

CONSTITUTION OF THE CHEMICAL ENGINEERING GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF TORONTO

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Article 1: Name, Purpose, Principle

1.1 Name of the Organization

The name of the organization shall be the "Chemical Engineering Graduate Students' Association" (CEGSA), to be referred to hereinafter as the Association.

1.2 Purpose of the Association

The purposes of the Association are: to maintain a social atmosphere, friendship, and unity among members; to promote better research and education within the Department of Chemical Engineering and Applied Chemistry, hereinafter the Department, at the University of Toronto, hereinafter the University; and finally to promote professional development.

1.3 Fundamental Principles

The Association shall be democratic, non-profit and non-sectarian. Furthermore, the members of the Association shall only represent the Association in matters pertaining to academic or University related issues, or in issues where a majority of the members of the Association feel it is necessary for the Association to have an official opinion.

Article 2: Membership, Dues, and Privileges

2.1 Eligibility

Any graduate student (full- or part-time) currently registered in or under the supervision of the Department is a member of the Association. Students who are cross-appointed in more than one department, but consider their "home" department to be this Department, can be a member of the Association.

2.2 Dues

All registered graduate students pay an incidental fee to the Graduate Student Union, which pays a portion of this fee to the Association. The fee paid is determined by the University and typically the amount paid by the part-time students is one-half that paid by full-time students.

2.3 Privileges

All members, who consider the Department to be their home department, may run for executive positions, vote, and take part in the activities of the Association.

Article 3: Meetings

There will be three types of meetings recognized by the Association. General meetings will be held for all members of the Association. Executive meetings will be held for those elected to the Association Executive and any other interested members of the Association. The final type of meeting will be that for amendments to the Constitution and will be held for all members of the Association as needed.

3.1 General Meetings

3.1.1 Senior Executive Election Meeting

An appointment of the Chief Returns Officer, see Article 5.1, shall be made to oversee the Senior Executive Election Meeting. A General Meeting for the purpose of electing members running for Executive positions shall be held by end of June, see Article 4 for the election process. Business of the previous Executive will be completed with recommendations for future policy.

3.1.2 Annual General Meeting

Within the first three weeks of September, new graduate students will be welcomed to the Department and informed of the purpose of the Association. Information about the achievements and finances of the Association from the previous year will be presented. Nomination for Junior Executive positions will open. After the meeting, an informal gathering open to all graduate students, professors, and staff in the Department shall be held to welcome new graduate students and the staff of the Department.

3.1.3 Junior Executive Election Meeting

During the Annual General Meeting, an appointment of the Chief Returns Officer, see Article 5.1, will be made to oversee the meeting. A meeting of the Association will be called prior to October 15th in order to elect the Junior Executive members of the Association for the upcoming year, see Article 4 for the election process.

3.1.4 Additional Meetings

Additional meetings may be called at the discretion of the Executive. Meetings must be called by the Executive on the petition of at least five (5) members of the Association. Petitioners must submit a proposed agenda and date for the meeting. No items on the agenda may be removed by the Executive. However, the date may be changed if it is inconvenient for the rest of the Association. Meetings must be called within one week of petition, if requested by petitioners.

3.1.5 Notification of Members

Notices of General Meetings shall be advertised via electronic notifications to all members at least three (3) days prior to the date of the proposed meeting. The notice will contain the time, location and general agenda for the meeting.

3.1.6 Quorum

Quorum for general meetings shall consist of one fifth of the full-time equivalent members of the Association or fifteen (15) members, whichever is less. The number of full-time equivalent members is equal to the number of full-time students plus one-half the number of part-time students.

3.1.7 Voting

All questions arising in General Meetings shall be governed by a simple majority of the voting members at the meeting.

3.1.8 Order of Business

After quorum has been established, the General Meeting will be called to order by the Co-President(s) or President, to be referred to hereinafter as the President, of the Association, except at the Election Meetings where the Chief Returns Officer will call the meeting to order. In the event that quorum has not been established, no official business will be transacted. However, information may be disseminated to the members in attendance.

