



# KLEF

**KONERU LAKSHMAIAH EDUCATION FOUNDATION**  
(Deemed to be university estd, u/s, 3 of the UGC Act, 1956)  
(NAAC Accredited "A" Grade University)

## **Department of Mechanical Engineering** **THE MECHANICAL ENGINEERING STUDENT ASSOCIATION** **[M.E.S.A.]**

The Mechanical Engineering Student Association (M.E.S.A.) is a body which actively encourages the students to organise several events and supports the stewardship of all the members of the university. M.E.S.A. is a platform for students to connect across the streams of Technical and Non-Technical areas, meet new people, develop social contacts and a spirit of fellow feeling among the students and Enrich the student life in the Department of Mechanical Engineering, KLEF. M.E.S.A. hobby clubs are an integral part of M.E.S.A. which represent a large part of active participating members of the student community of the department. Through their representatives, they can promote their clubs within the campus (with prior permissions). Each club must be represented at the general body meeting of M.E.S.A.

### **1.Policies of M.E.S.A.:**

- a) All members must agree to all M.E.S.A. policies, by the constitution of M.E.S.A.
- b) No club shall discriminate or refuse membership to any student because of citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex, family status, sexual orientation, gender identity, gender expression, receipt of a public assistance and opinion of an individual.
- c) No club shall form an affiliation or partnership with any outside organization, group or program, without the prior approval of the faculty advisor and the executive committee.
- d) Membership will be open to all the students of the Department of Mechanical Engineering. No clubs shall charge a fee for membership.
- e) Clubs may charge members ad-hoc fees for specific events and activities.
- f) Any equipment purchased with M.E.S.A. funds become the property of the department. Clubs must report all purchases of equipment to the Chief treasurer.
- g) If a club ceases to be active, all equipment must be surrendered to the executive committee to be kept in the department.
- h) M.E.S.A. will not support, fund or promote any event that engages in activities that are against the law or discriminatory as decided by the advisory council, M.E.S.A.

- i) All club's money shall be held in M.E.S.A. or the departmental account.
- j) M.E.S.A. supports the principle of freedom of expression and freedom of association. This includes, but is not limited to, the freedom to communicate in any reasonable way, to hold and advertise meetings, to debate and to engage in peaceful assemblies and demonstrations, to organize groups for lawful activities and to make reasonable use of the university, in accordance with its policies and procedures.
- k) Clubs are required to keep M.E.S.A. up to date on all changes that are made to their executive structure, budget and constitution. Changes must be communicated to the executive committee through the club representatives.
- l) All club meetings are to be held on campus. Clubs may request assistance from the Faculty Coordinator through the President to locate and reserve space for meetings.
- m) Any food required for club meetings will be ordered through the M.E.S.A. and will come out of the M.E.S.A.'s general budget allotment.
- n) Clubs must submit reports for all events and activities they hold as well as meeting minutes for all meetings they hold. This information must be sent to the Faculty Coordinator through the Prime event coordinators.
- o) Specific information regarding the clubs will be kept confidential and access to that information can be provided by the Manager, Equity and Advocacy with the approval of President, M.E.S.A.
- p) General body meeting will be conducted once in a fortnight and every member of M.E.S.A. must attend the meetings. In case of absence, the member must inform to the Manager, Equity and Advocacy prior to the meeting.
- q) No student will be allowed into M.E.S.A. event affairs based on recommendations and own decisions of members of any level. If any required, The Equity and Advocacy Manager shall consider the opinions of all executive members and recruit the member into event affairs if necessary.

## **2.Mission Statement:**

The Mechanical Engineers Student Association is the centre of activity for students and is designed to organise events, workshops, seminars, non-technical skill development programs etc., to enhance the quality of student life, support co-curricular activities, promote Technical, Non-Technical, social, cultural and intellectual development of the student and contribute to the University's educational mission.

## **3.Our Goals:**

- a) Promote student engagement, leadership, learning, and success by supporting opportunities for participation and involvement in a diverse array of programs, activities, and workshops.
- b) Foster interaction among University groups, branches and guests.

- c) Provide a safe, accessible, and welcoming environment for the student community within a well-maintained facility.
- d) Exercise judicious management of financial, physical and natural resources.
- e) Support our partners located in the campus including Cultural Centres, Student Activities, Student Media, and Student Organizations, etc.
- f) Assist patrons with excellent event services support including room reservations, event planning, and event production.
- g) Promote spirit and pride in the Department of Mechanical Engineering, KLEF.

#### **4.Statement of Rights and Responsibilities:**

##### **A. BUDGET:**

- a) All prime event coordinators are required to prepare a projected operating budget for the semester, including projections of funding to be provided by the M.E.S.A.
- b) All projected expenses and revenues are to be reported as accurately as possible.
- c) The variance should be as close to zero as possible, indicating a break-even budget.
- d) All projected event revenues must be recorded and submitted to the president and Faculty Coordinator via the Chief Financial Manager.

##### **B. Meetings and Events:**

- a) All prime event coordinators are required to prepare a projected schedule of events and meetings for the semester based on their events.
- b) All projected meeting and event dates must be accurately reported.

