Constitution of Mutrac (µtrac)

Article I

Name:

This organization shall be known as Mutrac, which stands for McGill University Tractor Pulling Team.

Article II

Objective:

To build a ¼ scale tractor to compete in the annual ASABE International ¼ Scale Tractor Student DesignCompetition (IQS). By building this tractor, this organization is representing McGill University, Macdonald Campus and the Bioresource Engineering Department.

Article III

Organization:

1. **Membership** –Membership is open to any student paying student fees under M.C.S.S. and would like to participate in the preparation for competition. Members wishing to participate in the competition must be members of the American Society of Agricultural and Biological Engineers (ASABE).

2. **Other Requirements** – It is possible that without full funding from sponsors and fund raising, a member may have to aid in paying for travelling or any other expenses when going to the competition.

3. **Executive** – Captain, President, Vice President Design, Vice President Finance, Vice President Sponsorship, Vice President Fundraising, Secretary and Members at Large.

Article IV

Meetings:

Meetings are to be held once a week on a day when most members may participate. If it is not possible for everyone to participate, the minutes from the meeting will be made available to all members. Committee meetings (ex. Design meeting) can be held on consultation of members involved in said committee. At least one (1) member from each committee must report their committee's progress to the general team at the weekly team meeting.

Article V

Executive positions:

~~Roles are given to members upon motivation.~~ Elections are held if more than one person wants the same position.

Article VI

Duties:

Captain – Organize the club and manage the members. Reviewing all members' positions, responsibilities and work, and maintaining order. Communicate with the competition organization.

President – Assist the Captain and all other Vice President in theirs duties. Take care of special, delicate or non-usual task that the team can face with.

Vice-President Design – Organize the team in charge of building a new tractor from scratch. This includes, but is not restricted to, design, report, presentation and construction.

Vice-President Finance– Has charge of financial status and must report onsaid status, in short, at every general meeting under a financial report. Must conform to financial regulations as laid down by Students' Council.

Vice-President Sponsorship– Contacts potential sponsors for donations and supervises progresses.

Vice-President Fundraising – Organizes fund raising activities and deals with Macdonald Campus contacts such as MCSS and BEA (Bioresourse Engineering Association).

Vice-President Testing – Develop, maintain and organize testing methods and design and build appropriate testing hardware. Keep records of all testing data to be submitted to Vice-president design and captain upon request.

Secretary – To take notes throughout the meetings, and make sure that all members are contacted with important information.

Member at Large – Aids in design, fabrication, fundraising events and other small tasks

*** All members participate in building the tractor and writing the report for the competition on top of their executive duties

Article VII

Amendments to the Constitution:

1. Proposed amendments shall be brought forward at a meeting
2. Members will vote on the proposed amendment at the following meeting
3. Amendments will become effective upon ratification by two-thirds of the members present and approval by the Students' Council.

Article IIX

Financial Reimbursements

All purchases over $100.00 proposed by members must be authorized by at least fifty one (51) percent of the active team at a general meeting. This authorization will take place in the form of a vote and results will be documented. If the total amount of the purchase is less than $100.00 it must only be authorized by the V.P. Finance.

All receipts must be presented to the V.P. Finance within one (1) month of purchase. If a receipt has not been presented to the V.P. Finance within one month of purchase the team reserves the right to refuse reimbursement. In the case of refused reimbursement; the member who made the purchase will then take full ownership of any purchases made.

September 26th, 2016