The order of business that will be covered in the meeting will follow the agenda for the meeting. Changes to the order of business may be made by majority agreement of members present or by the President, unless there is disagreement by at least two thirds of the members present.

During the course of the meeting, motions will only be discussed after recognition by the President. Discussion will be mediated by the President to maintain order. Voting on motions will be called by the President or by recognized seconded motion, at which time the President must call for a vote on the motion in question.

3.2 Executive Meetings

Executive Meetings will be held on a monthly basis or as required to conduct the business of the Association. Attendance will be limited to Executive Members and interested members of the Association.

3.2.1 Notification of Executive Meetings

Notices of Executive Meetings shall be advertised via electronic notifications at least three (3) days prior to the date of the proposed meeting. The notice will contain the time, location and general agenda for the meeting.

3.2.2 Quorum

Quorum for Executive Meetings shall consist of representation by one half of the Executive.

3.2.3 Voting

All voting motions arising in Executive Meetings shall be governed by a simple majority of the voting members at the meeting. The vote may be by ballot or show of hands. Eligibility of voting at the Executive Meeting shall be limited to those present from the Executive unless otherwise moved and passed.

3.2.4 Order of Business

After quorum has been established, the Executive Meeting will be called to order by the President. In the event that quorum has not been established no official business will be conducted. The order of business that will be covered in the meeting will follow the agenda for the meeting. Changes to the order of business may be made by majority agreement of the Executive present or by the President, unless there is disagreement by at least two thirds of the Executive present.

During the course of the meeting, motions will only be discussed after recognition by the President. Discussion will be mediated by the President to maintain order. Voting on motions will be called by the President or by recognized seconded motion, at which time the President must call for a vote on the motion in question.

3.3 Amendments to the Constitution

3.3.1 Submission of Amendments

Proposed amendments to the Constitution must be seconded by four (4) members of the Association and submitted to the Executive who will be responsible for distributing copies of the amendments, including the names of those members who proposed this change, to every member of the Association. Distribution will be made by both posting the proposed amendments in the Graduate Common Room (WB 247) and distributing electronically to all members.

3.3.2 Notification of Meeting

Notices of the meeting for Constitutional amendments shall be posted in the Graduate Common Room at least seven (7) days prior to the date of the proposed meeting and by electronic notification. The notices shall contain information on the time, location and the general agenda for the proposed meeting.

3.3.3 Quorum

Quorum for amendment meetings shall consist of one-fifth of the full-time equivalent members of the Association, see Article 3.1.6, or fifteen (15) members, whichever is less.

3.3.4 Voting

All proposed amendments must be supported by two-thirds of the members present for the motion to be carried.

3.3.5 Order of Business

After quorum has been established, the meeting will be called to order by the President. Discussion on the proposed amendments will be carried out with the President maintaining order in a similar manner to that of a General Meeting, see Article 3.1.8. After discussion of each proposed amendment or collection of amendments, voting will occur on that amendment or collection of amendments before the next proposed amendment will be discussed.

Article 4: Executive; Duties and Responsibilities

4.1 Purpose and Principle of the Executive

The purpose of the Executive is to oversee the business of the Association, and to represent the interests of the Association in the University or academic related issues. Furthermore, the Executive will officially represent the Association in matters that the majority of the Association feels it is necessary to have a united opinion. The operating principles of the Executive will follow that of the Association.

