



St. Andrews Engineering Group Constitution

Title of the society

The society shall be called *St. Andrews Engineering Group*.

Aims

SEG's main aim is to undertake and complete large-scale engineering projects, and allow students to develop engineering skills as a result of participating in these projects.

1. Allow members with an interest in engineering to explore this subject. Students will be able to investigate engineering as a possible field of work or study.
2. As a society, complete one engineering project per year.
3. Aim to engage in outreach, in the form of taught workshops.
4. Create a network of St Andrew's graduates in the engineering field, and improve relations with the industry. Members will gain valuable and practical engineering related abilities.
5. Promote engineering as a viable field of employment and increase community awareness of engineering developments.

Annual Project

This society will take proposals from internal or external sources on a yearly basis regarding any engineering projects that are deemed appropriate. An appropriate project involves engineering, allows members to develop engineering skills, and has some form of practical application or relation to current engineering developments. Project proposals for the upcoming year will be submitted to the new committee and decided before the new academic year starts.

Affiliations

The Society shall be affiliated to the following organisations:

- University of St Andrews Students' Association

Membership

Any matriculated student of the University of St Andrews shall be eligible to purchase Ordinary Membership to the society. The membership fee is £10. The Committee reserves the right to put a vote to the general society to induct certain members into the society as honorary members. Honorary members may be elected by a general meeting of the society provided they help society achieve their aims.

Officers & Committee

There shall be the following Officers, who shall constitute the Committee of the Society:

- President
- Treasurer
- Secretary
- Health & Safety Officer
- Outreach & Sponsorship Officer
- Head of Coding
- Head of Electronics
- Head of Mechanics
- Social representative

All Officers shall be elected at a General Meeting or co-opted by the Committee if no candidate is elected at a General Meeting or in the case of casual vacancy. The Committee may co-opt additional members to the Committee, if doing so is expedient to the good governance and organisation of the Society. Only those Officers elected at a General Meeting shall be voting members.

The President shall call Committee meetings on his own volition or upon presentation to him of a written request by two-fifths of the voting members of the Committee. At least 24 hours' notice of a Committee meeting shall be provided to all voting members of the Committee. The quorum for a Committee meeting shall be at least 4/7 voting Officers, provided that one of them is the President.

No Officer shall derive any financial profit or gain by reason of his officer-ship, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Society.

The Committee reserves the exclusive authority to:

- Authorise Expenditure over £30.
- Co-opt additional members to the Committee.
- Constitute any subcommittee of its own members.

The Committee shall not delegate these powers to any other person or groups, including subcommittee of its own members.

Any Officer may resign at any point by submitting written notice thereof to the President or Secretary. Such resignation shall take effect at the time specified in the notice therefore or, in the absence of a specified time, upon receipt of the notice.

Duties of office

The President shall:

- Chair Committee Meetings
- Oversee the smooth operation of the Society
- Be a signatory on the bank mandate
- Ensure that an appropriate engineering related projects is selected annually

The Treasurer shall:

- Maintain records of the Society's financial activity in accordance with Association Guidelines
- Execute any resolution by the Committee to apply to the Students' Association for funding

- Be a signatory on the bank mandate
- Serve as the primary point of contact between the Society and any funding organisations.
- Maintain records of the Society's material acquisitions and usage

The Secretary shall:

- Serve as the primary point of contact between the Students' Association and the Society
- Maintain a full and accurate membership roll
- Maintain all design and review documents pertaining to all projects
- Maintain minutes for all recorded meetings

The Outreach & Sponsorship Officer shall:

- Facilitate resource and monetary transactions from foreign sources
- Organise any speakers or engineers from international locations
- Serve as the primary point of contact for interested external involvement
- Maintain and create any necessary documents to aid with conducting outreach and raising sponsorship

The Health & Safety Officer shall:

- Analyse any event for potential health risks
- Oversee any event with regards for the safety of both members and the general public

The Heads (Coding, Mechanics and Electronics), as a team with equal responsibilities, shall:

- Facilitate the organisation of individual project resources and funding for the ongoing project
- Ensure that each project is completed within budget and on schedule, within acceptable margins.
- Approve and maintain all design and review documents pertaining to their projects.
- Be able to create a subcommittee in order to facilitate the success of the project.

The Head of Mechanics shall:

- Oversee any activity within the society, as part of an annual project or not, pertaining to Mechanics.
- Act as the main point of contact for members looking for help and guidance related to Mechanics.

The Head of Coding shall:

- Oversee any activity within the society, as part of an annual project or not, pertaining to Coding and Software Engineering.
- Act as the main point of contact for members looking for help and guidance related to Coding and Software Engineering.

The Head of Electronics shall:

- Oversee any activity within the society, as part of an annual project or not, pertaining to Electronics.
- Act as the main point of contact for members looking for help and guidance related to Electronics.

The social representative shall:

- Organise social events for the members of the society.
- Manage the society social media accounts.

Finances

Any debt incurred by the Society shall be satisfied by an equal subscription from all members. Two signatories of the Students' Association shall appear on the Society's bank mandate.

Constitution

The Constitution of the Society may be amended by a General Meeting on the advice and consent of the Committee or by a duly proposed and seconded motion. A copy of this Constitution shall be on display at all General Meetings of the Society.

November 2016