



Mechanical Engineering Students Society

EST. 2005

Mechanical Engineering Student Society
Société des Étudiants en Génie Mécanique

MESS Constitution Draft 2022/2023

English Version



Mechanical Engineering Students Society

EST. 2005



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Definitions

“*Act*” - means the Canada Not-for-profit Corporations Act, SC 2009, c 23

“*AGM*” – means the Annual General Meeting, described in Articles 5.6-5.10

“*CSME*” - refers to the Canadian Society of Mechanical Engineers.

“*Council*” - means the council of members of the Mechanical Engineering Student Society, including but not limited to, the President, all Vice-Presidents, all Directors, all year Representatives and any member present.

“*Constitution*” - means the by-laws of the corporation, as defined by the Act.

“*CVUO*” - refers to the organization Campus Vibez uOttawa.

“*Director*” – Members of the Executive Council as defined in Article 4.4.

“*ESS*” - refers to the Engineering Students Society.

“*Executive*” - has the meaning assigned to it by Articles 4.1 and 4.3.; a Voting and Speaking Member of the Council.

“*Executive Council*” - means the council of executive members of the Mechanical Engineering Student Society as assigned in Article 4.1.

“*Fall election*” - means the annual election in which all vacant executive and year rep positions are contested.

“*Fiscal year*” - means the year beginning on the 1st of May and ending on the 30th of April.

“*General Election*” - means the annual elections in which all Executive and Representative positions are contested.

“*Member*” - has the meaning assigned in article 3.1.

“*MESS Mandate*” - refers to the entirety of article 1.

“*Parent Organizations*” - refers to the list of organizations given in article 1.3.



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“*Signing Officer*” - means a person empowered to bind MESS, together with (1) other Signing Officer, more specifically they are the signing officers for the bank account and represent MESS financially and legally.

“*Speaking Member*” - means a member of the Council who cannot vote on motions, but who can voice their opinions in full at regular, annual general, and special meetings; a Director, Representative, or Advisor.

“*Voting and Speaking Member*” - means a member of the Council who can vote on Council motions at regular, annual general, and special meetings; an Executive.



Mechanical Engineering Students Society

EST. 2005

Article I: Mandate

- 1.1 The name of the association is: Mechanical Engineering Student Society
 - 1.1.1 The name of the association in French is: Société des Étudiants en Génie Mécanique.
 - 1.1.2 The association may be referred to as “CSME uOttawa Branch”.
- 1.2 The primary aim of MESS is to serve the undergraduate body of mechanical and biomedical mechanical students; in particular, it will:
 - 1.2.1 Run Social and Academic Events regularly during Fall and Winter terms.
 - 1.2.2 Seek out and promote academic/professional opportunities and resources.
 - 1.2.3 Act as a liaison between the Student Body and the Faculty/Department.
- 1.3 MESS is a sub-association under several associations and conforms to their bylaws, listed here in order of declining authority:
 - 1.3.1 MESS Shall adhere to the by-laws of the Faculty of Engineering and Department of Mechanical and Biomedical Engineering at the University of Ottawa.
 - 1.3.2 MESS shall adhere to the rules published by the University of Ottawa Student Union per Article XV: Clubs Code from the University of Ottawa Students’ Union Constitution, as well as any additional requirements from Campus VibeZ uOttawa.
 - 1.3.3 MESS shall be a member and follow the published rules of the ESS per “Article 4.0 – sub-association” Policy from the ESS policy and Procedure Manual.
 - 1.3.4 MESS shall be a local chapter of the Canadian Society for Mechanical Engineers.
- 1.4 MESS acknowledges and respects the current and historical contributions of the Algonquin Anishinaabe peoples, on whose traditional and unceded territory the University of Ottawa is located; MESS shall work to decolonize the University of Ottawa.



1.5 MESS shall conduct all business and offer all services and programs in English and French. MESS shall work to promote bilingualism and francophone representation in the Department of Mechanical Engineering.

1.6 MESS is committed to the principle of equity and shall work to prevent and remedy discrimination in the Mechanical engineering department, including discrimination based on age, ancestry, beliefs, citizenship, creed, ethnicity, family status, gender expression, gender identity, marital status, place of origin, race, sex, or sexual orientation.