4.2 Executive Membership

4.2.1 Executive Positions

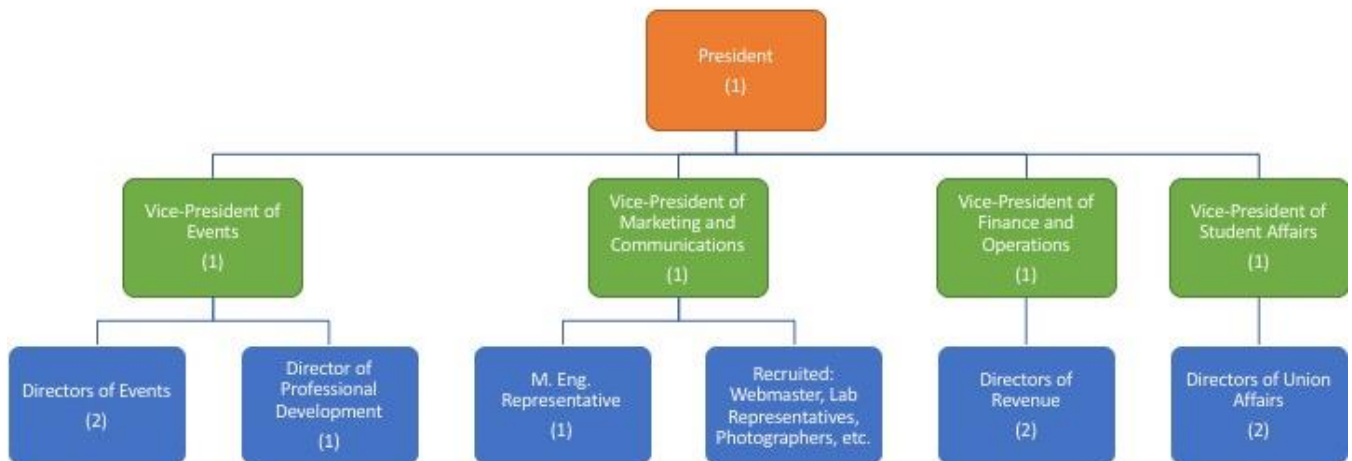
The Executive positions and recommended minimum number of members for each position of the Executive are as follows:

Table 1. Suggested minimum number of people to hold executive positions. *Senior executive positions shall have no more than 2 people appointed per role. Junior executive positions shall have no more than 3 people appointed per role.

<i>Position</i>	Minimum number
President	1
Vice-President of Operations & Finance	1
Vice-President of Student Affairs	1
Vice-President of Marketing & Communications	1
Vice-President of Events	1
Directors of Events	2

Director of Professional Development	1
Directors of Union Affairs	2
Directors of Revenue	2
M.Eng. Representative	1

Additional positions may be added or omitted as required at the discretion of the Executive for the current academic year. In the event that an Executive cannot complete the remainder of or part of their term, an interim Executive will be appointed by the President with a term lasting until the executive member returns or the next Election Meeting is held. The interim positions must be declared to the general membership via electronic notification.



4.2.2 Liability

The Association shall not assume liability for any member of the Executive that knowingly or unknowingly leads the Association into debt, indemnity, or other obligations. This exclusion does not apply to the liabilities arising from activities related to the sale of liquor, which are covered by the University of Toronto's Alcohol Policy.

4.3 Non-Executive Membership

The Executive may also create other Non-Executive positions to be filled by members of the Association as it sees fit in order to conduct the business of the Association.

4.4 Duties

4.4.1 President

The duties of the President are to:

1. Be responsible for carrying out the policies of the Association.
2. Preside over all meetings and keep order.
3. Exercise a general supervision and control over the Executive and the business of the Association.

To accomplish this role, the President shall:

- I. Organize and attend a meeting twice per year with the department chair and graduate chair with the relevant Vice-President, if needed.
- II. Conduct any urgent business that must be completed before the Executive can convene and transact business that, in the view of the President, need not be brought to the attention of the full Executive.
- III. Act as Graduate Studies Committee Representative or delegate to another representative.
- IV. Act as Faculty Council Representative or delegate to another representative.
- V. Check the Association's mailbox in WB 217 and the Graduate Common Room (WB 247) at least once per week.
- VI. Liaise with Vice-Presidents of Events, Marketing & Communications, Operations & Finance, and Student Affairs.
- VII. Coordinate with the Vice-President of Marketing & Communications to decide who will manage the Association's email.