##### **C. Rights:**

- a) The right to hold meetings and social functions on campus in accordance with scheduling policies.
- b) Reasonable access to the facilities of the College, buildings, grounds and equipment with prior permission from the Department of Mechanical Engineering.
- c) The right to sponsor revenue producing functions according to the established university policies.
- d) The privilege of applying for a budget and/or sponsorship from different organisations with the approval of executive committee of M.E.S.A. and the Head of the Department of Mechanical Engineering.

#### **5.Statutory Body of M.E.S.A.:**

The Mechanical Engineers Student Association will be overseen by an executive structure of 10 members.

##### **1. The President, M.E.S.A.** shall be responsible for:

- a) Calling meetings
- b) Acting as an official contact to the student association.
- c) Recruitment of new members.
- d) Providing support and guidance to his/her fellow executives.

- 2. The Secretary General, M.E.S.A** shall be responsible for:
  - a) Approval of creative ideas to organise an event after discussions.
  - b) Guiding the prime event coordinators in whatever issue necessary.
  - c) Leading the advisory committee.
  - d) Guiding the working committee and executive council of M.E.S.A.
  - e) Assist in organising the events and suggest measures to be taken by the members for the event to be successful.
- 3. Treasurer, M.E.S.A.** shall be responsible for:
  - a) Maintain the financial files of the association including budgets, cash payable and cash receivable.
  - b) Coordinating the members on all transaction matters.
  - c) Prepare a projected operating budget for the semester, including projections of funding to be provided by the M.E.S.A.
  - d) All projected expenses and revenues are to be reported as accurately as possible.
  - e) Providing with summary of financial records at the end of the semester.
  - f) preparing monthly financial reports and documents to keep the student organization's members and authorities informed about the student organization's financial situation.
- 4. The Organizing Committee head, M.E.S.A.** shall be responsible for:
  - a) Keeps a record of all activities of the association.
  - b) Notifies all members of meetings
  - c) Prepares association's calendar of events.
  - d) Schedules all events and other activities of the association.
  - e) Obtains appropriate facilities for association activities.
  - f) Coordinating the prime student coordinators during the organisation of events and meetings.
  - g) Allot the duties to the clubs and inspect their activity.
  - h) Guiding the prime student coordinators and organisers of all clubs.
  - i) Ensure discipline of all his/her working body members
- 5. The Chief Advisor, M.E.S.A.** shall be responsible for
  - a) Analysis of the association activities and providence of advice to the association members.
  - b) Be available as a mentor to association members to assist them with individual problems and decisions as well as with those related to the student association
  - c) Resolution of any problems that occur within the student association with the statutory body of the association.
- 6. The (Six) Prime Student Coordinators, M.E.S.A.** shall be responsible for:
  - a) Coordinating the clubs during the organisation of events and meetings.
  - b) Manage the duties of the clubs and inspect their activity.
  - c) Contact the executive council to allot more coordinators and organisers in case of deficiency.
  - d) Guiding the club coordinators and organisers of all clubs.
  - e) Ensure discipline of all his/her working body members.

**7. The Equity Advisor, M.E.S.A.** shall be responsible for:

- a) Ensuring discipline among the members.
- b) To hear the member and take propose action on the member involved in any in-disciplinary activity.
- c) Ensuring equality among the members and clubs of the association.

**8. The Faculty Advisor, M.E.S.A** is requested to:

- a) Guide the working committee and executive council in organising events.
- b) Support every individual of M.E.S.A. whenever necessary.
- c) Act as an official contact for M.E.S.A. regarding space allocation, funds allocation and permissions required.

**6.Mandate for the Equity Advisor:**

The key function of the Equity Advisor is to hear and resolve problems that arise related to clubs' status and all association affairs. The Secretary, M.E.S.A. will be called if the issue has escalated beyond the scope of the role of the Equity Advisor. The Advisory council will follow the below disciplinary actions.

- a) A letter of concern will be issued to the member by the Executive council. This letter will outline the offense in question.
- b) The member will be allowed 7 working-days from the date the letter was written to respond to the appropriate Manager, Equity & Advocacy in writing.
- c) Once this letter has been received, a Clubs Mediation Committee will be struck. During this meeting the committee will review the letters and come to a decision.
- d) Following the meeting, the Faculty Advisor and the President, M.E.S.A. will discuss and decide the action to be taken on the member.

**7.Funding Mismanagement:**

Funding is to be used by the Executive Members for day-to-day operations and events hosted by the association. Funding cannot be used for:

- a) Gifts/meals/cash awards for club Executive and members as a "reward".
- b) Honoraria for Executive Members and club members-at-large
- c) Personal use
- d) Purchase of illicit drugs
- e) Purchase of alcohol
- f) Commission for the members.

**8.Clubs Constitution:**

- a) In order to become a ratified club funded by the MESA, the club must provide a Constitution to the executive committee-MESA.
- b) The Constitution will outline the purpose and structure of the club.
- c) Each constitution must include the following items:
  - i. Club Name
  - ii. Mission Statement
  - iii. Purpose of club

- iv. Requirements for membership
- v. Breakdown of responsibilities of each Officer/Executive
- vi. Guidelines for the election of the Officers/Executive
- vii. Guidelines for the removal of Officers/Executive or members
- viii. Three Goals for your club