

CONSTITUTION

Chemistry Graduate Students' Union (C.G.S.U.) University of Toronto

Original version enacted on *April 22, 2010* by a vote of the C.G.S.U.

Amended on *August 21, 2018* by a vote of the C.G.S.U.

Amended on *September 6, 2022* by a vote of the C.G.S.U.

Section.1. PREAMBLE

The Graduate Students' Union (G.S.U.) represents the interests of University of Toronto (U. of T.) graduate students at the University level. Furthermore, the Chemistry Graduate Students' Union (C.G.S.U.) exists as a formal component of the G.S.U. as mandated by the Constitution of the G.S.U. As a component of the G.S.U. the C.G.S.U., specifically, represents the U. of T. Chemistry Graduate students at the Department level from all three campuses – St. George Campus (U.T.S.G.), Scarborough Campus (U.T.S.C.), and Mississauga Campus (U.T.M.) – and works toward the attainment of the aims listed below (see Section 4).

The C.G.S.U. shall endeavour to function in an open and democratic fashion. It shall do so by following, as closely as possible, both the letter and spirit of the current document.

Section.2. NAME

The official name of this association shall be the C.G.S.U. , hereinafter referred to as such. This association may also be referred to as the ChemClub.

Section.3. MEMBERSHIP

The C.G.S.U. membership shall consist of all students from all three campuses registered in the School of Graduate Studies in the Department of Chemistry.

Section.4. PURPOSE

The Purpose of the C.G.S.U. shall be to represent and further the interests of Chemistry graduate students with respect to (in no particular order):

- 4.1. Academic and professional support.
- 4.2. Striving for more equitable relations with the Department and the University administrations.
- 4.3. Organizing and encouraging the participation of graduate students in the governance of the Department.
- 4.4. Relations with other student groups.
- 4.5. Participation in wider political actions.

4.6. Social functions.

Section.5. THE EXECUTIVE

The Executive shall consist of twelve (12) voting members: President, Secretary, Treasurer, Fundraising Coordinator, Internal Events Coordinator, External Events Coordinator, Professional Development Events Coordinator, Representative to the G.S.U., two (2) Executives-at-Large, and two (2) satellite campus representatives (one each for U.T.S.C. and U.T.M.). All voting members are required to attend at least 75% of Executive Meetings, and satellite campus representatives for U.T.S.C. and U.T.M. are permitted to attend remotely to these meetings.

5.1. President

It shall be the responsibility of the President to:

- 5.1.1. Preside at meetings of the C.G.S.U. Executive;
- 5.1.2. Preside at general meetings of the C.G.S.U.;
- 5.1.3. Coordinate among C.G.S.U. Executive members in between meetings;
- 5.1.4. Ensure the C.G.S.U. Executive members are carrying out their duties as outlined in the Constitution;
- 5.1.5. Act as a primary liaison between the C.G.S.U. and its membership;
- 5.1.6. Act as a primary liaison between the C.G.S.U. and the Department Faculty;
- 5.1.7. Attend G.S.U. Council meetings as necessary;
- 5.1.8. Ensure that the membership is kept informed of all actions and decisions of the C.G.S.U. Executive;
- 5.1.9. Represent the C.G.S.U. in its official correspondence and communication;
- 5.1.10. Act as a signing authority on the C.G.S.U.'s account;
- 5.1.11. Act as a signing authority on the C.G.S.U.'s financial accounts.

5.2. Secretary

It shall be the responsibility of the secretary to:

- 5.2.1. Schedule a time and location for each C.G.S.U. Executive and general meeting;
- 5.2.2. Prepare the agenda for each C.G.S.U. Executive and general meeting;
- 5.2.3. Record and maintain the minutes of C.G.S.U. Executive and general meetings;
- 5.2.4. Act as a signing authority on the C.G.S.U.'s account;
- 5.2.5. Present minutes of previous meetings at subsequent meetings for approval;
- 5.2.6. Maintain and regularly update the contents of the C.G.S.U. bulletin board, website, and other social media outlets;
- 5.2.7. Aid the President to ensure that the membership is kept informed of all actions and decisions of the C.G.S.U. Executive.

