

Chemical Engineering Graduate Student Association (CEGSA) Constitution

Ratification shall be undertaken and be approved in accordance with the requirements of Article 7: Amendments to the Constitution.

Date of Ratification: _____

Constitution

Article 1: Name

This organisation shall be known as the Chemical Engineering Graduate Student Association (CEGSA) of the University of Waterloo.

Article 2: Goals

- i) To promote social interaction amongst Chemical Engineering graduate students
- ii) To promote exchange of information amongst Chemical Engineering graduate students
- iii) To participate in the development of policies related to the Ph.D, MASc and MEng graduate degrees in Chemical Engineering
- iv) To provide Chemical Engineering representation in the Graduate Student Association (GSA) and other university organizations.

Article 3: Affiliation

University of Waterloo community, Graduate Student Association (GSA)

Article 4: Membership

All full and part-time graduate students enrolled at the University of Waterloo who are members of the Chemical Engineering department are automatically charged a term fee for membership. Individuals can opt-out of CEGSA membership and receive reimbursement for this fee; however, membership will also be rescinded.

Article 5: Executive

Only full-time or part-time graduate students in the department of Chemical Engineering can run for and operate executive roles. All positions are election-based and individuals can self-nominate for a position (see By-law 3.3). The current positions are the following (in no order of significance):

President
Vice-President Finance
Vice-President Academic
Vice-President External
Vice-President Internal.
Vice-President Communications and Events
Health and Safety representative
MEng representative
GSA Councillor

Social coordinators

Executive positions are undertaken as a volunteer service, and thus there are no special privileges, reimbursement or benefits except as required for facilitation of their role. The responsibilities of the Executive are set forth in the by-laws. Election and nomination of new Executive will take place according to provisions in the by-laws (See By-law 3).

Article 6: By-laws

CEGSA may adopt, amend, or abolish the by-laws at any Executive Meeting with a majority vote cast at such meeting in accordance with the quorum requirements. Exceptions to this rule will be specified in the corresponding section(s) and instead, will be treated as an amendment to the constitution.

Article 7: Amendments to the Constitution

This constitution can only be ratified and amended by a majority of votes either at a General Meeting or online as per By-law 2.8 Voting. Amendments to the Constitution must be met in accordance with the quorum requirements of a General Meeting.

By-laws

By-law 1: Definitions

Executive: Elected representatives for CEGSA as presented in the constitution

General Members: All full and part-time graduate students enrolled at the University of Waterloo in Chemical Engineering and who have not opt-ed out of their membership fee.

GSA: University of Waterloo Graduate Student Association

VP: Vice President

By-law 2: Meetings and Voting

2.1 General Meetings

A General Meeting can be called at most four times per academic term for the purposes of:

- I. Hearing reports and statements from the Executive;
- II. Planning upcoming events and activities;
- III. Hearing relevant comments or concerns from General Members;
- IV. Addressing other business that may be properly brought before the meeting.

The Executive shall have the power to call a General Meeting at any time that the University is open and must occur at the main University campus or in a format that is easily accessible for General Members (e.g. Microsoft Teams).

The general members may submit, in writing, a request to the Executive to call a General Meeting. The meeting request should state the general nature of the business to be presented at the meeting, be signed by those members making the request, and be delivered to an Executive member. The Executive members then must call and hold a General Meeting of members within one month from receipt of the petition. It is the duty of the Executive to verify the validity of the request and each signature.

2.2 Executive Meetings

Executive meetings may be called by any one of the Executive members and should occur at least once per month. Meetings may be held in person or by video conference (e.g. Microsoft Teams). General Members can request to attend.

2.4 Notice

Notice of the time, place, and general nature of a General Meeting shall be given not less than seven (7) days before the General Meeting is to take place. Notice must be given as direct mail out to the General Members, electronic or otherwise. Notice may also be given through advertisements on social media, posters or with the aid of the Chemical Engineering Office.

Notice of the time, place, and general nature of an Executive Meeting shall be given not less than two (2) days before the Executive Meeting is to take place. The Executive who called the meeting shall share the agenda no later than the minimum notice time so that other members may propose additions and have time to consider any decisions that must be made. Additions may also be added on the floor, time permitting.

