

ME Discretionary Fund Initiative Bylaws

Updated 11/3/2023

Article I. Preamble

Section A: This organization exists so that it may “Improve the Quality of Education for Mechanical Engineering Students at Cal Poly”.

Section B: It is the intent of this organization to abide by pertinent State and University regulations.

Article II. Objectives

Section A: The objectives of this organization will be to gain information from the Mechanical Engineering Department and from its students to create a spending plan that uses 100% of the discretionary funding allocated by the mechanical engineering department for instructionally related activities and to make aware to mechanical engineering students how their fees are being used.

Section B. The objectives of this organization will be to adhere to the “Cal Poly Plan and College Based Fee Initiative – Goals and purposes”. This document can be found on the Mechanical Engineering website. Click “Student Fee Initiative” link. Article III. Name and Affiliation

Section C: The name of this organization shall be “Mechanical Engineering Discretionary-Funding Allocation Committee”, hereinafter referred to as the “MEDAC”.

Section D: The MEDAC shall be an organization in the Mechanical Engineering Department of the California Polytechnic State University, San Luis Obispo, subject to all the privileges and obligations provided for in the College of Engineering Oversight Committee Guidelines, as well as the privileges and requirements of the University and the State of California.

Article III. Membership

Section A: Membership shall include students, faculty, and the Mechanical Engineering Department Chairman.

1. Student Membership

- a. Shall be open to anyone who is a mechanical engineering student (undergraduate and graduate).
- b. Shall total five students.
- c. Shall be elected by the mechanical engineering student body.
- d. Shall not consist of students who are on academic probation.

2. Faculty Membership

- a. Shall consist of at least one faculty member.
- b. Faculty members are to be determined by the Mechanical Engineering Department.
- c. Shall not have voting privileges and are to serve as advisors to the MEDAC.

3. Mechanical Engineering Department Chairman

- a. Shall not have voting privileges and is to serve as an advisor to the MEDAC.
4. There may be no membership discrimination on the basis of race, sex, religion, national origin, or sexual preference.

Section B: Voting Members

1. Only current student members will have the right to vote.

Section C: Nominations

1. Information about the election of MEDAC members will be posted on the MEDAC website under the 'Committee Members' tab, located at the following URL: <https://me.calpoly.edu/medac/>
2. Applications can be submitted through the MEDAC Canvas page. The current MEDAC faculty advisor is responsible for ensuring all current Mechanical Engineering students are registered for the MEDAC Canvas page.
3. An announcement will be sent through the ME Department's weekly emails, faculty are encouraged to announce the availability of applications to their classes.
4. The completed application must be submitted online via the MEDAC Canvas page no later than 11:59 pm on Friday at the end of the last week of class of winter quarter.
5. Each candidate's information will be available on the Internet for students to view.
6. If there are fewer than four applicants, then the deadline for applications will be postponed by one week.

Section D: Elections

1. The election will take place from Wednesday of week 1 to Wednesday of week 2 of the spring quarter. Students can vote on the MEDAC Canvas page.
2. Only mechanical engineering students will be allowed to vote.
3. The top four students who receive most of the votes will be elected to the MEDAC in the charter year.

4. Thereafter, voters will choose four new candidates each year.
5. One of the faculty members of the MEDAC will be responsible for setting up and running online voting through PolyLearn. Online voting will be held as stipulated in Section D.1.
6. The responsibility of conducting online voting will be that of the faculty member responsible for setting up the online voting. The faculty member will also be responsible for sending out an email to all ME students via the Canvas page that the elections are taking place.
7. The MEDAC will submit to the ESC Chair current election formats when requested.
8. If the nomination process is postponed due to lack of applicants, then the elections will be postponed by the same duration of time. Hence the elections will always begin the Wednesday after the Friday application deadline.
9. If there are only four candidates, then those candidates shall automatically become the new members of the MEDAC since there is no minimum vote necessary to elect a candidate.

Section E: Term of Office

1. The terms of membership for the MEDAC will be for one year and two weeks from the date of announcement of the newly elected members in the charter year.
2. Thereafter, each voting year three members will be on the MEDAC for a period of one year and two weeks. The two-year term members shall remain on the MEDAC for a period of two years and two weeks: The first year as vice chair, and the second year as chair.
3. Old members will assist only in an advisory role to the new members of the MEDAC for the last two weeks of the old members' term. This is to help transition the new members into the MEDAC.
4. Members of the MEDAC are expected to be present during their tenure. A long-term absence will be considered a vacancy.