1.7 MESS shall operate responsibly, and must ensure:

1.7.1 Transparent financial operations, including complete disclosure of both expenditures and sources of income.

1.7.2 A clear election process which provides equal opportunity for engagement.

1.7.3 Responsible representation of Mechanical Engineering which acts to improve the quality of engineering education at uOttawa for all students.





Article II: Validity

- 2.1 An English and French version of the Constitution shall be provided and kept up to date.
- 2.2 Any amendments to this Constitution must be first drafted in full, then both presented and approved at the AGM by a simple majority of the Executive Council.
 - 2.2.1 Amendments to references, numbering of sections, or other immaterial changes are exempt from Article 2.2.
- 2.3 For all amendments, the previous version of the constitution must be archived and made available.
- 2.4 The amended Constitution must be forwarded—with changes noted—to Parent Organizations for review, if either they have requested to see the changes, or the changes relate to their bylaws or requirements.





Article III: Membership

3.1 There shall be one class of Members, consisting of the entire and exclusive body of current undergraduate students in mechanical and biomedical mechanical engineering at uOttawa.

3.1.1 There shall be one subclass of Members, consisting of those who signed up for CSME membership. This subclass may be entitled to discounts on merchandise and events.

3.2 Every Member shall have the automatic right to:

3.2.1 Vote in all General Elections and Referenda, Seek Election as an Executive (subject to Articles 5.1-5.5), and apply to be a Director.

3.2.2 Receive accommodation for the purpose of participating in academic, educational, and social events hosted by MESS, including financial support.

3.2.3 Move amendments to the Constitution at the Annual General Meeting.

3.2.4 Impeach any Executive or Director (subject to Articles 5.12, 5.18-5.20).





Article IV: MESS Council

4.1 The Council shall be made up of elected Members (Executives), Directors, and Representatives.

4.1.1 Each Council member shall serve for a term of one year, from the 1st of May to the 30th of April.

4.1.2 The Council shall govern, oversee the activities of, and adopt regulations for MESS, except as limited by the Constitution.

4.1.3 Voting Council Members are elected members (Executives) who may vote on matters such as: approval of budgets, impeachments, and major changes to MESS operations. These members make up the Executive Council.

4.1.4 Speaking Council Members cannot vote but may voice their full opinion on all matters.

4.2 The Council shall strive to fulfil the MESS Mandate. Roles are described in Article 7 to provide a simple distribution of responsibilities.

4.1.1 If all positions are not filled, responsibilities of the unfilled roles should be distributed equitably among current Council members.

4.3 The Council shall consist of the following Voting and Speaking council members:

4.3.1 President, Vice-President of Internal Affairs, Vice-President of Finances, Vice-President of Social Affairs, Vice-President of Academic Affairs, Vice-President of Communications, Vice-President of Biomedical Mechanical Affairs, Vice-President of Advocacy.

4.4 The Council shall also consist of the following Speaking council members:

4.4.1 First Year Representative, Second Year Representative, Director of Events, Director of Logistics, Director of Information Technology, Director of Translations, Director of Graphic Design.

4.5 The Executive Council may, at their discretion with a unanimous vote, modify or add to the members listed in Section 4.4.1, for the purpose of fulfilling specific needs for a given school year.



Article V: Operations

Elections

5.1 MESS shall hold General Elections once (1) per year, between March 1 and March 31. The purpose of the General Election shall be to elect the Executives and Representatives.

5.1.1 The Executives shall be elected by and from the Members.

5.1.2 Any Member intending to seek election as an Executive must:

5.1.2.1 Have a CGPA of at least 0.5 above academic probation; Reside in the Ottawa Region while holding office; be at least in their second year at uOttawa.

5.1.2.2 Submit Election Proposals to MESS in English and French, noting in their proposal whether they are bilingual and at what level of competency/fluency.

5.2 General Elections shall be administered by the Electoral Officer, who shall be unanimously chosen by the current Executive Council.

5.2.1 The Electoral Officer must: be a student in good standing at the University of Ottawa, not be seeking election in the current election, and securely administer the elections process (e.g. not share access to the election system).

5.3 The following schedule and rules shall be followed for all elections and referenda, with any amendments adopted by the Council on the recommendation of the Electoral Officer.

5.3.1 Candidates and Voters must be given sufficient time to apply, campaign, and vote.

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5.3.2 Notice of General Elections, including the election schedule, shall be given to all Members at least seven (7) days prior to the beginning of the nomination period.

5.3.2.1 "Notice" means an email sent to every Member and a notice on the MESS website.

