

MECHANICAL ENGINEERING GRADUATE ASSOCIATION

ARTICLE I.

PURPOSE

Section 1. The Mechanical Engineering Graduate Association (MEGA) shall be the coordinating student body charged with representing all graduate and professional students enrolled in the Mechanical Engineering Department in the School of Engineering and Applied Sciences (SEAS) at the University of Pennsylvania.

MEGA shall nominate graduate and professional student representatives to School and University committees, and represent the concerns of graduate and professional students to the School and University administration.

MEGA shall monitor issues of importance to the graduate and professional student community; sponsor academic, cultural, and social events of interest to the graduate and professional student community; and organize programs to enhance the quality of graduate and professional student life.

Section 2. All graduate and professional students within MEAM automatically become members of MEGA while enrolled at the University of Pennsylvania and are encouraged to participate in all MEGA activities.

Section 3. Members of MEGA shall be represented by their elected student representatives.

ARTICLE II.

EXECUTIVE BOARD AND GENERAL ASSEMBLY

Section 1. The General Assembly shall consist of all MEAM graduate and professional students currently enrolled at the University of Pennsylvania

Section 2. The Executive Board consists of the President, Vice-President, and Treasurer.

Section 3. The President, Vice-President, and Treasurer shall be elected from the General Assembly each fall by a simple majority vote. In the event that no candidate receives a simple majority of votes, there will be a run-off election between the two candidates receiving the most votes. In the event of a tie, candidates will be given the opportunity to make additional comments and ballots will be recast.

Section 4. The President, Vice-President, and Treasurer must be nominated. Self nominations are accepted. They shall perform such duties as directed by the bylaws. The Executive Board shall serve for one year, until the election of their successors, and may be re-elected.

Section 5. The official transition of the President, Vice-President, and Treasurer positions on the Executive Board will take place before the first General Assembly meeting of the fall semester.

Section 6. Individuals may hold only one Executive Board position concurrently. Current Executive Board members may run for another aforementioned Executive Board positions, but upon winning must relinquish the previously held position.

Section 7. If the President is unable to execute the duties of the office laid out in the bylaws, the Vice-President shall act as interim President until a special election to be held at a subsequent General Assembly Meeting. In the event the Vice-President is unable or unwilling to serve as interim President, the Treasurer shall act in that capacity until a special election is held. In the event that the Treasurer is unable or unwilling to serve as interim President, a representative from the General Assembly will be chosen by the Department Chair to act as interim president until a special election is held.

Section 8. The General Assembly shall be notified at least 5 days before a special election to fill a vacancy for President, Vice-President, and Treasurer.

Section 9. An Executive Board member may be removed by the MEGA General Assembly at any meeting by a two-thirds vote, provided that ten days written notice has been given and the member has been granted the opportunity to be heard.

ARTICLE III.

GENERAL ASSEMBLY MEETINGS

Section 1. The General Assembly shall meet at least once during each the fall and spring semesters. It shall also meet on the call of the President or by petition of one-quarter of the members of the General Assembly.

Section 2. Advance notice shall be given to all General Assembly members, and a copy of any resolutions to be considered shall be made available according to the terms of the bylaws.

Section 3. A General Assembly meeting does not exist without a quorum as described in bylaws Section I.

ARTICLE IV.

VOTING

Section 1. Each member of the General Assembly shall have one vote in all matters.

Section 2. In order to pass the General Assembly, a motion must receive a simple majority of votes cast.

Section 3. Motions to suspend the rules or to deviate from the standard procedure of the General Assembly shall be decided by a two-thirds majority of votes cast.

ARTICLE V.

NOMINATIONS TO SCHOOL AND UNIVERSITY COMMITTEES

Section 1. The General Assembly shall nominate graduate and professional student representatives to School and University committees as soon as possible each fall. These committees include, but are not limited to, the Graduate Student Engineering Group (GSEG).

Section 2. Committee representatives nominated by the General Assembly to School and University committees shall report their activities to the Executive board and General Assembly on a regular basis.

Section 3. Committee representatives who fail to uphold the duties of the elected position or meet the requirements of the committee on which they serve, as determined by the bylaws of that committee, may be removed by the General Assembly; provided that seven days written notice has been given and that the representative has been granted an opportunity to be heard.

ARTICLE VI.

BUDGET AND FUNDING SOURCES

Section 1. At the first General Assembly meeting of the fall semester, the outgoing and incoming Treasurers shall jointly present to the incoming General Assembly a provisional budget for the next academic year.

Section 2. Prior to the second scheduled Executive Board meeting of the fall semester, the Treasurer shall present an annual budget for approval to the General Assembly.

Section 3. The General Assembly may amend the budget at any time by quorum, as defined in Bylaw Section I.