5.3. Treasurer

It shall be the responsibility of the Treasurer to:

- 5.3.1. Maintain sound financial records;
- 5.3.2. Maintain a C.G.S.U. account at a financial institution;

- 5.3.3. Ensure the Executive members are kept informed of the financial situation at every C.G.S.U. Executive meeting;
- 5.3.4. When necessary, prepare a financial report for presentation at a C.G.S.U. general meeting;
- 5.3.5. Prepare an annual statement of income and expenditures for the current C.G.S.U. Executive;
- 5.3.6. If possible, prepare and present an annual statement for the last AGM of the year;
- 5.3.7. Act as a signing authority on the C.G.S.U.'s account;
- 5.3.8. Act as a signing authority on the C.G.S.U.'s financial account.

5.4.Fundraising Coordinator

It shall be the responsibility of the Fundraising Coordinator to:

- 5.4.1. Organize events and coordinate with other members and volunteers to raise funds for the C.G.S.U.;
- 5.4.2. Oversee operation of the ChemClub Store, delegating tasks to the Executive-at-Large and other members of the Executive as necessary;
- 5.4.3. Organize events and coordinate with other members and volunteers to raise funds for charitable and not-for-profit organizations as decided by the Executive;
- 5.4.4. Coordinate with the Treasurer with respect to cash flow;
- 5.4.5. Act as a signing authority on the C.G.S.U.'s account;
- 5.4.6. Act as a signing authority on the C.G.S.U.'s financial account.

5.5.Internal Events Coordinator

It shall be the responsibility of the Internal Events Coordinator

- 5.5.1. Plan and organize all academic and social activities of the C.G.S.U. held on the University campus in conjunction with, if necessary, other members of the C.G.S.U. Executive and/or the general membership;
- 5.5.2. Plan and organize at least three (3) separate academic, cultural, athletic and/or social activities held on the University campus in the course of their mandate;
- 5.5.3. Plan and organize at least one such event, as stipulated in 5.5.2., per fall, spring, and summer term;
- 5.5.4. Ensure that all activity stipulated in 5.5.2. and 5.5.3. are publicized at least seven (7) days prior to the event by way of invitations, posters, and any other means deemed appropriate;
- 5.5.5. Plan and organize regular doughnut, bread, and/or coffee socials in conjunction with, if necessary, other members of the C.G.S.U. Executive including the U.T.S.C. and U.T.M Representatives and/or the general membership to be held at least once every two weeks of the fall, spring, and summer terms.

5.6.External Events Coordinator

It shall be the responsibility of the External Events Coordinator

- 5.6.1. Plan and organize all academic and social activities of the C.G.S.U. not held on the University campus in conjunction with, if necessary, other members of the C.G.S.U. Executive and/or the general membership;

- 5.6.2. Plan and organize at least three (3) separate academic, cultural, athletic and/or social activities to be held off the University campus in the course of their mandate;
- 5.6.3. Ensure that all activities stipulated in 5.6.2. are publicized at least seven (7) days prior to the event by way of invitations, posters, and any other means deemed appropriate.

5.7. Professional Development Events Coordinator

It shall be the responsibility of the Professional Development Events Coordinator

- 5.7.1. Plan and organize all professional development events of the C.G.S.U. in conjunction with, if necessary, other members of the C.G.S.U. Executive and/or the general membership;
- 5.7.2. Plan and organize at least six (6) events over the duration of their mandate;
- 5.7.3. Form a subcommittee of three (3) other executive members to assist them in the planning of professional development events;
- 5.7.4. Ensure that all activities stipulated in 5.7.1. are publicized at least seven (7) days prior to the event by ways of invitations, posters, and any other means deemed appropriate;
- 5.7.5. Have regular meetings with the Graduate Office to discuss the collaborative role of the Graduate Office in professional development events.

