



Department of Mechanical Engineering & Industrial Design Technology
V527, 186 Jay Street, Brooklyn, NY 11201
718-260-5233

City Tech "Maker" Club Charter

Article I

Section 1. This organization shall be known to the department of Mechanical Engineering Technology, the School of Technology and Design of the New York City College of Technology, and the Parent Organization City University of New York State in downtown Brooklyn, New York as the New York City Technology Mechanical Engineering Departments' City Tech "Maker" Club, (formerly the Green Manufacturing Club).

Section 2. All responsibilities granted to Club Elected Executive Officers are to act as the Officials of the Club who will serve agreed, mandatory two-year periods, unless some unforeseen activity occurs, such as death, illness or expulsion. The Executive Officers are Leaders of the Club who will set guidelines; manage the clubs business in a professional manner to the utmost ability for City Tech "Maker" Club, (formerly the Green Manufacturing Club) Engineering Technology Department Members in this University. New officers will be elected and vested upon the "newly elected" by previous office holders.

Section 3. The Executive Officers of the Green Manufacturing Club are: President, Vice-President, Treasury, Secretary, Social Media, Marketing and Communications Director, Research and Development Director and Integration Project Manager and Project Management Director.

Section 4. The Membership of the club will be made up of matriculating New York City Technical College Mechanical Engineering Students, participating high school students and other students interested in the betterment, technological advances and practice of the Mechanical Engineering Discipline and all that it holds. The conception, design, manufacture and implementation of all discussed, authorized and approved build-out of projects as related, respected and honorable to the integrity, quality and team-building mechanisms in the membership mentality of the Club. These projects will be feasibly studied to ensure proper authorization, approvals and implementation as per the Engineering Industry at will.

Article II

Section 1. The purpose of the City Tech "Maker" Club, (formerly the Green Manufacturing Club) is to inspire, and further enhance the abilities, skills, and talents of the students in the department of Mechanical Engineering Technology. Enhancing the skills of NYCT Mechanical Engineering students will propel the academic training towards employable skills in New York City, New York State and global interests in the future of Engineering.

Section 2. The City Tech "Maker" Club, (formerly the Green Manufacturing Club) aims to promote a sense of leadership, life-long learning, and mesh our knowledge and abilities with those of students

in other areas of engineering, and/or other disciplines, to think, design and build concurrently in the Manufacturing Organization and Management, Sixth Edition of philosophies of Dr. Genichi Taguchi, William E. Demings, Porter(Competition) and Weber(Business Bureaucracy).

Article III

Section 1. The club is open to matriculating or any student enrolled at New York City Tech. It is preferable that membership consist 50 percent Mechanical Engineering Technology students, due to the extensive amount of concurrent engineering needs in research, design of manufacturing, and design of mechanical systems in industry.

Section 2. Members who wish to join the club may submit a written proposal of the state of his or her membership, to the board of directors of the club. (Fall, 2014 will consist of a mass invitation where students can sign up and become active members) Qualifying members can submit proposals for projects which will be studied for feasibility by the Board of Advisors, authorized and approved and progressed for completion.

Section 3. All members of the Mechanical Engineering club encouraged to engage and submit ideas for the Mechanical Engineering Club design projects. These projects can be in the area of design and concept development, manufacturing, system design, social media/marketing and communications, or project management.

Meetings and City Tech Club “Maker” Work for Projects will take place in V508, unless otherwise directed to other equipment located in the building for CNC Machines, Water Jet Machines or Mechanical Equipment located on the 5th Floor.

Section 4. All ranking administrative officers are (required) to be present vs.(encouraged) to be present in all official club meetings, which shall be held during the City Tech’s official club hours unless specified. Meetings are required, and if officers cannot attend. If there are three unapproved absences from officers, the membership can rule to re-elect the officers.

Section 5. Events organizer will be decided by the Membership Body of the club. If no membership organizer is present, a quorum of the four officers and the professional advisor will make decisions based on votes for the betterment of the club.

Article IV

Section 1. The cabinet of administrating positions that will compose the office of this club include thePresident, the Vice-President, the Secretary of Treasury, the Public Relations Manager, the Research and Concept Development manager, Social Representative, the Director of Social Events and Project deadlines, the individual Project Managers, the individual Assistants of each administrative officer, andthe individual Members which are recruited to work on in individual projects.

Section 4. The club will use the assistance of a faculty member as an advisor. This role may be replaced

every 5 years, to ensure the involvement of the entire department in the club. The Advisor's advice in conjunction with the Club Officers to make decisions for the better operation of the club, when a quorum of membership is not present.

