaching is voluntary.

3.5

Future cohorts may participate with executive confirmation.

4. EXECUTIVE OFFICERS

4.1

The club maintains three signing-authority executive positions:

- President: Administration, communication, scheduling, and process facilitation
- Vice-President Operations: Session logistics, room readiness, agenda structure
- Vice-President Finance: Ledger maintenance, receipt collection, reimbursement submission

4.2

Additional executive positions may be added when new functional needs arise (communications, web management, record maintenance, event coordination).

4.3

Officers may resign at any time. If resigning reduces the executive count to fewer than 3, replacement recruitment becomes mandatory.

4.4

Executives must follow SAITSA funding policies.

5. EXECUTIVE EXPECTATIONS

5.1

Executive expectations are modest to respect academic workload:

- Attend when available
- Assist session facilitation
- Help maintain orderly conduct
- Process receipts and ledger updates

5.2

No penalties exist for schedule conflicts or academic obligations.

6. EXECUTIVE SUCCESSION

6.1

Vacancies trigger open nomination.

6.2

Candidates are confirmed by simple majority vote of members present.

6.3

Transition documentation, passwords, and records must transfer accordingly.

6.4

Succession prioritizes continuity of signing authority and ledger control.

7. CLUB ADVISOR

7.1

No advisor is required.

7.2

An advisor may be added in the future if an individual understands and respects club expectations.

7.3

Advisors cannot be current SAIT students and do not hold signing authority.

8. MEETINGS

8.1

Primary weekly meeting: Wednesday 10:00–12:00 (subject to room availability).

8.2

Secondary optional meeting: Friday 12:00–14:00 (subject to availability).

8.3

Meetings pause after the final exam period and resume the week before the first class of the next semester.

8.4

Standard meeting script:

- Compile deliverables due next week
- Identify difficult questions
- Collaboratively solve or explain problems
- Allocate quiet independent work time
- Review club finances together
- Optional social discussion

8.5

The script ensures consistency, inclusivity, and equitable engagement.

9. CONDUCT

9.1

Members must:

- Respect peers and learning environments
- Maintain reasonable noise control
- Handle classroom equipment responsibly

9.2

Restricted substances are prohibited.

9.3

Rooms must be returned to standard layout and left clean.

10. ATTENDANCE TRACKING

10.1

Attendance logs support funding justification and institutional credibility.

10.2

Logs carry no punitive value.

10.3

Attendance trends assist with renewal documentation.

11. ACTIVITIES

11.1

Core academic activities:

- Planning weekly deliverables
- Reviewing assignments
- Collaborative problem solving
- Peer teaching

11.2

Funding-dependent activities:

- Light snacks (if permitted)
- Basic supplies (whiteboard markers, pens, printouts)

11.3

All activities must comply with SAITSA policy.

12. DECISION-MAKING

12.1

Operational decisions are made through open group discussion.

12.2

Spending decisions require:

- Simple majority vote of members present, then
- Executive review for alignment and policy compliance

12.3

Low-cost operational items may be approved by executives.

12.4

Finances are reviewed together for transparency.

13. FINANCE RULES

13.1

All purchases must follow SAITSA reimbursement rules.

13.2

Receipts are required.

13.3

Prohibited purchases include alcohol, cannabis, gifts, personal goods, and unrelated materials.

13.4

A public ledger is maintained digitally on the club website.

14. SURPLUS FUNDS

14.1

Surpluses will roll forward when permitted.

14.2

If rollover is disallowed, funds may support eligible academic-improvement supplies.

14.3

Surplus deliberations occur in open meeting.

15. DIGITAL RECORDS

15.1

A club-managed website displays:

- Attendance logs
- Agendas and deliverable lists
- Financial ledger
- Rule updates
- Vote outcomes

15.2

Records will be maintained at least until April 2027.

15.3

Documents are archived to preserve continuity.

16. MEMBER PARTICIPATION IN EXECUTIVE FUNCTIONS

16.1

Members may contribute to administrative tasks regardless of executive title.

16.2

Inclusion encourages leadership development and familiarity with operations.

16.3

Executives receive resume-credible recognition for assuming accountability.

17. AMENDMENTS

17.1

Any member may propose an amendment.

17.2

Approval requires:

- Simple majority vote of members present, then
- Executive review for alignment and compliance

17.3

Amendments cannot violate SAITSA policy.

18. RENEWAL AND CONTINUITY

18.1

Annual renewal is required to maintain club status and funding access.

18.2

Renewal includes:

- Updated executive roster
- Re-established room bookings
- Ledger continuity

18.3

After April 2027, the club dissolves unless:

- One successor president and two additional executives are appointed.

19. DURATION

19.1

The founding operational period runs until April 2027.

19.2

Continuation beyond this timeframe is optional and successor-dependent.

20. DISSOLUTION

20.1

Upon dissolution:

- Remaining eligible funds must follow SAITSA exit policy
- Digital documentation is archived for reference
- The club website may remain visible as historical record

END OF CONSTITUTION

EXECUTIVE SIGNATURES

Brodie Groch

President

Date: _____

Sasha Dorocher

Vice-President Operations

Date: _____

Tye Samoyloff

Vice-President Finance

Date: _____

This constitution is effective upon signature by all executive officers and remains in effect until amended or dissolved according to the procedures outlined herein.
MET-D Club is a registered student organization under SAITSA (Southern Alberta Institute of Technology Students' Association).