

Waterloo Institute for Nanotechnology Graduate Student Society

Constitution and By-laws

Ratified by general members: June 16, 2014

Last updated: June 2014

Constitution

Name

This organisation shall be known as the Waterloo Institute for Nanotechnology Graduate Student Society (WINGSS).

Goals

- i) To promote social interaction for Nanotechnology graduate students
- ii) To promote exchange of information amongst Nanotechnology graduate students
- iii) To participate in the development of policies related to the Nanotechnology graduate degree option
- iv) To provide graduate student representation to the Waterloo Institute for Nanotechnology (WIN)

Affiliation

University of Waterloo community, Graduate Student Association (GSA) and WIN

Membership

All full and part-time graduate students enrolled at the University of Waterloo who are members of WIN and/or are pursuing a degree option in Nanotechnology shall be members of the WINGSS. General membership is free and not based on any associated fees.

Executive

Only student members of WIN can hold executive positions within the WINGSS. The Executive shall consist of the President, Vice-President Finance, and Vice-President Social. The duties, privileges and responsibilities of the Executive are set forth in the by-laws. The election and nomination of the Executive will take place according to provisions in the by-laws.

By-laws

The WINGSS 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 the WINGSS, consisting of the President, Vice-President Finance, and Vice-President Social

General Members: all full and part-time graduate students enrolled at the University of Waterloo who are members of WIN and/or are pursuing a degree option in Nanotechnology

Student members of WIN: registered graduate students at the University of Waterloo pursuing MASc, MSc or PhD studies in a field of science or engineering lying within the broad definition of nanotechnology (definition: science and engineering of materials, devices, tools and systems on the nanoscale)

WINners: a.k.a., Active Members, i.e., General Members who subscribe to the WINGSS electronic mailing list

GSA: the University of Waterloo Graduate Student Association

WIN: the Waterloo Institute for Nanotechnology

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 of the WINGSS;
- iii) hearing comments or concerns from general members regarding issues appertaining to the stated goals of the WINGSS;
- 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 Winners, electronic or otherwise. Notice may also be given through advertisements on the WINGSS website, through the WIN secretary, posters, and social media.

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 three (3) Executive members in attendance, there must be at least four (4) 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 WINGSS 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 WINGSS. 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 WINGSS 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 WINGSS within one month of the Meeting, preferably though posting a copy of the minutes to the website of the WINGSS, or maintaining a hard copy of the minutes in the WINGSS 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 WINGSS, as well as all Executive members, may vote at any General Meeting in person or by proxy. If a member is unable to attend, the 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 WINGSS 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 WINGSS.

3.1.1 Duties of the President

- Organize and manage the general operations of the WINGSS
- Act as a graduate student liaison with the WIN
- Act as a graduate student representative concerning matters with the Nanotechnology collaborative degree program
- Communicate to WINGSS members about WINGSS initiatives
- Schedule and chair General meetings

3.1.2 Duties of the Vice-President Finance

- Keep full and accurate accounts of all WINGSS funds, receipts, transactions, and deposit all money into the WINGSS bank account
- Have signing authority on all WINGSS 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 Social

- Promote the WINGSS through communications on the website, social media, bulletin boards and other publications
- Maintain the WINGSS website, social media presence and e-mail account
- Keep WINGSS active membership up to date each term
- Oversee the planning and organizing of social events for WINGSS members that promotes interaction among graduate students
- Chair the Social Committee, as defined in section 3.4

3.2 Terms of Office

Terms of Office for WINGSS Executive members will normally run from May 1st following their election and will last until April 30th of the following year, unless otherwise removed. Executive members elected or nominated after May 1st will hold office until the end of the usual term.

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 e-mail, 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.

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 WINGSS 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 Winter 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. After the campaigning period, elections must be open to general members for a duration of three (3) days.

3.3.1 Candidate Qualifications

Candidates for Executive positions must be nominated with the support of at least ten (10) 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 WINGSS Executive position, one must:

- be a member of WINGSS
- be a full time graduate student
- not be planning to graduate within the term of office
- 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 WINGSS 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 WINGSS
- Committee participation shall be on a volunteer basis
- The number of committee members is not limited

3.4.2 Academic Committee

Potential participation of WINGSS in the development of policies related to the Nanotechnology 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 WINGSS, and chaired by the President. If there are no WINGSS general members from a particular academic department collaborating in the Nanotechnology graduate degree option, or if there are WINGSS 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 WINGSS shall be kept in a Canadian bank account registered under the name of the Waterloo Institute for Nanotechnology Graduate Student Society. Money belonging to the WINGSS shall only be invested for the promotion of the WINGSS goals. A current record of all financial transactions associated with the WINGSS shall be maintained by the Vice-President Finance.

4.2 Fiscal Year

The WINGSS' fiscal year shall begin on May 1 and end on April 30 of each year.

4.3 Signing Authority

All financial transactions must be executed on behalf of the WINGSS 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 WINGSS.

4.5 Fees

4.5.1 Membership fees

General membership to WINGSS is free of charge and is not based on any associated fees.

4.5.2 Event fees

Specific events may require fee payment from attending WINGSS 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 WINGSS bank account. In the case that any unallocated balance surpasses \$500, the subject shall be raised at the succeeding general meeting and vote will be held to determine profit expenditure.