5.3.3 The results of the election must be ratified by the electoral officer at a public meeting (this can be the AGM or a special meeting).

Fall Elections

5.4 If an executive or representative position is vacant before the 15 of September, a by-election must be held between September 15 and October 15 to fill the vacant position. The election shall be conducted in accordance with the Election Code (Article 5.1-5.3)

5.4.1 Executives and Representatives elected in the Fall Elections shall take office as soon as the results of the Fall Elections are ratified (as in Article 5.3.3).

Interim Appointments

5.5 If an Executive position either becomes or remains vacant for any reason after 15th October, the executive council must attempt to fill the position with an interim executive.

5.5.1 Interim Executives hold all the same powers and responsibilities as any other executive and hold their position until the end of the term as given in Article 4.1.1.

5.5.2 Preference for the appointment is first given to any interested directors or representatives, who may be immediately appointed to the position. Otherwise, MESS shall post and advertise applications no sooner than 1 week before the Executive Council meets to review applications and appoint the interim executive.

5.5.2.1 The normal requirements for appointment as an Executive remain. However, these may be waived by a vote of the council.

Annual General Meeting

5.6 The Annual General Meeting (AGM) shall be conducted once per year, during the month of October.

5.7 The AGM must be open for attendance and must be advertised to members at least 14 days in advance. Meeting minutes must be taken and published afterwards.

5.8 All members of the Executive Council must be present for the AGM.

5.9 At the AGM, the following will be presented:

5.9.1 Details of MESS income and expenditures, including actuals and predicted costs/revenue for the current year.

5.9.2 Summary of past year's activities, including events and services provided as well as lessons learned.

5.9.3 Any changes to general operations or the MESS Constitution

- 5.10 The AGM will also include a period where members may ask questions of the Executives or present motions, either for the council to vote on or for general referendum through the members.

Meetings

- 5.11 The Council shall meet no less than once (1) per month.
- 5.11.1 Ordinary Meetings of the Council shall be organized and chaired by the President.
- 5.11.2 Any Voting Council Member may call an emergency meeting.
- 5.12 Notice for meetings must be given as soon as possible, at minimum 48h in advance.
- 5.13 Ordinary Meetings of the Council shall be open for attendance by any student or interested party (upon request) unless the Council votes to enter closed session.
- 5.13.1 A simple (1/2) majority of the Council may vote to enter closed session for the purpose of discussing litigation, legal advice, legally confidential information, sensitive proprietary information, and/or matter relating to specific members.
- 5.14 Detailed minutes shall be taken at all meetings of the Council and be made publicly available. The minutes of closed sessions shall be confidential.

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Changeover

- 5.15 At the beginning of their term, each Executive Member shall ensure that the following is done to ensure the security of the MESS:
- 5.15.1 Change all passwords protecting sensitive information or financial access.
- 5.16 At the end of their term, each Executive Member shall ensure that the following is done to ensure the security of the MESS:
- 5.16.1 Return Office keys to a new Executive member or the Faculty of Engineering
- 5.16.2 Provide a personal email address to be used by the new Executive team in case of emergency.
- 5.16.3 Clean any records of personal or sensitive information. Excluded is the Executive contact information denoted in article 5.16.2.

Removals

5.17 Any Executive, Director, or Representative can be removed from office by impeachment, either by:

5.17.1 a simple majority through a Referendum requisitioned by no less than 35 Members.

5.17.2 a three-quarters ($\frac{3}{4}$) majority of the Council.

5.17.2.1 The President may be removed by a two-thirds ($\frac{2}{3}$) majority of the council.

Impeachment by the Council

5.18 Any Executive, Director or Representative may move to impeach an Executive. The motion shall be sent to the President and shall specify the misconduct of which the Executive in question is accused. A motion to impeach may not be withdrawn. Within forty-eight (48) hours of receiving the motion, the President shall call a meeting of the Council for no less than ten (10) days after the day on which notice of the meeting is given.

5.19 If the Executive Member in question of impeachment is the President, the motion shall be sent to the Vice-President of Internal Affairs and shall specify the misconduct of which the President is accused. A motion to impeach may not be withdrawn. Within forty-eight (48) hours of receiving the motions, the Vice-President shall call a meeting of the Council occurring no less than ten (10) days after the day on which notice is given.