4.4.2 Vice-President of Operations & Finance

The duties of the Vice-President of Operations & Finance are to:

1. Keep true accounts of all moneys received and paid by the Association.
2. Settle the accounts of the Association.

To accomplish this role, the Vice-President of Operations & Finance shall:

- I. Submit a financial report to the Graduate Student Union, following their requirements.
- II. Deposit all funds in a Chartered Bank of Canada, Trust Company or Credit Union.
- III. Issue cheques or e-transfers to settle the accounts of the Association.
- IV. Submit a financial report at the Election Meeting listing general areas of expenditure and giving the final balance for the year.
- V. Submit financial reports to the Association and Executive as required.
- VI. Assist the Vice-President of Marketing & Communications with seeking funding for the Association from external sources.
- VII. Oversee Directors of Revenue.
- VIII. Attend meetings with the Graduate Chair and President, as needed.

4.4.3 Vice-President of Student Affairs

The duties of the Vice-President of Student Affairs are to:

1. Represent the Association at the University and advocate the Association's interests.
2. Oversee the Directors of Union Affairs.

To accomplish this role, the Vice-President of Student Affairs shall:

- I. Represent the Association at the Graduate Engineering Council of Students and advocate on the Association's interests.
- II. Attend all monthly Graduate Engineering Council of Students meetings with the group and bi-annual meetings with the Vice-Dean of Engineering Graduate Studies.
- III. Coordinate Graduate Engineering Council of Students events with Vice-President of Events and delegate roles from the Association executive body as needed.
- IV. Handle official correspondence on behalf of Association regarding union affairs.
- V. Ensure that each union meeting has at least one representative from the Association, be it a Director of Union Affairs or the Vice-President of Student Affairs, and that any news, concerns or comments are shared at the Association monthly meetings.
- VI. Share with the Vice-President of Marketing & Communications any union communication meant for the whole graduate student body.
- VII. Ensure that the Association has adequate and trained representation at the Canadian Union of Public Employees Local 3902 (CUPE 3902).

4.4.4 Vice-President of Marketing & Communications

The duties of the Vice-President of Marketing & Communications are to:

1. Communicate and promote Association events to members.
2. Seek funding for the Association from external sources.
3. Coordinate with the President to decide who will manage the Association email address/account

To accomplish this role, the Vice-President of Marketing & Communications shall:

- I. Regularly communicate with members about upcoming events (via electronic and other notifications).
- II. Recruit or fulfill photographers, webmasters, lab representatives, or others as needed.
- III. Prepare and distribute advertisements pertaining to events organized by the Association.
- IV. Update and maintain the Association's website and social media channels.

4.4.5 Vice-President of Events

The duties of the Vice-President of Events are to:

1. Lead the organization and execution of social, professional, and athletic events held by the Association.
2. After each event, complete the event summary, and share it with the President and with the Executive at the next monthly executive meeting.

To accomplish this role, the Vice-President of Events shall:

- I. Oversee the Directors of Events and the Director of Professional Development.
- II. Make sub-committees as needed.

4.4.6 Directors of Events

The duties of the Directors of Events are to:

1. Host Friday Social (Fika Friday), preparing treats weekly and serving treats to graduate students, faculty and staff.
2. Send or coordinate with the Vice-President of Marketing & Communications weekly email reminders to encourage participation in Friday Social (Fika Friday).
3. Coordinate registration, sign-up and team schedule for intramural sports teams.

4.4.7 Director of Professional Development

The duties of the Director of Professional Development are to:

1. Primarily organize and execute professional development events held by the Association. Professional development events include: job fairs, career workshops, skill-building seminars, etc.
2. Act as a liaison between graduate students and industry in recruitment for employment.

To accomplish this role, the Director of Professional Development shall:

- I. Coordinate with the Vice-Presidents of Events, Marketing & Communications, and President for professional development event execution.

4.4.8 Directors of Union Affairs

The duties of the Directors of Union Affairs are to:

1. Act as a liaison between the Association and the two major graduate student unions on campus:
 - a. Graduate Students' Union
 - b. Canadian Union of Public Employees Local 3902 (CUPE 3902)

To accomplish this role, the Directors of Union Affairs shall:

- I. Complete training to become a CUPE 3902 Steward.
- II. Attend regular meetings that are held by both the Graduate Students' Union and CUPE 3902.
- III. Utilize CUPE 3902 Steward Mobilization Funds to organize one or more events.