5.8. Representative to the G.S.U.

The Representative to the G.S.U. must be enrolled as a graduate student in the Department of Chemistry. It shall be the responsibility of the Representative to the G.S.U.

- 5.8.1. Attend all monthly G.S.U. Council meetings;
- 5.8.2. Collect Head Grant cheques twice yearly and forward to the Treasurer for immediate deposit;
- 5.8.3. Provide a report of G.S.U. Council meetings to the Executive;
- 5.8.4. Act as a liaison between the G.S.U. and C.G.S.U.;
- 5.8.5. Participate as an active member of at least one G.S.U. Caucus or Subcommittee for at least eight months in the course of their mandate;
- 5.8.6. Oversee and facilitate all aspects of the Executive election and the election of the Executives-at-large.
 - 5.8.6.1. In the event that the Representative to the G.S.U. is nominated to run in the elections, their duties regarding election procedures are passed onto the Executive-at-Large.

5.9. Executives-at-Large

It shall be the responsibility of the Executives-at-Large to:

- 5.9.1. Aid the Fundraising Coordinator in performing their duties, with special consideration being paid to operation of the ChemClub Store;
- 5.9.2. Aid the Professional Development Events Coordinator in performing their duties;;
- 5.9.3. Aid the members of the Executive as necessary in performing their appointed duties;
- 5.9.4. Plan and organize at least one academic, cultural, athletic, and/or social activity.

5.10. U.T.S.C. Representative

The U.T.S.C. Representative must be enrolled as a graduate student at the Scarborough Campus. It shall be the responsibility of the U.T.S.C. Representative to:

- 5.10.1. Represent the interests of the Chemistry graduate students at U.T.S.C. at Executive and General meetings;
- 5.10.2. Plan and organize at least two (2) events to take place on the Scarborough Campus over the duration of their mandate;
- 5.10.3. Plan and organize regular doughnut, bread, and/or coffee socials on the Scarborough Campus in conjunction with, if necessary, other members of the C.G.S.U. Executive including the Internal Events Coordinator and/or the general membership to be held at least once every two weeks of the fall, spring, and summer terms.

5.11. U.T.M. Representative

The U.T.M. Representative must be enrolled as a graduate student at the Mississauga Campus. It shall be the responsibility of the U.T.M. Representative to:

- 5.11.1. Represent the interests of the Chemistry graduate students at U.T.M. at Executive and General meetings;
- 5.11.2. Plan and organize at least two (2) events to take place on the Mississauga Campus over the duration of their mandate;
- 5.11.3. Plan and organize regular doughnut, bread, and/or coffee socials on the Mississauga Campus in conjunction with, if necessary, other members of the C.G.S.U. Executive including the Internal Events Coordinator and/or the general membership to be held at least once every two weeks of the fall, spring, and summer terms.

5.12. Additional members

If the Majority of the ten (10) voting members of Executive chooses, they may appoint two (2) non-voting representatives: Post-Doctoral Representative and Faculty Liaison.

5.12.1. Post-Doctoral Representative

The Executive can choose to appoint a post-doctoral fellow of the Department of Chemistry of the U. of T. to be the Post-Doctoral Representative, whose responsibility shall be to:

- 5.12.1.1. Aid the other members of the Executive as necessary in performing their appointed duties.
- 5.12.1.2. Represent the post-doctoral fellows for the Department of Chemistry of the U. of T.

5.12.2. Faculty Liaison

The Executive can choose to appoint a faculty member of the Department of Chemistry of the U. of T. to be the Faculty Liaison, whose responsibility shall be to:

- 5.12.2.1. Act as a liaison between the Faculty of the Department of Chemistry of the U. of T. and the C.G.S.U.;
- 5.12.2.2. Represent the interests of the Faculty of the Department of Chemistry of the U. of T. at Executive and general meeting.

Section 6. MEETINGS

6.1. Executive Meetings

- 6.1.1. At least six (6) Executive meetings shall be held during the course of the academic year.
- 6.1.2. Six (6) members of the Executive shall constitute a quorum at such meetings.