Section 5. The executive duties and responsibilities are outlined for each member, whether an administrative official or not, as follows:

THE PRESIDENT

1. The President is responsible for finalizing club making them official and final.
2. The Project Approval Cycle of the Mechanical Engineering Club will have feasibility studies, be approved authorized. The President will sign off on the Approval and Authorization.
3. The President leads and coordinates agenda of each meeting.
4. The President is interactive in the project proposal presentations, during the approval process.
5. The President will sing-off on the final approval and budgeting process of requests.

THE VICE-PRESIDENT

1. The Vice-President is responsible for assisting the President in his leadership and duties.
2. The Vice-President is encouraged and will serve as the advisor for the president.
3. The Vice-President is will supervise and assist the Treasurer in controlling club assets.
4. If for some reason the President is unable to serve, the Vice-President will serve as President until a replacement President can be re-elected,

THE SECRETARY

1. The Secretary is responsible for note-taking, scheduling events, record upkeep and meeting minutes of all meetings as related to the City Tech "Maker" Club, (formerly the Green Manufacturing Club).
2. In case of illness or lack of ability of treasurer to maintain feasible responsibilities, the secretary will fill the responsibilities of the Treasurer until one can be elected.

THE TREASURER

1. The Treasurer is responsible for reviewing costs, and criticizing project proposals.
2. The Treasurer is responsible for analyzing and developing the semester club budgets
3. The Treasurer will participate in Project Cost Analysis, and signs off on Approved and Authorized Project Budgets.
4. The Treasurer is encouraged to be in charge of determining individual project budgets, based on certain criteria which will be known to this person by his or her experience or knowledge about Mechanical Engineering topics.

SOCIAL NETWORKING/MARKETING AND COMMUNICATIONS DIRECTOR

1. The Networking/Marketing and Communications Director is in charge of contacting companies and various engineering firms, in order to obtain public donations for our club.
2. The Networking/Marketing and Communications Director is responsible for promoting the organization's name and existence throughout the department, and the rest of our school.
3. The Networking/Marketing and Communications Director will conduct recruitment and conflict negotiations among club members or club projects.
4. The Networking/Marketing and Communications Director is responsible for organizing the annual robotics competitions
5. The Networking/Marketing and Communications Director will advertise, organize major meetings where not only all club members shall be invited to but also the School president, the various Deans, and several faculty throughout the school.
6. The Networking/Marketing and Communications Director will set up general guidelines for project deadlines and daily, weekly, bi-weekly, or monthly follow-ups on individual project progress.

ADVISING PROFESSORS

1. The Research and Concept Development will come from tenured professors who have the expertise and know how to manage and administer student progress and success. Technical leads will be chosen as management leads to assist tenured professor in making the best decision to continue application and learning of these technologies as they progress in this exponential increasing technological time for the club in choosing the most effective ways to strategize, develop, and carry out the design concepts of each project.
2. The lead managing person is encouraged to work as a team with the club advisors, professors and professional approved by the Mechanical Engineering department tenured professor, since the advisor usually has the experience and knowledge to give advice.

THE PROJECT INTEGRATION PROJECT MANAGER

1. The Integration Project Managers is responsible for coordination/ integration of Project disciplines into a smooth working project. He or she will oversee and train project management to selected Project Managers assigned to projects. These projects may be presented by the City Tech "Maker" Club, (formerly the Green Manufacturing Club), its President, Vice-President, Board of Advisors and /or (VICE_PRESIDENT?) of the Department
2. This member will also be responsible for coordination of Project Teams desired deadlines.

FRIENDS OF City Tech "Maker" Club, (formerly the Green Manufacturing Club)

Friends of the Mechanical Engineering Club can be an assistant of a private/personal friend of the Club who can and will assist and/or advise with specific tasks as needed or defined during the active timeline of a project.

1. They can assist, train or provide resources as needed.
2. They can attend meetings.

THE MEMBERS ARE MATRICULATING STUDENTS AT NYCT

The Members are responsible for completing specific assignments or tasks,

1. Members will be assigned to Projects utilizing their skill sets as needed, assigned by Project Managers.
2. The members of the City Tech "Maker" Club, (formerly the Green Manufacturing Club) are not expected to follow strict or rout nary schedules. This is because each member is also a student, or a working student or working parent. As a way of showing sympathy and as an attempt to preserve the most fundamental ideal of this organization, we the members of the City Tech "Maker" Club, (formerly the Green Manufacturing Club) are urged to operate and conduct our club business in the manner that best fits our personal and academic lives.

Article V

Section 1. The cabinet of administrating positions will hold **(2) two official meetings** each month. During these meetings, all the administrative officials mentioned in article IV section 1, ranking in positions are encouraged to be present.