2.5 Quorum of Membership

For quorum to be achieved for the proceeding at any Executive Meeting, at least two-thirds (rounded up) of the Executive members must be present.

For quorum to be achieved for the proceedings at any General Meeting, the Executive members in attendance must make up of less than 50% of the total members in attendance. For example, if there are five (5) Executive members in attendance, there must be at least six (6) other general members present to achieve quorum. At least two-thirds (rounded up) of the Executive members must be present for quorum.

Changing the definition of quorum is to be treated as an amendment to the constitution.

2.6 Procedures

The President of the CEGSA shall serve as the chair of all meetings. In the President's absence, the Executive members in attendance shall appoint one of themselves to serve as the Meeting chair. At the start of each meeting, the chair shall appoint a Secretary of the Meeting, and present an agenda of business to be conducted at the Meeting. At some time before the end of the Meeting, the floor must be opened to hear comments or concerns from general members in

attendance regarding issues appertaining to the stated goals of the CEGSA. A list of attendees must be taken at each General Meeting, and the membership of said attendees will be subject to verification by the Executive to validate votes.

2.7 Meeting Minutes

Minutes shall be recorded for all Meetings. For all Meetings, the President must review and approve the minutes prior to publishing. Members in attendance at a General Meeting may volunteer to serve as the Secretary of the Meeting at the start of the Meeting. The Secretary's duty shall be to record the minutes of the Meeting and the results of any official votes. The President of the CEGSA shall have the power to appoint a Secretary of the Meeting from the pool of volunteers for the position at the start of the Meeting. Should no general members volunteer to serve as Secretary of the Meeting at a General Meeting, the duty of recording minutes of the Meeting shall fall to the Executive. The Executive members must make the minutes of the Meeting freely available to the general members of the CEGSA within one month of the Meeting, such as through posting a copy of the minutes to the CEGSA website, Teams Channel, email or maintaining a hard copy of the minutes in the CEGSA office, available to general members upon request. Past meeting minutes must be kept on record for at least one year from the date of the meeting.

2.8 Voting

Only General Members of the CEGSA, as well as all Executive members, may vote at any Meeting in person or by proxy. If a member is unable to attend, that member may appoint, in writing, another member as a proxy. Online voting may be permitted so long as each member is signed in using their university credentials. A simple majority of those present is required for an item to pass. In the event of a tie, the motion shall not carry. A simple majority will be declared to exist if the number of votes in favour of a resolution exceeds the number of votes opposed.

By-law 3: Executive Membership and Duties

3.1 Executive Duties

All Executive members shall further the long-term interest of the CEGSA while fulfilling the goals outlined in the constitution. All members of the Executive are responsible for attending Executive and General Meetings to the best of their ability and shall be familiar with the constitution and by-laws of the CEGSA. Duties can be found in Appendix A.

3.2 Terms of Office

Terms of Office for CEGSA Executive members will normally run from December 1st following their election and will last until December 1st of the following year, unless otherwise removed or agreed upon with the former/current Executive Members. Executive members elected after December 1st by any motion will hold office immediately until the subsequent December 1st election.

3.2.1 Vacancies

Where possible, Executive members should give at least 4-months' notice before they graduate if they are graduating earlier than anticipated and their graduation will result in a vacancy before their term is complete. In the event of vacancies on the Executive, other Executives can fill in for the departing Executive in an acting role until the next general election. A nomination period will be opened within the Executive, and the acting Executive role must receive majority support of the other Executive members. If no Executive member is willing to fill the acting role, or no Executive receives majority support for the acting role, vacancies will be advertised through email, social media and posters. The nomination period shall be open for fourteen (14) days. At the end of the nomination period, the Executive will select from the candidates on behalf of the electorate. If no nominations are received, the nomination period shall remain open for a further fourteen (14) days, repeating indefinitely until the Executive position is filled.