6.2. General Meetings

- 6.2.1. At least one C.G.S.U. general meeting shall be held during the course of the academic year.
- 6.2.2. Ten (10) members in attendance shall constitute a quorum at such meetings.
- 6.2.3. If quorum is not attained at a general meeting, it shall be delayed for a period of thirty (30) minutes for the present members to actively invite others into attending. If there are substantive issues to be dealt with, e-mail should be sent to ask members for their input over one week. The responses from the members will be considered and ratified.
- 6.2.4. Announcements of general meetings must be posted at least seven days in advance with an indication of items to be discussed included therein.

Section 7. TERMS OF OFFICE AND ELECTION OF THE EXECUTIVE

- 7.1. The term of office for the following members of the Executive begins on the third Tuesday of May through the third Monday of May of the following year: President, Secretary, Treasurer, Fundraising Coordinator, Internal Events Coordinator, External Events Coordinator, Professional Development Events Coordinator, Representative to the G.S.U., U.T.M. Representative, and U.T.S.C. Representative.
- 7.2. The term of office of the Executives-at-Large begins on the third Tuesday of October through the third Monday of October of the following year.
- 7.3. Election of Executive officers shall occur annually between ten (10) and thirty (30) business days before the beginning of their term of office.
- 7.4. All vacant positions are available for nomination for a minimum of two (2) weeks, and nominations shall all be collected by the Representative to the G.S.U. one week prior to the election.
- 7.5. Voting by proxy is not permitted.
- 7.6. If a nominee is uncontested for an office, a vote of confidence shall be held.
- 7.7. The officers shall hold office for one calendar year, or until successors are appointed.
- 7.8. The maximum number of days an office can be held without an election is three hundred and eighty (380).
- 7.9. All candidates shall be eligible for re-election.

Section 8. REPLACING EXECUTIVE MEMBERS

8.1. Resignation

- 8.1.1. Should a member of the Executive wish to resign their position, they must submit their resignation at an Executive meeting three weeks prior. This vacant seat will be filled as stipulated in clause 7.4.
- 8.1.2. In the event of a sudden vacancy on the Executive, the procedure and timeline as stipulated in clause 7.4. still applies. If there is a sudden vacancy, it is the responsibility of the Executive to appoint an Executive member to ensure the duties of the resigning member are being fulfilled.

8.2. Impeachment

Motions of impeachment shall be entertained if petitioned for by either (i) a minimum of fifty (50) general members, (ii) fifty percent (50 %) of the total membership, or (iii) six (6) voting members of the Executive (whichever is lower). The petition may be presented at either a general meeting or an Executive meeting. Consequently, the Executive shall, within seven (7) days, inform the membership that a vote of the Executive on the impeachment motion shall take place at an emergency Executive meeting to be held within seven (7) days of the emergency Executive meeting announcement. Impeachment of an Executive member shall necessitate a two-thirds (2/3) majority of the Executive members voting either Yea or Nay. This vote may be held by way of a secret ballot.

Section 9. FINANCES

9.1. Membership fees

There are no membership fees; however, all members must meet the criteria detailed in Section 3.

9.2. Fiscal year

The fiscal year shall be June 1 to May 31 of the following year.

9.3. Budget

The executive shall devise a budget proposal shortly after taking control of their positions. This proposal should be completed within the first three (3) months from the date of their appointments.

9.4. Financial transaction

All transactions must be approved by two (2) of the three (3) signing authorities.

Section 10. AMENDING THE CONSTITUTION

Amending the Constitution or any parts therein shall be considered if petitioned for by (i) fifty (50) general members, (ii) fifty percent (50 %) of the total membership, or (iii) six (6) voting members of the Executive (whichever is lower). The petitioners must submit a written copy of the proposed amendment(s) to the Executive. The Executive shall, within seven (7) days, inform the general membership that a vote on the proposed amendment(s) shall take place at the following general meeting or by e-mail. Amendment of the Constitution shall necessitate a two-thirds (2/3) majority of members voting either Yea or Nay. This vote may be held by way of a secret ballot.