4.4.9 Directors of Revenue

The duties of the Directors of Revenue are to:

1. Manage the Association's soft drink vending machines.

To accomplish this role, the Directors of Revenue shall:

1. Ensure that the Association's soft drink vending machines are filled.
2. Arrange for supplies and servicing for the machines.
3. Manage profits from machines.

4.4.10 Master of Engineering (M.Eng.) Representative

The duties of the Master of Engineering Representative are to:

1. Represent the M.Eng. graduate students.

To accomplish this role, the M. Eng Representative shall:

- I. Voice M.Eng. concerns and encourage M.Eng. student attendance in the Association events.
- II. Coordinate with the Vice-President of Marketing & Communications to communicate the Association's events to the M.Eng. graduate students.

4.4.11 Director of Mental Wellness

The duties of the Director of Mental Wellness are to:

1. Help improve the quality of mental wellness for members of the Association.

To accomplish this role, the Director of Mental Wellness shall:

- I. Organize and lead the Association's Mental Health Committee, a sub-committee of the Association composed of volunteering members of the Association.
- II. In conjunction with the Mental Health Committee and the Vice-President of Events create and organize events and/or initiatives which to contribute towards improving the mental wellness of Association members.

4.4.12 Lab Representatives (Recruited)

Lab Representatives shall be recruited by the Vice-President of Marketing & Communications to:

1. Act as a liaison between individual labs or clusters of labs and the Association.
2. Promote Association events within individual labs or clusters of labs.

To accomplish this role, the Lab Representatives shall:

- I. Attend, when possible, monthly executive meetings to provide feedback and communicate back to their labs.

4.4.13 Duties for all Executive Members

1. Committee Representatives must attend all meetings associated with their committee, or find a suitable replacement, and be prepared to present a report at the next Executive Meeting.
2. All Executive members must attend as many Executive Meetings as possible, and notify the President of their absence in advance.
3. Executive members must also participate and play an active role in the Association and lead by example in representing the Association's purposes, see Article 1.
4. Executive members will also be expected to volunteer to help out with the business of the Executive as required.
5. Executive members must submit receipts to the Vice-President of Operations & Finance for costs associated with Association business within 90 days of the purchase or by August 31 of the academic year, whichever comes first
6. Executive members shall ensure that details pertaining to their role and responsibilities are communicated to the succeeding elected executive to facilitate a transition where the new executive can carry out their responsibilities detailed above.
7. If a current executive is elected to a senior executive position they are still responsible for overseeing responsibilities of their current position.

4.5 Impeachment

In the event that a member of the Executive does not fulfill their duties to the Association:

1. A member may be impeached by a two-thirds majority vote of the Executive at an Executive Meeting where quorum is met. This vote may only be called after the member in question has been notified in advance of the meeting. Also, the person or persons that put forward the motion must make themselves known at the time that the motion is put into the agenda, as well as the reasoning behind the motion. It is stressed that the removal of an Executive member should only occur for gross neglect of their duties, or for deliberate misrepresentation of the Association.

In the event that an Executive member is removed, replacement of the Executive will be at the discretion of the Executive. If possible, an election is recommended for filling the position.

Article 5: Election Procedures

5.1 Chief Returns Officer

The Chief Returns Officer shall be a member of the Association with no interest in running for the Executive and a neutral bias towards the election.

5.1.1 Appointment of the Chief Returns Officer

The Chief Returns Officer shall be appointed by June 1st for the Senior Executive Election Meeting and by the Annual General Meeting for the Junior Election Meeting.

5.1.2 Duties and Responsibilities of the Chief Returns Officer

It is the responsibility of the Chief Returns Officer to ensure that sufficient nominations are received and that the election is conducted in accordance to the procedures, see Article 3. Nominations for the Executive will be given to the Chief Returns Officer. The Chief Returns Officer will be responsible for maintaining order at the Election Meeting.