5.20 The Executive in question shall have the right to present documentary evidence, which shall be sent to the Council no less than four (4) days prior to the meeting. The President shall send the evidence to the Council within twenty-four (24) hours of receiving it

5.21 Should the motion to impeach carry, the Executive in question shall be removed from office immediately.

Impeachment through a Referendum

5.22 A Referendum on Executive Impeachment shall be sent to the Council and the council of the Engineering Students Society. Upon verification of the required signatures (performed by an unbiased third party), a referendum must be held no less than 14 days and no more than 21 days after the reception of the referendum.



- 5.23 Notice of the Referendum Shall be given to every Member immediately following the verification of the signatures. “Notice” means an email sent to every member detailing the referendum schedule and voting link.
- 5.24 The Referendum shall be conducted under the Elections Code, except:
- 5.24.1 The Elections Officer shall not be a current or former Council Member.
 - 5.24.2 Should a simple (1/2) majority vote in favour of impeachment, the Executive in question shall be suspended as soon as the result of the referendum is announced. The member shall be removed from office as soon as the result is ratified by the Council.
 - 5.24.3 Quorum for impeachment referenda shall be ten percent (10%) of Members.



Article VI: Accountability

Finances

- 6.1 All MESS funds will be held in a single club bank account.
- 6.2 No more than hundred and fifty (CAD \$150) will be held in the cashbox at any given time.
- 6.3 Money allocation is decided at MESS meetings.
 - 6.3.1 Money can only be spent by Council members.
- 6.4 The President and the Vice-President of Finance may choose to spend up to fifty dollars (CAD \$50.00) per semester on their own volition on supplies directly benefiting the organization.
- 6.5 Any profits made at MESS events or otherwise must be put back into the organization or be donated to charitable organizations based on a majority vote by the council.
- 6.6 The MESS Executives must propose a budget for their activities/responsibilities to the VP Finance prior to August 31st. Annual budgets are not required to be exhaustive but should reflect reasonable expectations of revenue and expenses for the academic year.
- 6.7 The VP Finance must then consolidate the individual budgets and present them to the Executive Council prior to September 31.

Funding Request

- 6.8 MESS Executive Members seeking funding must:
 - 6.8.1 Fill a funding request form (providing details including detailed description of how the funds will be used) at least two (2) days before the next meeting.
 - 6.8.2 At the meeting, the executive team will then consider and approve or reject the funding request in full or in part.
 - 6.8.3 Any expense incurred pursuant to an approved funding request will subsequently be reimbursed as detailed in the following section.



Reimbursement of Personal Funds Expended for MESS

- 6.8.4 Funds personally expended by a MESS Member for MESS purposes or for an authorized MESS event shall be reimbursed subject to this policy, provided the expenditure of funds is pursuant to a budget or other resolution passed by the MESS executive Team.
- 6.8.5 No funds requiring reimbursement more than five hundred dollars (CAD \$500.00) shall be expended without the express prior permission of either the MESS President or VP Finance.
- 6.8.6 No reimbursements shall be issued without proof, taking the form of a receipt or paid invoice, of the expenditure in question, except:
- 6.8.6.1 If a MESS Member has personally expended funds but is reasonably unable to provide a receipt or equivalent documentary proof, the expense shall be reimbursed if it is thirty dollars (CAD \$30.00) or less and has been verified in writing by 1 other MESS Executive or Council Member.
- 6.8.6.2 If the above conditions are not met, a MESS Member may seek reimbursement with the unanimous approval of the Executive Council.
- 6.8.7 Original receipts or paid invoices for all requested reimbursements must be attached to the copy of the Request Form delivered to the VP Finance.

Volunteering

- 6.9 There will be 2 Signing Officers registered with the-Michaëlle Jean Centre for Global.
- 6.9.1 The first Signing Officer will be the President.
- 6.9.2 The second signing Officer will be the Vice-President Internal.
- 6.10 The Signing Officers will be responsible for the following:
- 6.10.1 Submitting accurate placements per article.
- 6.10.2 Reminding students to input their hours for volunteering.
- 6.10.3 Approving hours per article.
- 6.11 Hours will not be approved when: the volunteer is paid, the hours reflect an event hosted for the Council or volunteers, or when time travel is used.

