

# CONSTITUTION

## **Chemical and Physical Sciences Graduate Student Association (CPS GSA) University of Toronto Mississauga**

Version 0.2

### **Section 1. PREAMBLE**

The Chemical and Physical Sciences Graduate Student Association (CPS GSA) represents the University of Toronto Mississauga (UTM) Chemical and Physical Sciences (CPS) graduate students at the department level.

The CPS GSA shall endeavor 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 CPS GSA, hereinafter referred to as such.

### **Section 3. MEMBERSHIP**

The CPS GSA membership shall consist of all graduate students' formally affiliated with the Department of Chemical and Physical Sciences at the University of Toronto Mississauga.

### **Section 4. PURPOSE**

The Purpose of the CPS GSA shall be to support graduate students and to enhance sense of community among graduate students and postdoctoral fellows at CPS, the CPS GSA budget is to be used for the following:

1. Organizing and supporting social events (e.g., pub night, Halloween event, donut social, Pilates jam, Pi day).
2. Organizing and supporting professional development events (e.g., networking night).
3. Sponsoring (in some cases organizing and supporting) academic events (e.g., Biological Chemistry Days).
4. Organizing and supporting EDI focused events (e.g., U-R-CPS).

## **Section 5. THE EXECUTIVE**

The Executive shall consist of eleven (11) voting members: President, Vice President, Treasurer, Secretary, two Events Coordinator (2), Social Director, External Groups Coordinator, and three (3) Executives-at-Large.

### **5.1. President**

It shall be the responsibility of the President to:

- 5.1.1. Preside at meetings of the CPS GSA Executive;
- 5.1.2. Coordinate among CPS GSA Executive members in between meetings;
- 5.1.3. Ensure CPS GSA Executive members are carrying out their duties as outlined in this document;
- 5.1.4. Act as a primary liaison between the CPS GSA and its membership;
- 5.1.5. Act as a primary liaison between the CPS GSA and the Department faculty;
- 5.1.6. Ensure that the membership is kept informed of all actions and decisions of the CPS GSA Executive;
- 5.1.7. Represent the CPS GSA in its official correspondence and communication;
- 5.1.8. Act as a signing authority on the CPS GSA's account;
- 5.1.9. Act as a signing authority on the CPS GSA's financial accounts.

### **5.2. Vice President**

It shall be the responsibility of the Vice President to:

- 5.2.1. Serve as acting President in the absence of the President;
- 5.2.2. Aid the president in performing their duties;
- 5.2.3. Act as a signing authority on the CPS GSA's account.

### **5.3. Treasurer**

It shall be the responsibility of the Treasurer to:

- 5.3.1. Maintain sound financial records;
- 5.3.2. Act as Petty Cash Custodian for the CPS GSA;
- 5.3.3. Maintain a CPS GSA account at a financial institution, if required;
- 5.3.4. Ensure the Executive members are kept informed of the financial situation at every Executive meeting;
- 5.3.5. When necessary, prepare financial reports;
- 5.3.6. Act as a signing authority on the CPS GSA's account;
- 5.3.7. Act as a signing authority on the CPS GSA's financial accounts

#### **5.4. Secretary**

It shall be the responsibility of the Secretary to:

- 5.4.1. Schedule a time and location for each CPS GSA Executive meeting;
- 5.4.2. Prepare the agenda for each CPS GSA Executive meeting;
- 5.4.3. Record and maintain the minutes of CPS GSA Executive meetings;
- 5.4.4. Aid the President to ensure that the membership is kept informed of all actions and decisions of the CPS GSA Executive;
- 5.4.5. Act as a signing authority on the CPS GSA's account.

#### **5.5. Events Coordinator (2)**

It shall be the responsibility of the Events Coordinator to:

- 5.5.1. Plan and organize all academic and social activities of the CPS GSA in conjunction with, if necessary, other members of the CPS GSA Executive and/or the general membership;
- 5.5.2. Plan and organize at least three (3) separate academic, cultural and/or social activities in the course of their mandate;
- 5.5.3. Plan and organize regular breakfast, bagel, doughnut and/or coffee socials in conjunction with, if necessary, other members of the CPS GSA Executive and/or the general membership.

#### **5.6. Social Director**

It shall be the responsibility of the Social Director to:

- 5.6.1. Design and print posters and/or other advertising material for all activities of the CPS GSA;
- 5.6.2. Ensure that all CPS GSA events including, activity stipulated in 5.5.2., are publicized at least seven (7) days prior to the event by way of invitations, posters and any other means deemed appropriate.
- 5.6.3. Regularly update the CPS GSA Instagram account with notice of new team members, promotional material for academic, cultural and/or social events, and other necessary information.

#### **5.7. External Groups Coordinator**

It shall be the responsibility of the External Groups Coordinator to:

- 5.7.1. Maintain communication with University of Toronto Mississauga

Association of Graduate Students (UTMAGS) and Chem Club.

- 5.7.2. Be a point of contact for other students' groups within the University of Toronto or at universities within southern Ontario.
- 5.7.3. Organize collaboration events (with the aid of Events Coordinators) with other student organizations or departments aside from Department of Chemical and Physical Science.
- 5.7.4. Be a point of contact for students (not affiliated with the Department of Chemical and Physical Sciences) wishing to reach CPSGSA.

### **5.8. Executives-at-Large (3): One (1) Chemistry, One (1) Physics, and One (1) Earth Science**

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

- 6.1.1. Aid the Events Coordinator in performing their duties, with special consideration being paid to gathering of raw materials and supplies required for CPS GSA each event;
- 6.1.2. Aid the Social Director in promoting events to their respective sub-departments.
- 6.1.3. Aid the members of the Executive as necessary in performing their duties.