3.2.2 Removal of Executive Members

An Executive member can be impeached before the expiration of his or her term if they fail to fulfil their duties. A resolution of removal must be passed by a majority vote at a General or Executive Meeting in accordance with the quorum requirements. Violation or contraventions of the policies and statutes of the University or the GSA are grounds for impeachment proceedings. If an appeal is issued, this matter may be brought before either the Chemical Engineering Department or before the GSA to determine whether the Executive member in question should be impeached.

When an Executive member is removed from their position, that individual is thereby disqualified from holding office for a term of not less than one year. Further, with the removal of an Executive member they are determined to have been relieved of their powers as defined herein for the remainder of their present term of office.

3.3 Elections

Following the first year of operation, Executive members of CEGSA must be elected into office by majority vote of the General Members. The current Executive members are responsible for the organisation and execution of a fair and unbiased election and shall abstain from voting in the election except in special situations (see By-law 3.3.2). If a current Executive member has the intention of being a candidate for an Executive position in the following term of office, they may not participate in the organisation and execution of the election.

Elections must take place no later than three (3) weeks prior to the end of the Fall academic term. All candidates for Executive positions are self-nominated. The candidate nomination period must be open for at least fourteen (14) days, during which the qualified candidates can also campaign. A public election will occur where General Members cast their votes on paper ballots, online ballots or by raise-of-hand, depending on what the current Executives believe will engage the most members. The public election must be announced at least seven (7) days before the event, and must contain details on alternative voting procedures in the event of a conflict. The public

election serves as the final opportunity for qualified candidates to announce their intentions and goals for a personal role as a CEGSA Executive. The candidate who receives the most votes (a plurality) will win the position. If there is one (1) candidate for the position, that candidate will still require a majority vote in favour to be elected to the position.

Any change to Elections is to be treated as an amendment to the constitution.

3.3.1 Candidate Qualifications

All candidates for Executive positions are self-nominated and their eligibility is subject to be verified by the organising Executive.

In order to qualify to be a candidate for a CEGSA Executive position, one must:

- be a member of CEGSA
- be a full-time or part-time graduate student
- be regularly available on the main University of Waterloo campus for the term of office
- be in good standing with University of Waterloo (academic and financial)
- can fulfill at least 2 full academic semesters of duties

If nominated members do not meet the defined qualifications, the organising Executive can reject their candidacy.

3.3.2 Special Election Situations

Current Executive members shall abstain from voting in Executive elections, except in the event of a tie, as each Executive position can only be held by one person at a time.

If there are Executive positions unfilled by the election process, candidates who lost their election are eligible to fill remaining vacant positions that they did not run for based upon the decision of the successfully elected incoming Executive Members. Position vacancies due to degree completion or other reasons shall follow By-law 3.2.1.

3.4 Committees

Committees shall be formed or dissolved by the Executive as required. The role of the committee is to assist the Executive with the organization and planning of CEGSA related projects or events. The specific goals of each committee shall be stated upon formation and presented at a succeeding General or Executive Meeting. One member of the Executive shall chair the committee and may delegate authority to committee members as they see fit.

3.4.1 Committee Members

All committee members must be members of CEGSA. Committee participation shall be on a volunteer basis. The number of committee members is not limited.

By-law 4: Finances

4.1 General Information

All monies belonging to the CEGSA shall be kept in a Canadian bank account registered under the name of the Chemical Engineering Graduate Student Association. Money belonging to the CEGSA shall only be invested for the promotion of the CEGSA goals. A current record of all financial transactions associated with the CEGSA shall be maintained by the Vice-President Finance.

4.2 Fiscal Year

The CEGSA' fiscal year shall begin on May 1 and end on April 30 of each year, in accordance to the fiscal year of the University.

4.3 Signing Authority

All financial transactions must be executed on behalf of the CEGSA by the Vice-President Finance. The Vice-President Finance may delegate signage responsibilities to the President if necessary. For transactions surpassing \$500, co-signage by the President is required.

4.4 Credit

The Executive shall not, under any circumstances, have the authority to borrow money on the credit of the CEGSA.