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Complaints

- 6.12 MESS shall provide the opportunity for all interested parties to submit complaints.
- 6.12.1 MESS shall provide access to a form through which complaints may be submitted anonymously.
- 6.12.2 Upon receipt of a complaint, the Executive Council shall present and address the complaint at the next meeting.
- 6.12.2.1 If the complaint is of a serious nature or concerns a Council Member, the complaint will be forwarded to the Engineering Student Society or Faculty, depending upon the severity of the issue.
- 6.12.2.2 'serious nature' here includes but is not limited to matters of financial misconduct, abuse, abuse of power, blackmail, theft, or actions which directly contradict the MESS mandate.



Article VII: Roles

Executives

7.1 The Executives shall direct and manage the activities and operations of MESS, except as limited by the Constitution or by the Council.

7.2 All Executive members shall hold no less than two (2) office hours per week during the fall and winter terms, with the times and location published.

President

7.3 The President shall have the responsibility for carrying out the mandate of MESS. The President shall be responsible for the management and supervision of the affairs and operations of the association, assisting other Executive Members as needed.

7.3.1.1 The President shall be a Signing Officer (for the bank account).

7.3.1.2 The President shall be a signing officer for the Michaëlle Jean Centre for Global and Community Engagement.

7.4 The President shall:

7.4.1 Direct and manage the operations and activities of MESS, except as limited by the Constitution or the Executive Council.

7.4.2 Manage the internal governance of MESS.

7.4.3 Represent MESS to Parent Associations, the University of Ottawa, and the Department of Mechanical Engineering. They may delegate this authority as appropriate.

7.4.4 Be the spokesperson for MESS, they shall also be responsible for the MESS communications.

7.4.5 Present regular reports on the activities of MESS to the ESS.

7.4.6 Promote collaboration on the Executive Council and shall not act despotically.

7.4.7 manage the regular meetings of the Executive Council and shall prepare and share a meeting agenda to the Executive Council no less than 48 hours in advance

Vice-President of Finance

7.5 The Vice-President of Finance shall:



7.5.1 have responsibility for overseeing the financial operations within MESS. The Vice-President of Finance will ensure funds are allocated fairly and consistently, and that MESS has the funds to fulfil its mandate.

7.5.2 Be a Signing Officer (for the MESS bank account).

7.5.3 Maintain records of incoming and outgoing monetary assets, track individual Executive expenses, and ensure that all expenses are reimbursed as in Article 6.8.4-6.8.7.

7.5.4 Apply for funding (from CVUO, EEF, CSME), acquire sponsorships, and maintain relationships with sponsors.

7.5.5 Use their records to create an end-of-year financial audit, to be shared with any interested Parent Associations.

Vice-President of Internal Affairs

7.6 The Vice-President of Internal Affairs shall:

7.6.1 Be responsible for organizing the internal operation of the Executive Council, managing services offered by the MESS, and handling the internal documents / records of the MESS.

7.6.2 Be a signing officer for the Michaëlle Jean Centre for Global and Community Engagement.

7.6.3 Organize MESS documents (physical and virtual), the MESS office space, and any other resources.

7.6.4 Draft, update, and publish, of important records, such as the Constitution and meeting minutes.

7.6.5 Manage the Standard Operating Procedures document, requesting updates for the document from the other Executives at the end of their terms.

Vice-President of Social Affairs

7.7 The Vice-President of Social Affairs shall be responsible for:

7.7.1 Creating and running social events for the Members.

7.7.2 Organize meetings to discuss both upcoming events as well as potential new events.

7.7.3 Organize and hold at least one (1) social event per semester.



7.7.4 Seek and acquire sponsorships when possible.

7.7.5 creating budget proposals for each event prior to the event in question. Budget proposals are submitted to the Vice-President of Finance.

Vice-President of Academic Affairs

7.8 The Vice-President of Academic Affairs shall be responsible for:

7.8.1 Creating and running academic, networking, and hiring events for the Members, as well as communicating academic issues to the Faculty on behalf of Members.

7.8.2 Ensuring that Members can contact them to submit complaints regarding the University of Ottawa Mechanical Engineering Department, following up to the best of their ability.

7.8.3 Organize and hold at least one (1) academic, networking, and/or hiring event per semester.

7.8.4 Creating budget proposals for each event prior to the event in question. Budget proposals are submitted to the Vice-President of Finance.

7.8.5 The Vice-President of Academic Affairs shall organize one trip for representatives of the Members to attend an Academic or Industry Conference.

