

# Mechanical Engineering Graduate Association (MEGA) Bylaws



Revision: 11/3/2023

## **Article I - Duties of Officers**

### *Section 1.*

The duties of the President shall be to:

- act as the central organizer and spokesperson of MEGA.
- serve as chief executive of the MEGA executive board.
- schedule weekly meetings.
- assign action items to the executive board at the end of every weekly meeting
- maintain attendance records at weekly meetings
- ensure the creation of meeting agendas.
- break any ties in voting.
- maintain regular contact with the faculty.

### *Section 2.*

The duties of the Vice President shall be to:

- assist the President in the fulfillment of their duties.
- maintain a record of current members.
- administer elections for new executive board members.
- assume the role of President, should the position become vacant.

### *Section 3.*

The duties of the Treasurer shall be to:

- oversee MEGA's Quartzzy account
- maintain a ledger of all MEGA income and expenditures.
- prepare the annual budget for the following fiscal year.
- approve event budgets
- assist the rest of the executive board in planning and executing events

### *Section 4.*

The duties of the PhD Career Chair shall be to:

- form a committee of graduate students interested in PhD career development events.
- work with the committee, department faculty & staff, and the Center for Career Education at Columbia to actively seek out ideas for PhD career development events
- schedule committee meetings, as needed.
- keep meeting minutes of every committee meeting.
- submit meeting minutes to the executive board.
- submit event budgets 2 weeks prior to the event date to the Treasurer.

*Section 5.*

The duties of the MS Career Chair shall be to:

- form a committee of graduate students interested in MS career development events.
- work with the committee, department faculty & staff, and the Center for Career Education at Columbia to actively seek out ideas for MS career development events
- schedule committee meetings, as needed.
- keep meeting minutes of every committee meeting.
- submit meeting minutes to the executive board.
- submit event budgets 2 weeks prior to the event date to the Treasurer.

*Section 6.*

The duties of the Social Chair shall be to:

- form a committee of graduate students interested in social events.
- plan and execute monthly departmental socials for all MEGA members.
- actively seek out ideas (on-campus and off-campus) to give MEGA members the opportunity to network and socialize.
- schedule committee meetings, as needed.
- keep meeting minutes of every committee meeting.
- submit meeting minutes.
- submit event budgets 2 weeks prior to the event date to the Treasurer.

*Section 7.*

The duties of the Student Advocacy Chair shall be to:

- attend departmental graduate student committee meetings.
- serve as an advocate for the wants and needs of all MEGA members.
- develop and administer Quality of Life survey to all MEGA members in the spring of each year.
- act as an intermediary between the administration and MEGA members.

*Section 8.*

The duties of the Communications Chair shall be to:

- manage and update the MEGA social media accounts
- help advertise events with the Social Chair

*Section 9.*

The duties of the DEI/Outreach Chair shall be to:

- attend and actively participate in the Mechanical Engineering department's

- monthly DEI (Diversity, Equity, and Inclusion) Committee Meetings
- be in contact with the Director of Outreach Programs at Columbia University and discuss possible outreach opportunities for MEGA members

## **Article II - Committees**

### *Section 1.*

MEGA has three permanent committees: Social, Career and Student Advocacy.

### *Section 2.*

Each committee is run by its respective chair. A committee may organize itself as best suited to its mission and form any number of subcommittees, at the discretion of the Committee Chair.

### *Section 3.*

All committees are open to any member except the Student Advocacy Committee. The Student Advocacy Committee is open only to doctoral students in their fourth and fifth years of graduate study.

## **Article III - Voting**

### *Section 1.*

Voting is required for:

- participating in unplanned events.
- allocating funds to unplanned events.
- submitting the annual budget to the department.
- temporarily modifying election eligibility requirements.
- appointing members to executive board positions.
- establishing regular meetings outside the executive board meeting.
- authorizing corrective actions to grievances.
- amending the constitution and bylaws.

## **Article IV - Events**

### *Section 1.*

Every event must have two designated event managers, unless otherwise decided by the executive board. Decisions regarding the event will be under the exclusive purview of the event manager(s), unless overruled using the grievance procedure.

### *Section 2.*

An executive board member must volunteer to serve as the event manager for any unplanned event before the vote of participation

*Section 3.*

The event manager is expected to complete the Event Proposal and Event Recap forms.

*Section 4.*

The Social Chair is expected to serve as event manager for all departmental socials at the minimum. The Career Chairs (PhD and MS) is expected to serve as event manager for at least one career development event per semester.

**Article V - Elections**

*Section 1.*

Before an election is held, an email will be sent to all members who are eligible to fill the open position(s). Interested members must reply in writing with a short (250 word maximum) platform to be distributed to the voting body. Interested members will have no less than five business days to respond.

*Section 2.*

Members may only run for one position.

*Section 3.*

The election will take place over a period of five business days. All members of MEGA as outlined under Article II of the Constitution may vote for the executive board positions.

*Section 4.*

The candidate receiving the plurality of votes is awarded the executive board position. Any candidate running unopposed is automatically awarded the executive board position.

*Section 5.*

All elected executive board members must sign the MEGA financial non-disclosure agreement before they may perform any of their duties.

**Article VI - Finances**

*Section 1.*

MEGA is allocated funds by the Department of Mechanical Engineering annually. The Treasurer is responsible for preparing MEGA's annual budget for the following year. The

budget must be submitted to the department for approval by April 1, or a sooner date imposed by the department.

*Section 2.*

All event budgets must be approved by the Treasurer. The Treasurer is responsible for maintaining a continuous ledger of all income and expenditures.

**Article VII - Grievances**

*Section 1.*

If an executive board member, in exercising their duties as defined in Article I, makes a decision that causes grave concern to another executive board member, the concerned executive board member may file a Grievance Form with the executive board.

*Section 2.*

In the executive board meeting following the submission of a Grievance Form, both parties involved must be given time to explain their positions. The remaining executive board will then vote on the validity of the grievance.

*Section 3.*

If a grievance is found to be valid, the executive board will craft, and approve by vote, a corrective action.

**Article VIII - Amendments**

*Section 1.*

Amendments to the MEGA bylaws may be proposed by any executive board member. The author of the amendment must present in writing the proposed changes and an explanation for the change to the executive board for debate. The executive board must vote to approve the amendment. Approval requires a two-thirds vote. Refer to Article VI for more details on the Voting procedure.