Section 4. The budget shall provide necessary funds for the operations of the General Assembly, for nominations of graduate and professional students to School and University committees, and for such other activities as the Executive Board may decide in accordance with its purpose and mission.

Section 5. The funding for the budget shall come from four sources:

1. The Office of the Vice Provost for University Life Graduate School via the Graduate School of Engineering Group (GSEG) and shall be distributed through the School of Engineering and Applied Sciences Office of Budget & Administration. The funding is contingent upon a written plan for the allotted money due in the spring semester by January's GSEG General Assembly meeting and for the summer by May's GSEG General Assembly meeting, as stated in ARTICLE VII,

Section 6 in the [GSEG constitution](#). Without written plan, that prior semesters funding will be returned to the general GSEG allotted funding. The plan will be drafted by the Treasurer and presented by GSEG representative.

2. The MEAM department through written approval of the Department Chair.
3. Independent fund raising conducted by the General Assembly and approved by the MEAM Department Chair.

ARTICLE VII.

AMENDMENT PROCESS

Section 1. In order to be adopted, a proposed amendment to the constitution must receive at least three-quarters of the votes cast. Ten days notice, including the text of the proposed amendment, must have been given to the General Assembly.

Section 2. Amendments shall take effect after approval by the General Assembly and public posting, unless otherwise specified.

Bylaws

I. GENERAL ASSEMBLY MEETINGS

1. Quorum for a General Assembly meeting is a simple majority of the General Assembly.
2. Meetings shall be held at least once a semester during the academic year.
3. Attendance at General Assembly meetings is optional for all of its members. However, the meetings shall be scheduled at a time convenient to all members.
4. Meetings shall be limited to 60 minutes unless extended by a two-thirds vote of the votes cast.
5. Members shall be notified at the beginning of the semester of the regularly scheduled meeting dates. In the event of any meeting other than those regularly scheduled, the President shall give at least two days notice to the General Assembly.
6. The President shall distribute a tentative agenda for any meeting to the General Assembly not less than 2 days prior to the meeting. Additionally, draft resolutions must also be distributed to the General Assembly no less than 2 days prior to the meeting.
7. Any resolution adopted by the General Assembly shall be posted to the MEGA website. Additionally, minutes from the General Assembly meetings shall also be posted to the MEGA websites.
8. Descriptions of each Executive Board position, as delineated by these bylaws, shall be distributed to the MEGA membership, and posted on the MEGA website.
9. All graduate and professional students of the Department of Mechanical Engineering and Applied Mechanics are eligible to run for a position as President, Vice-President, and Treasurer of the Executive Board. Candidates may be nominated to run for a specific position up until the beginning of the election for that Executive Board position. Self nominations are accepted.

II. EXECUTIVE BOARD

A. President

1. The Executive Board shall include a President who shall lead the MEGA membership and General Assembly on all matters. The President shall be present at all General Assembly meetings.
2. The President shall be the primary MEGA representative to all the School and University administration and personnel, and shall attend all meetings with such personnel as necessary and appropriate.

3. The President, in conjunction with the Executive Board, shall devise and implement annual goals and strategies for fulfilling the MEGA mission.
4. The President shall organize and oversee student volunteers in support of all MEGA projects, initiatives, and events.
5. The President shall delegate such responsibilities and duties as appropriate to the Vice-President and other General Assembly members, including but not limited to maintaining a MEGA website and email account and taking minutes at each General Assembly meeting.

B. Vice-President

1. The Executive Board shall include a Vice-President who shall work closely with the President on all MEGA matters. The Vice-President shall participate in relevant meetings with the President and school and university officials.
2. The Vice-President shall act as President when the MEGA President is absent or unavailable. If the President is no longer able to serve, the Vice-President shall succeed the President in office until an election pursuant to provisions of the MEGA Constitution and Bylaws.
3. The Vice-President will serve as the MEGA liaison to the appointed School and University committee representatives.

C. Treasurer

1. The Executive Board shall include a Treasurer who shall deal with all budgetary issues, which include, but is not limited to, the distribution of reimbursements and collection of receipts for MEGA expenditures.
2. At the beginning of each academic year, the Treasurer shall present to the General Assembly a final, detailed budget expenditure report for the prior academic year. This report shall remain on file with the Executive Board for one year and shall be available for review by any member of the MEGA membership.
3. It shall be the responsibility of the Treasurer to prepare and present a copy MEGA's budget to the Manager of Administration & Finance in the SEAS Office of Budget & Administration as is deemed necessary.

IV. AMENDMENTS TO THE BYLAWS

1. In order to be adopted, a proposed amendment to the Bylaws must receive at least two-thirds of the votes cast.