5.1.3 Voting by the Chief Returns Officer

The Chief Returns Officer may only vote in an election in the event of a tie.

5.2 Eligibility to Executive Membership

All members of the Association, including members of the present Executive, are eligible for any position, with the exception of President. This position must be filled by past Executives or active members of the Association. The nominees are requested to give reasonable assurance of their availability for the following year.

5.3 Nominations

Only members of the Association may be nominated. Nominations will be received a week before the day of elections.

5.4 Voting

All members of the Association, except the Chief Returns Officer, are entitled to vote in the election for all positions. Voting will be by ballot, online, or a show of hands and the chosen method will be under the discretion of the current Executive. In the event of a tie, the deciding vote will belong to the Chief Returns Officer.

5.5 Quorum

Quorum will be the same as that of the General Meeting, see Article 3.1.6.

5.6 Order of Business

After quorum has been established, the Chief Returns Officer will call the meeting to order. Each candidate will be introduced to the membership. A two (2) minute speech by either the nominator, the nominee, or both may be given prior to the election.

5.7 Results

The numerical results of each election shall be evaluated and posted immediately for all at the meeting to see.

History of revisions

(History of revisions started as of Revision 5 of the constitution)

4th Amendment

Constitution amended From Rev 4 to Rev 5 on September 23 2016. CEGSA Co-Chairs Ezzat Jaroudi and Jon Obnamia.

List and description of amendments:

- 1- Addition of Fika Director(s) to list of Executive positions and allocating a minimum of 1 representative for that position
Sections affected: 4.2.1 Executive Positions.
- 2- Addition of M.Eng. Representative(s) to list of Executive positions and allocating a minimum of 1 representative for that position
Sections affected: 4.2.1 Executive Positions.
- 3- Addition of section with description of duties of Fika Director
Sections affected: 4.4.9 Fika Director
- 4- Addition of section with description of duties of M.Eng. Representative
Sections affected: 4.4. 10 M.Eng. Representative
- 5- Renumbering of Section 4.4.11 from 4.4.9
Sections affected: 4.4.11

5th Amendment

Constitution amended from Rev 5 to Rev 6 on September 22, 2017. CEGSA co-chairs Alex Baker and Esmeralda Bukuroshi and Constitution Committee members Alison Traub, Katie Sampson, Hasan Raboui, and Nadia Morson.

List and description of amendments:

1. Students who consider the Department of Chemical Engineering & Applied Chemistry to be their main department are eligible to be members and vote in elections.

Sections affected: Article 2.1 and 2.3

2. There will be two Election Meetings. The first one is before June 30th for the senior executive Positions (President and Vice-Presidents) and the second one is before October 15th for junior executive positions (Directors).

Sections affected: Article 3.1

3. The layout of our executive team has changed. There are now 4 Vice-Presidents (of Events, of Marketing & Communication, of Student Affairs, of Operations & Finance). The GSU and CUPE representatives will now be called Directors of Student Affairs. There will also be a Director of Professional Development and two Directors of Events, previously called Co-Directors of Fika. The role of the Athletic Director has been delegated to the Vice-President and Directors of Events team. The responsibilities of each role and for the collective executive have been outlined.

Section affected: Article 4

4. Executive members shall ensure that details pertaining to their role and responsibilities are communicated to the succeeding elected executive to facilitate a transition where the new executive can carry out their responsibilities detailed above. In addition if an individual is elected to a senior executive position while holding another executive role they are responsible for their duties until the fall election.

Section affected: Article 4.4.12

5. Selection of the Chief Returns Officer at the May and September Meetings.

Section affected: Article 5.1.1

6. The President and Vice-President positions must be filled by previous Executive members or active members.

Section affected: Article 5.2

7. Nominations must be received a week before election date.

Section affected: Article 5.3

8. Voting will be by ballot, online, or show of hands and the method is under the discretion of the current Executive members.

Section affected: Article 5.4