Vice-President of Communications

7.9 The Vice-President of Communications shall be responsible for:

7.9.1 Creating and maintaining effective communication between Council Members, general Members, and the Parent Organizations.

7.9.2 Compiling and sending out monthly informative emails to Members of the Society.

7.9.3 Run MESS social media accounts, promoting events, merch, and services, as well as opportunities relevant and beneficial to the Members

7.9.4 Ensure that the image of MESS presented accurately reflects the MESS Mandate.

Vice-President Biomedical-Mechanical Affairs

7.10 The Vice-President of Biomedical-Mechanical Affairs is responsible for:

7.10.1 Acting as a voice for the biomedical mechanical engineering student.

7.10.2 Organizing one (1) academic event per school year geared towards biomedical mechanical engineering.

7.10.3 Ensuring that MESS events also benefit the biomedical mechanical engineering students.

Vice-President of Advocacy

7.11 The Vice-President of Advocacy shall:

7.11.1 assist both the President and the Vice-President of Communications in ensuring that MESS remains open and inclusive for all Members.

7.11.2 Ensure that the MESS advocates for the following topics in communications, events, and partnerships.: Sustainability, The LGBTQ+ community, Human rights, Gender Equality, Mental Health, Anti-racism, Sexual violence response and prevention, Inclusivity, Indigenous reconciliation and relationship building.

7.11.3 Provide recommendations to the Council during meetings and event planning on how to be more inclusive and sustainable.

Directors

7.12 MESS may elect a Director from the Members, at the discretion of the Executive Council.

7.12.1 The hiring of Directors shall commence during or after the fall elections, with open applications sent to the Members and the choice of directors reviewed by the Executive Council to ensure a fair process.

Director of Information Technology

7.13 The Director of Information Technology shall:

7.13.1 Maintain the MESS website and all information that it contains.

7.13.2 Assist the VP Internal with the back-end systems (communications, file storage).

Director of Logistics

7.14 The Director of Logistics shall assist the VP Internal to:

7.14.1 Design and procure merchandise.

7.14.2 Secure incoming Mail/Packages.

7.14.3 Manage any other services offered by MESS.

Director of Graphic Design

7.15 The Director of Graphic Design shall:

- 7.15.1 Create graphic content for use in promotional materials or merch.
- 7.15.2 Maintaining consistent imagery and branding on promotional materials.

Director of Events

7.16 The Director of Events shall assist the Vice-President of Social Affairs and Vice-President of Academic Affairs with planning and executing events.

Director of Translations

7.17 The Director of Translations shall be responsible for translating (or approving translations for) public documents/advertisements and ensuring MESS events/services benefit Francophones.

Representatives

7.18 The two (2) Representatives shall be chosen by the same process as directors, given in articles 5.1 and 5.2.

7.19 Each Representative shall serve for a term of one (1) year, from the 1st of May to the 30th of April.

- 7.19.1 “Representatives” means the first-year Representative and the second year Representative

First-Year Representative

7.20 The First-year Representative shall:

- 7.20.1 Represent the interests of all first-year mechanical engineering and biomedical mechanical engineering students.
- 7.20.2 Act as the liaison between the students and the society.
- 7.20.3 Raise awareness of MESS amongst the first-year student.
- 7.20.4 Ensure that first-year students benefit from the events and activities hosted by MESS.