4.5 Fees

4.5.1 Membership fees

A \$7.50 optional general membership fee per term is automatically provided to CEGSA by all graduate students in the Chemical Engineering department. This fee will be collected by GSA on behalf of CEGSA and billed per term as part of the GSA-administered incidental fees.

4.5.2 Membership fee reimbursement

CEGSA members who wish to retract their membership must do so within one (1) month of the start of each term. The reimbursed membership fee will be provided to them directly by the VP Finance.

4.5.3 Approving or changing fees

Changing the existing fees must be proposed by the Executive and can be done no more than once a year. Changes to this fee must be approved by a vote of one-third of the membership before being sent to the UW Board of Governors for final approval.

4.5.4 Event fees

Specific events may require fee payment from attending CEGSA members to participate. The collection of said fees shall be coordinated by the Vice-President Finance.

4.5.5 Profits

Any profits or external donations shall be deposited into the CEGSA bank account. In the case that the unallocated balance surpasses \$2500, the subject shall be raised at the succeeding General Meeting and vote will be held to determine profit expenditure.

By-law 5: Dissolution

In the event of dissolution or windup of the Association and following the payment of all outstanding debts, liabilities, costs, charges and expenses properly incurred in winding up, the CEGSA shall transfer all of its property and assets to organization(s) having similar objectives or purposes. This can include, but not limited to, the GSA-UW, the Department of Chemical Engineering or other dGSAs within the same Faculty. The recipient(s) of the transfer will be decided by the Members at the final General Meeting.

Appendix A: List of Executive Positions and their Duties

A.1 Duties of the President

- Organize and manage the general operations of the CEGSA
- Act as a graduate student liaison with the GSA
- Act as a graduate student representative to the department of Chemical Engineering
- Communicate to CEGSA members about CEGSA initiatives
- Schedule and chair General and Executive meetings
- Attend or appoint other Executives to attend departmental meetings, and ensure topics discussed that are relevant to graduate students are shared as a report in a timely manner
- Facilitate the organization of elections for all Executive positions and ensure the GSA is informed
- Act as Executive signing authority as required for financial transactions
- Act as VP Finance in one of the following cases:
 1. The sitting VP Finance is unable to perform their duties, or
 2. The position of VP Finance is vacant

A.2 Duties of the Vice-President Finance

- Keep full and accurate accounts of all CEGSA funds, receipts, transactions, and deposit all money into the CEGSA bank account
- Have signing authority on all CEGSA accounts
- Prepare and present updated financial statements to the Executive upon request
- Prepare and submit proposed budgets and requests for funding
- Prepare termly expense reports to GSA
- Be responsible for budgeting for events and collection of money from members per participation on event basis

A.3 Duties of the Vice-President Communications and Events

- Promote the CEGSA through communications on the website, social media, bulletin boards and other publications
- Maintain the CEGSA website, social media presence and e-mail account
- Oversee the planning and organizing of social events for CEGSA members that promotes interaction among graduate students with the aid of the Social Coordinators

A.4 Duties of the Vice-President Academic

- Act as a liaison between the Chemical Engineering administration, CEGSA and the General Members regarding academic topics
- Provide documentation and concerns to the GSA on behalf of CEGSA members
- Design and oversee the organization of academic events with the aid of the Social Coordinators

A.5 Duties of the Vice-President External

- Assist in the organization of social events
- Directly communicate with the Chemical Engineering administration in the joint operation of events and services
- Organize and run charity events in coordination with local organizations

A.6 Duties of the Vice-President Internal

- Chair any committee that is formed by the Executive or General Members, as defined in section 3.4
- Assist in the organization and execution of social events
- Take minutes of the meeting (MoM) for internal tracking and recap
- Review and amend CEGSA documentation to reflect ratified changes
- Assist the VP Finance to ensure that event planning and expected expenditures align
- Propose any new expenditures to improve Graduate Public Space

A.7 Duties of the Health and Safety Representative

- Assist in the organization and execution of social events
- Communicate with the department about safety concerns as expressed by General Members
- Attend and participate in the safety committee chaired by the department of Chemical Engineering
- Prepare a document for the maintenance of the Graduate Public space and ensure its enforcement