Section 2. Then at any given time during the semester, the club may hold a **special topics meeting**. During these meetings, all the administrative officials mentioned in article IV section 1, ranking in positions are encouraged to be where the Social Networking/Marketing and Communications Director shall speak in behalf of the Club Membership during the meeting. Meetings will be organized by the Social Networking/Marketing and Communications Director. Deadlines will be discussed and evaluated.

Section 3. In order to have a quorum, and be able to accomplish the goals of the meeting, which will be specified by the President and Vice-President, all of the members mentioned in Sections 1 and 2 are encouraged to be present in the respective meetings.

Section 4. The selection of the afore mentioned administrative officials' present in each respective meeting is based on the fact that all members will maintain **communication**, resulting in representation of all club membership body in these meetings. The use of the representatives in the official and special meetings will provide a substantial and efficient amount of control over policy, project discussion to counter debates that may will be held during each meeting.

Section 5. Once every two months, the club is encouraged to hold a **major meeting**, where all members are welcome to participate regardless. During this type of meetings the club will serve light refreshments, and discuss topics of global interests, aside from club-based topics as related to Mechanical Engineering.

Section 6. Every section in this article is developed based on the inquiries of the Mechanical Engineering Technology Department, Chair, Faculty, and Staff.

Article VI

Section 1. All of the donations, or money made from fundraisers, or money granted by student government from proposals, shall be collected and deposited in the Club's business account in the Bursar office. Monies will be deposited upon receipt or no later than two business days from acquisition.

Article VII

Section 1. The desire of any of our members to terminate a membership with our organization is encouraged to be discussed in person with City Tech "Maker" Club, (formerly the Green Manufacturing Club) president, vice-president, and advisor. After the discussion, the member may relinquish his or her membership card.

Section 2. The system of communication of our club will be described as an action plan every time a new President is elected. This plan is to be posted throughout the department, as to ensure that all of those who wish to become members of the club, are well aware that their opinions count as much as the president's opinion.

Section 3. In General, all members should communicate their thoughts to their respective Project managers, and the project managers to the next administrative official in the order that was listed in Article IV section 1.

Article VIII

Section 1. The amendments to the constitution will be passed as a means of growth and as a symbol of betterment.

Section 2. The amendments to the constitution will be based on the general recollection of the entire clubs' opinion about specific areas of this constitution, and how the amendment would allow the Constitution to give its consent to new club operations or regulations.

Section 3. Amendments to the Constitution require a 2/3 vote of the membership at an official meeting of the club.

Amendment I

A. Name Change

Section 1. On Monday, October 20, 2014, the Green Manufacturing Club by unanimous vote will be so named the City Tech Maker Club. All Documents naming any facet of the Green Manufacturing Club will be changed to be named the City Tech Maker Club.

Section 2. The name is so changed because of today's newly Mechanical Engineering Technology, Computer Engineering Technology and Manufacturing are all integrated and must work simultaneously together utilizing 3-D Printing Technologies, Computer Numerical Control Machines and other programmed technologies to "Make" mechanisms, machinery and robotics for production.

B. Memberships

Section 1. The City Tech Maker Club will continue to grow and train students in technology in practical application of knowledge in the industry of integrated engineering and all engineering protocol in order to "Make" Engineers for the 21st century as City Tech college moves to lead in the technology explosive growth in the Brooklyn Tech Triangle.

Section 2. Memberships is a challenge that will need continuous attention due to the challenging nature of Mechanical Engineering. Creative solutions for membership will entail integrative practices by the Mechanical Engineering, Mechatronics, possibly the Electrical Engineering, Computer Engineering, as well as Computer Science Students organizations, be they clubs, associations or technology students who attend the New York City Technical College campus

C. Meeting Locations

Section 1. Meetings, work planning and actual work of the club will take and hold residence in Room V508 at all times, unless impromptu meetings are necessary due to class being held, a need for more space. Materials, equipment and all items related to the "City Tech "Maker" Club will reside in Room V508; Voorhees Building, Room 508.

Section 2. The "City Tech Maker" Club is formally noted as the New York City Technical College "Maker Club" with a residence in room V508. The "Maker Club" works in integration with other clubs in V508: those clubs are Mechatronics, Mechanical Engineering in conjunction with Association of Mechanical Engineers, International Electrical Engineers and other professional engineering organizations.

Officers
President (Deborah Sitton) or
Vice-President in lieu of President

Signature

Date \

Treasurer TBD
(Budgetary Amount Signature of Approval)

Signature

Date \

Secretary (Felcia Jeter, Zahara Fatima) (Meetings, Minutes,
Recording of Approvals, Authorization Approval (in lieu of Treasurer)

Signature

Date \

City Tech "Maker" Club, (Green Manufacturing Club)
Advising/Final Approval (Professor: Angran Xiao, Ph. D)

Signature

Date \