

# Chemical Engineering Graduate Student Association

## Constitution

Body Text repurposed from the 2014 WINGSS Constitution

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*Amended by:*

*Amended Date:*

*Amended by:*

*Amended Date:*

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# Constitution

## Name

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

## Goals

- i) To promote social interaction for 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)

## Affiliation

University of Waterloo community, Graduate Student Association (GSA)

## 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 term fee for membership. Individuals can opt-out of CEGSA membership and receive reimbursement for this fee.

## Executive

Only full-time or part time graduate students in the department of Chemical Engineering can run for and operate executive roles. 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  
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.

## By-laws

CEGSA may adopt, amend, or abolish the by-laws at any General Meeting of the members with a majority vote cast at such meeting in accordance with the quorum requirements.

## Amendments to the Constitution

This constitution can only be amended by a majority of votes at a General Meeting called for such purpose.

# 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:** the University of Waterloo Graduate Student Association

**VP:** Vice President

## By-law 2: Meetings and Voting

### 2.1 General Meetings

A General Meeting will be called at least once 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

At least one General Meeting shall be held before the end of the first month of each academic term.

General Meetings may be called anytime during the year provided that due notice is given and that the meeting occurs at the University of Waterloo.

### 2.2 Executive Meetings

Executive meetings may be called by any one of the Executive members and should occur at least once per month.

### 2.3 Calling General Meetings

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.

Ten of 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.

### 2.4 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.

### 2.5 Quorum of Membership

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 of the Executive members must be present for quorum.

## 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 General Meetings. 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, preferably though posting a copy of the minutes to the CEGSA social media outlet, 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 General Meeting in person or by proxy. If a member is unable to attend, that member may appoint, in writing, another member as a proxy. 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 and shall be familiar with the constitution and by-laws of the CEGSA.

### 3.1.1 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 meetings

### 3.1.2 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 to the GSA, and/or WIN
- Be responsible for budgeting for events and collection of money from members per participation on event basis

### 3.1.3 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
- Track active membership each term
- Oversee the planning and organizing of social events for CEGSA members that promotes interaction among graduate students with the aid of the Social Coordinators (3.1.10)

### 3.1.4 Duties of the Vice-President Academic

- Act as a liaison between the administration, CEGSA and the General Members
- 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 (3.1.10)

### 3.1.5 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

### 3.1.6 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

### 3.1.7 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

### 3.1.8 Duties of the MEng Representative

- Communicate with the department about concerns as expressed by General Members enrolled in the MEng program

#### 3.1.9 Duties of the GSA Representative

- 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.

#### 3.1.10 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)

### 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. Executive members elected after December 1st by any motion will hold office immediately until the subsequent December 1st election.

#### 3.2.1 Vacancies

In the event of vacancies on the Executive, a nomination period will be opened by the Executive. All 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 Meeting. Violation or contraventions of the policies and statutes of the University or the GSA are grounds for impeachment proceedings.

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. If a current Executive member has the intention of being a candidate for an Executive position in the following term of office, he or she 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. The candidate nomination period must be open for at least two (2) weeks, followed by a two (2) week period in which the qualified candidates can campaign. A public election will occur where General Members cast their votes on paper ballots. 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.

### 3.3.1 Candidate Qualifications

Candidates for Executive positions must be nominated with the support of at least two (2) general members. The membership of the candidate's supporters 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 graduate student
- be available on the main University of Waterloo campus for the term of office
- be in good standing with University of Waterloo (academic and financial)

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

## 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 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

### 3.4.2 Academic Committee

Potential participation of CEGSA in the development of policies related to the Chemical Engineering graduate degree option shall proceed through formation of an Academic Committee. This committee shall be composed of at least one general member from each academic department represented within CEGSA, and chaired by the President. If there are no CEGSA general members from a particular academic department collaborating in the Nanotechnology graduate degree option, or if there are CEGSA general members from a particular department but they choose to not volunteer to serve on the committee, then the committee may proceed without representation from this particular department. Any policy recommendations made by the Academic Committee must be discussed at the next subsequent General Meeting, and any substantial decisions affecting students in the Nanotechnology graduate degree option should be put to a vote.

## 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 December 1 and end on November 30 of each year.

#### 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 \$3.00 optional general membership fee per term is automatically provided to CEGSA by all graduate students in the Chemical Engineering department.

##### 4.5.1 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 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.

#### 4.6 Profits

Any profits or external donations shall be deposited into the CEGSA bank account. In the case that the unallocated balance surpasses \$1000, the subject shall be raised at the succeeding general meeting and vote will be held to determine profit expenditure.