A.8 Duties of the MEng Representative

- Communicate with the department about concerns as expressed by General Members enrolled in the MEng program
- Assist in the organization and execution of social events

A.9 Duties of the GSA Councillor

- Act as the CEGSA representative and voice with the GSA
- Provide a summary of GSA changes which affect either CEGSA or General Members
- Meet and discuss with the VP Internal and MEng Representative to ensure that policies affecting General Members are well received
- Regularly engage with all constituents in Chemical Engineering to gather feedback and understand needs for reporting at GSA Council (e.g. monthly meetings, feedback surveys)
- Serve as point of contact for graduate students in Chemical Engineering for information on resources and to seek assistance with an issue

- Keep GSA Council apprised of activities of CEGSA through period updates at GSA Council

A.10 Duties of Social Coordinators

- Must provide indication as to availability in assisting the social events at least seven (7) days prior to a planned event
- Propose and plan social and academic events in co-ordination with the VP Academic and VP Communications and Events
- Be a reliable member of the Executive team (attend at least two (2) executive meetings per term)

Approved by the Executive Members of the Chemical Engineering Graduate Student Association (CEGSA)

on November 27, 2024.

Yasmin Shabeer
President of CEGSA

Monica Ho
Vice President of Communications & Events

[DATE (mm/dd/yyyy)]

[DATE (mm/dd/yyyy)]

[Vacant]
Vice President Finance of CEGSA

Mojtaba Rahmani
Vice President Academic of CEGSA

[DATE (mm/dd/yyyy)]

[DATE (mm/dd/yyyy)]

Zahra Negahban
Vice President Internal of CEGSA

Sanniv Ganguly
Vice President External of CEGSA

[DATE (mm/dd/yyyy)]

[DATE (mm/dd/yyyy)]

Aline Braz Ramirez
Health and Safety Representative of CEGSA

Hriday Sodhani
MEng Representative of CEGSA

[DATE (mm/dd/yyyy)]

[DATE (mm/dd/yyyy)]

Jimmy Papazotos
GSA Councillor of CEGSA

Sarah Rezaei
Social Coordinator of CEGSA

[DATE (mm/dd/yyyy)]

[DATE (mm/dd/yyyy)]

Abdul Hadi
Social Coordinator of CEGSA

[DATE (mm/dd/yyyy)]

Meray Sadek
Vice President Administration of the GSA

[DATE (mm/dd/yyyy)]

Amendments

Version	Amendments	Prepared Date	Prepared By
1		November 30, 2015	Jared Lenos
2	<p>Membership, Executive, By-laws, Amendments to the Constitution were amended.</p> <p>By-laws 2.1, 2.3, 2.5, 2.7, 2.8, 3.1, 3.2, 3.2.1, 3.2.2, 3.3, Fiscal Year, 4.5.1, 4.5.3, and 4.5.5 were amended. By-laws 3.1.1 to 3.1.10 were turned into Appendix A.</p> <p>Major revisions:</p> <p>Membership can be rescinded;</p> <p>clarifications to what changes are considered a constitution amendment and Amendments to the Constitution process;</p> <p>addition of quorum for Executive Meetings;</p> <p>existing Executive can fill vacancies;</p> <p>election voting process option added</p>	February 15, 2018	Serubbabel Sy
3	<p>Revisions to align with GSA constitution requirements and CEGSA fee increase. Article numbers added for sections without.</p> <p>By-law 2.3 moved under By-law 2.1.</p> <p>By-law 3.4.2 was removed.</p> <p>By-laws 2.1, 2.4, 2.5, 2.7, 2.8, 3.2, 3.2.1, 3.3, 3.3.1, 3.4, 4.5.1, 4.5.3 and 4.5.5 were amended.</p> <p>Added By-law 3.3.2 and 5.</p> <p>Notice requirements for Executive meetings was added. Executive Meeting quorum changed. Notice requirement of early graduation resulting in a vacancy was added. Online ballot election option added.</p>	November 27, 2024	Monica Ho