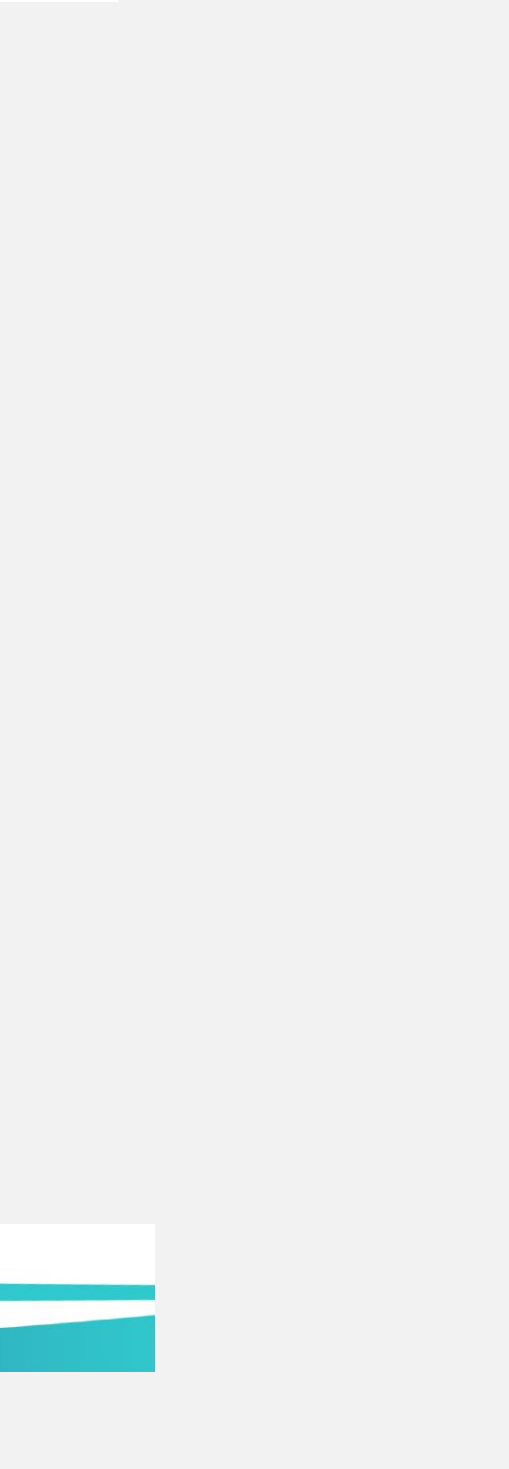
Second-Year Representative

7.21 The Second-year Representative shall:

- 7.21.1 Represent the interests of all second-year mechanical engineering and biomedical mechanical engineering students.



- 7.21.2 Act as the student liaison between the students and the society.
- 7.21.3 Raise awareness of MESS amongst the second-year students.
- 7.21.4 Ensure that second-year students benefit from the events and activities hosted by MESS.



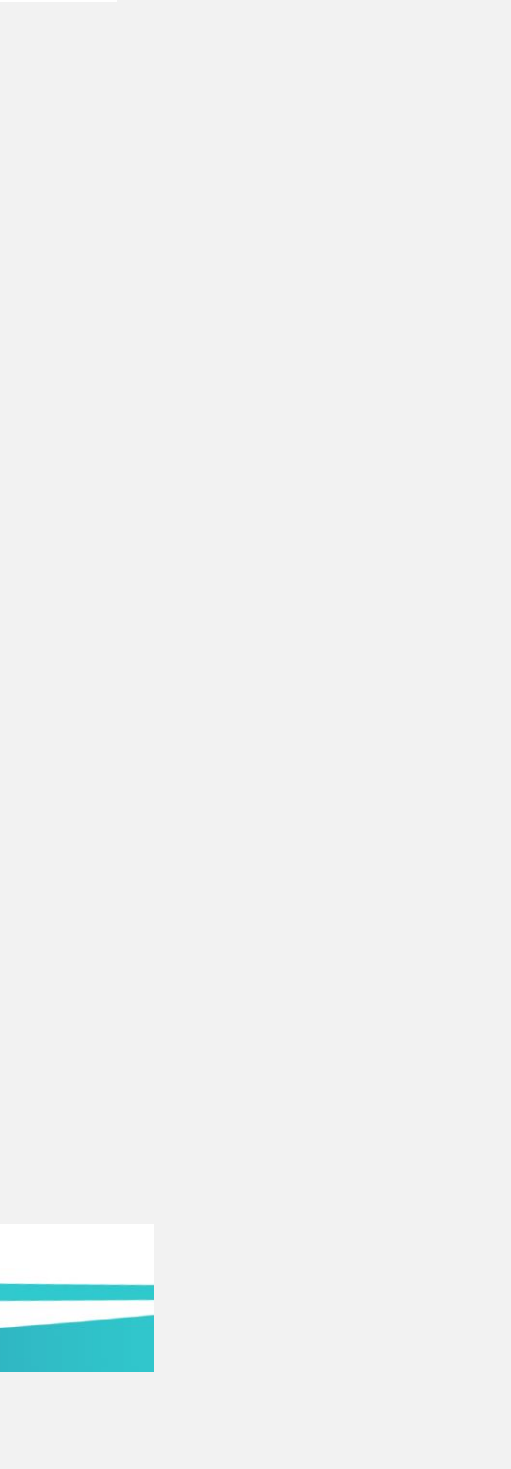


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Article VII: Appendices

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