## **Section 6. LAB REPRESENTATIVES**

Each research group in the CPS may elect or nominate one group member to represent the research group and act as a liaison between the members of the research group and the CPS GSA Executive. Lab Representatives can be elected or nominated by their respective research group members.

### **6.1. Lab Representatives**

It shall be the responsibility of the Lab Representatives to:

- 6.1.1. Attend CPS GSA Executive meetings as non-voting members;
- 6.1.2. Act as a liaison between the research group members and the CPS GSA Executives;
- 6.1.3. Aid the Marketing Coordinator in the publicity of CPS GSA events;
- 6.1.4. Ensure their research group members are aware of CPS GSA activities.

## **Section 7. MEETINGS**

### **7.1. Executive meetings**

- 7.1.1. At least six (6) Executive meetings shall be held during the course of the academic year.
- 7.1.2. Five (5) members of the Executive shall constitute a quorum at such meetings.
- 7.1.3. Executive meetings shall be opened for Lab Representatives to attend.

## **Section 8. TERMS OF OFFICE AND ELECTION OF THE EXECUTIVE**

- 8.1. The term of office for the Executive members begins on the first Monday of September through the Sunday before the first Monday of September of the following year.
- 8.2. All vacant positions will be available for nomination between ten (10) and thirty (30) business days after the beginning of the office term.
- 8.3. Nominees must be eligible according to the eligibility criteria stipulated in Section 9.
- 8.4. Exceptions to 8.3 can be made if the majority of outgoing Executive members agree.
- 8.5. After all nominations have been collected, the outgoing CPS GSA Executive members will vote and elect the new CPS GSA Executive.
- 8.6. An outgoing CPS GSA Executive member is not eligible to vote for a position if they are a candidate for that position themselves.
- 8.7. If a nominee is uncontested for an office, a vote of confidence shall be held.
- 8.8. Voting by proxy is not permitted.

## **Section 9. ELIGIBILITY FOR EXECUTIVE OFFICE**

- 9.1. All members of the Executive committee must be graduate students in CPS for the entire duration of their office term.
- 9.2. Nominees for the position of President, Vice President, or Treasurer must have completed or must currently be serving one office term as a CPS GSA Executive member.

## **Section 10. REPLACING EXECUTIVE MEMBERS**

### **10.1 Resignation**

- 10.1.1. Should a member of the Executive wish to resign their position, they must submit their resignation two weeks prior.
- 10.1.2. It is the responsibility of the Executive to appoint an Executive member, if necessary, to ensure the duties of the resigning member are being fulfilled.

## **10.2 Impeachment**

- 10.2.1. Motions of impeachment shall be entertained if petitioned for by either (i) fifty percent (50%) of the total membership, (ii) fifty percent (50 %) of Lab Representatives, or (iii) four (4) voting members of the Executive.
- 10.2.2. Consequently, the Executive shall hold an emergency Executive meeting to vote on the impeachment motion.
- 10.2.3. Impeachment of an Executive member shall necessitate a two-thirds ( $\frac{2}{3}$ ) majority of the Executive members voting either Yea or Nay. This vote may be held by way of secret ballot.

## **Section 11. FINANCES**

### **11.1. Membership fees**

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

### **11.2. Fiscal year**

The fiscal year is from May-April of each year.

### **11.3. Budget**

The Executive shall devise a plan for events shortly after taking control of their positions. This proposal should be completed within the first three (3) months from the date of their appointments and provided to Michelle and Danielle.

#### **Budget - \$10,000 per year**

**Proposed and approved list of expense items** – list of attendees at each event as well as prize winners to be recorded and provided to the Financial Coordinator at time of expense reimbursement submission

- Reasonable costs of refreshments/meals at CPS GSA led in-person events for business purposes, with the exception of the pub night (or any other events where alcohol is served)\*, will be at the discretion of CPS GSA as long as the per person cost does not exceed \$15 for breakfast, \$20 for lunch and \$45 for dinner (following the per diem meal allowance rate).
- Budget for event prizes should be capped at \$100-\$150 per event with individual prizes not exceeding \$30 (if higher amount is needed on an exceptional circumstance, pre-approval is required prior to the event planning). Prizes cannot contain any restricted items, such as alcohol and cannabis.

- If an event is required to be online, a gift card<sup>^</sup> can be provided to attendees, in lieu of catering order expenses, in the same amount as the per diem rates. For example, \$15 gift card can be provided per person for an event involving breakfast, \$20 for lunch and \$45 for dinner respectively.
- Sponsorship of academic events will be at the discretion of CPS GSA.
- Honorarium for guest speakers at professional development events should not exceed \$100 per person. Brief rationale for guest speaker selection should be submitted along with the expense reimbursement.

\*Food and alcoholic beverages of maximum of 2 drinks per person for the pub night (or any other events where alcohol is served) as per U of T's policy on alcohol expense. However, special events involving alcohol require the Chair's approval before proceeding.

<sup>^</sup>Gift card amounts, and personal details are required to be provided to Payroll for tax purposes.

#### **11.4. Financial transactions**

All transactions must be approved by one (1) of the two (2) signing authorities. Executives must obtain two (2) signatures on their expense reimbursement forms from either President, Vice-President or Treasurer.

### **Section 12. AMENDING THE CONSTITUTION**

Amending the constitution or any parts therein shall be considered if petitioned for by either (i) fifty percent (50%) of the general membership, (ii) fifty percent (50%) of the Lab Representatives, or (iii) four (4) voting members of the Executive. The petitioners must submit a written copy of the proposed amendment(s) to the Executive. Amendment of the Constitution shall necessitate a two-thirds (2/3) majority of general members voting either Yea or Nay. This vote may be held by way of a secret ballot.