Section F: Vacancy

1. A vacancy occurring in the membership of the MEDAC will be filled by the next most voted for student.
2. The person will be contacted by the Mechanical Engineering Department and asked to fill the vacancy.
3. If refused, the Mechanical Engineering Department will continue calling the next most voted for candidate until the vacancy is filled.

4. If no candidates remain, a special election will be held to fill the vacancy, under the same format as standard elections.
5. If the two-year term member is unable to fulfill the second year, the position will be offered to one of the current one-year members. Anyone with a one-year role may volunteer for and receive the two-year role so long as at least 3 of the other members approve. If no member volunteers, the most recent two-year member may choose to elect someone to fill this role. If refused, then the procedure to replace the vacancy will be the same as stated in Article III Section F4.
6. After a replacement is found, it will be the job of the MEDAC chair to update the replacement as to their duties as part of the MEDAC.
7. If a vacancy is projected to last a singular quarter (the quarter before a new board is to be sworn in), and if the vacant position is not the Chair or the Vice Chair, the remaining board members shall collectively take up the duties of the absent role.

Article IV. Officers and Their Duties

Section A: The officers of the MEDAC shall be Chair, Vice-Chair, Secretary, Public Relations, and Treasurer.

1. The five student members, with input from the previous year's committee, will select these officers.
 - a. A student member may nominate the other student members for any available officer position, or may self-nominate.

Section B: Duties

1. Chair

- a. Shall preside at all regular and special meetings.
- b. Shall conduct order of the members during meetings.
- c. Shall call meetings.
- d. Shall sign any document that has been approved by the MEDAC voting members.
- e. Shall delegate responsibilities to the other members of the MEDAC.
- f. Shall be responsible for communicating with any new member of the MEDAC including student, faculty, or ME department chair.

2. Vice Chair

- a. Shall perform all duties of the Chair, in the absence of the Chair.
- b. Shall understudy the Chair to take over for the following year.
- c. Shall update the website to show the status of proposals.

3. Secretary

- a. Shall take minutes during all meetings.
- b. After meetings, shall email to all members of the MEDAC 'Draft Minutes' for preview.
- c. Shall take approved minutes and upload them to the MEDAC website.
- d. Shall research proposals one year prior to the current quarter, and make a list of all duplicate/repeated proposals.

4. Public Relations

- a. Shall be responsible for advertising all MEDAC events.
- b. Shall at the beginning of each quarter request permission from faculty to speak in all introductory mechanical engineering classes (i.e., ME163, ME229) briefly to inform the incoming Freshman/Transfers of MEDAC.
- c. Shall be responsible for conducting survey(s) to the ME students to obtain student input, as needed.
- d. Shall organize candidate information forum as per Article III, Section C6.
- e. Shall be responsible for informing the CENG and ME Department Chair of fund allocation according to the MEDAC calendar.

5. Treasurer

- a. Shall be responsible for updating the MEDAC with current MEDAC budget. This can be achieved by working with the ME department's financial analyst.
- b. Shall inform proposal awardees of impending department deadlines.
- c. Shall be responsible for keeping track of fund allocation during allocation meetings.
- d. Shall be responsible for informing the ME Department Chair of fund allocation.

Article V. Meetings

Section A: Guidelines

- 1. The MEDAC will meet in accordance with the MEDAC calendar for main proposal allocation meetings.
- 2. The Chair will be responsible for calling these meetings and presiding over them.
- 3. The Chair may call additional meetings to accomplish the objectives of the MEDAC most efficiently.
- 4. All proposal meetings are open to the public and proposal applicants, or a proposal representative, are REQUIRED to attend.

5. Time, date, and location of proposal meetings will be given to the Mechanical Engineering Department office assistant for mass emailing to the Mechanical Engineering student body, faculty, and staff no later than three days prior to the meeting date.

Section B: Voting

1. A quorum will be needed on all voting matters.
2. A quorum shall consist of four student members of MEDAC.
3. When voting on proposals, members of MEDAC who are part of the club the proposal benefits are allowed to vote on the proposal. Members should remain unbiased, adhering to the goals of MEDAC and not of the club. If it is decided by the other four members of MEDAC that there is personal bias in play for the proposal, they can vote to exclude the member from the proposal decision (a quorum of four is required to both exclude the member and for the remaining members to decide on the proposal in question).
4. Decisions made during meetings are binding as long as the decisions do not violate university policy or any laws.

Section C: Conduct

1. If an attendee of the MEDAC proposal meeting acts unprofessionally during the decision process, the individual will be asked to leave, and the proposal will be decided without the author's input.
2. If problems persist, the MEDAC committee has the authority to halt the proposal decision process and end the meeting immediately. Proposals will be decided at a future meeting when the issues have been adequately resolved.

Section D: Other

1. Robert's Rules of Order shall be referred to for all parliamentary procedures not covered by these bylaws.

Article VI. Mechanism for Fiscal and Governance Accountability

Section A: Every Quarter

1. The MEDAC will make publicly available an accounting of the previous year's spending plan via the MEDAC webpage and the ME weekly announcements.

Article VII. Budget

Section A: Estimation of revenues for the MEDAC Budget

1. The Treasurer will maintain a spreadsheet of the MEDAC budget for reference to aid MEDAC in its spending decisions and spending accountability.

Article VIII. Amendments

Section A: Amendments must be written out in full and first be presented to and approved by at least four of the voting members present at a regular meeting.

Article IX. Conflict

Section A: These bylaws shall be in accordance with the “Guidelines for Election of CENG’s Departments’ Academic Fee Oversight Committee” and the policies of the University.

Section B: Any problem should be resolved at the departmental level. However, in the event that a problem cannot be resolved at that level, then the problem should be appealed to the Dean of the College of Engineering.

Article X. Other

Section A: Each year, a copy of the “MEDAC Bylaws”, “Guidelines for Election of CENG’s Departments’ Academic Fee Oversight Committee”, and “Cal Poly Plan and College Based Fee Initiative – Goals and Purposes” are to be given to the new members of the MEDAC.

Section B: Any other documents, such as surveys, survey results, memos, etc... are to be given up to the new members of the MEDAC at the discretion of the old members of the MEDAC.

Article XI. Forms

Section A: Funding Proposals

1. Acceptance

a. Proposals are accepted electronically only. Proposal forms will be available online at medac.calpoly.edu

b. Completed proposals with appropriate signatures will be accepted by the MEDAC from Mechanical Engineering students, faculty, and staff.

c. Deadlines for proposal acceptance shall fall in accordance with the MEDAC Calendar.

d. The Vice Chair will be responsible for updating the funding proposals’ link with the appropriate status of the proposals. Status: = (‘Under Review’, ‘Tabled’, ‘Not Approved’, ‘Approved’, or ‘Rejected’).

2. Proposal Status Notification

a. The Vice Chair will be responsible for updating the proposals link with the appropriate status of the proposals within three days after proposals have been voted on so the proposal requester may check their proposal status online.

b. The Vice Chair will give proposals to the ME office financial analyst so that the financial analyst may update the MEDAC budget and notify the proposal requester of their proposal status.

c. Any proposal that has been approved and then handed over to the ME financial analyst could be overturned if the ME financial analyst deems the proposal violates some type of university policy. In this event the financial analyst will tell the MEDAC Chair and the Vice Chair that the status of the proposal needs to be changed to 'Rejected' and proceed to explain the reason/s for such an action.

d. All paperwork, receipts, expenses, and reimbursement forms must be submitted for reimbursement by a date assigned by the ME office to conform with the end of the Cal Poly fiscal year timetable.

Article XII. Hierarchy of Funding

Section A: Outline

MEDAC exists to further the learning of all Mechanical Engineering students through its funding. As such, proposals are decided based on how beneficial they are to the greatest number of Mechanical Engineering students.

Section B: Hierarchy

Preference will be put on proposals that fund these things in the following order:

1. Club and student projects
2. Mechanical Engineering lab upgrades
3. Senior projects that benefit Mechanical Engineering students In general, MEDAC will not approve proposals for:
 - Travel Expenditures or yearly competition costs
 - Senior projects for external companies
 - Yearly consumables that provide little hands-on experience (tires, yearly safety supplies, fuel, etc.)

Proposals that do not receive money from MEDAC are encouraged to pursue other funding options if possible.

Section C: Disclaimer

As these are just guidelines, the MEDAC is not required to follow them and may decide on proposals how they see fit.

W ee k #	Fall	Winter	Spring
1			
2		Begin Accepting/Advertising Proposals (Wednesday)	Introduce new members (Wednesday) Begin Accepting Proposals (Wednesday)
3			
4	Begin Accepting/Advertising Proposals (Wednesday)	All Proposals Due (Thursday) Allocation Meeting (Friday) Advertise Election/Open Candidate Nomination (Friday)	All Proposals Due (Thursday) Allocation Meeting (Friday)
5			
6	All Proposals Due (Thursday) Allocation Meeting (Friday) Advertise Elections (Friday)	Candidate Nominations Due (Friday)	
7		Elections End (Friday)	
8			
9			
10			
11			