

## **The Chemistry Students' Society at the University of Toronto Scarborough's Constitution**

### **1. Article I: Name of Organization**

- 1.1. The official name of the organization will be The Chemistry Students' Society at the University of Toronto Scarborough.
- 1.2. The Chemistry Students' Society at the University of Toronto Scarborough may be referred to by the acronym CSU.

### **2. Article II: Purpose**

- 2.1. The purpose of The Chemistry Students' Society is to promote interest and invoke enthusiasm in all chemistry disciplines as well as the non-chemistry disciplines in the general science domain and to be of aid to students taking chemistry courses at the University of Toronto Scarborough.
- 2.2. The Chemistry Students' Society will enhance the educational, recreational, social, and cultural environment of the University of Toronto Scarborough by helping to build a more vibrant science community on campus with increasing interest in chemistry.
- 2.3. The Chemistry Students' Society operates as a non-profit, independent entity working within the University of Toronto Scarborough community, subject to the values and policies of the University.

### **3. Article III: Membership**

- 3.1. Membership in The Chemistry Students' Society is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.
- 3.2. The term of membership for The Chemistry Students' Society will be a one year period of the academic year lasting from September to August of the following year.
- 3.3. Each member shall possess the following responsibilities and rights relative to participation in The Chemistry Students' Society

- 3.3.1. Support the purpose of the organization;
  - 3.3.2. Uphold the values of the organization;
  - 3.3.3. Contribute constructively to the programs and activities offered by the organization;
  - 3.3.4. Abide by the constitution and subsequent official organizational documents;
  - 3.3.5. Respect the rights of peers and fellow members;
  - 3.3.6. Abide by University of Toronto policies, procedures, and guidelines;
  - 3.3.7. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.4. The Chemistry Students' Society will collect a mandatory membership fee from each member each renewing year costing a value of five dollars unless otherwise indicated by The Chemistry Students' Society i.e. during promotional events.
- 3.5. The Chemistry Students' Society values and respects the personal information of its members. The Chemistry Students' Society secures its member's information at all times and will not supply names or other confidential information (i.e. emails, membership IDs, contact information etc...) to third-parties.
- 3.6. The Chemistry Students' Society will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### **4. Article IV: Executives and Faculty Advisor(s)**

- 4.1. All executive positions are voluntary, non-paid positions open to all student members of CSU enrolled at the University of Toronto at Scarborough. The term for these positions extends from May 1st of each year until April 31st of the following year.
- 4.2. Each executive shall be afforded the following rights through membership in The Chemistry Students' Society.
  - 4.2.1. The right to participate and vote in meetings;

- 4.2.2. The right to communicate and to discuss and explore all ideas;
  - 4.2.3. The right to organize/engage in activities/events that are reasonable and lawful;
  - 4.2.4. The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
  - 4.2.5. The right to be free from censorship, control, or interference by the University of Toronto Scarborough on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
  - 4.2.6. The right to distribute and publish materials on campus in a responsible and lawful way;
- 4.3. The broad responsibilities of each executive position are as follows:

4.3.1. *President/Co-President*

- 4.3.1.1. Oversee and manage the organization, maintain the integrity of the association, and make sure all events and functions are in line with the mission of the association and policies at the University of Toronto Scarborough.
- 4.3.1.2. Act as an official representative of the association in formal business. Serve as an official signing officer of the association.
- 4.3.1.3. Enable the transition and continuity of the association from year to year.
- 4.3.1.4. Fulfill the responsibilities of any vacant executive position or else ensure they are fulfilled by another party.
- 4.3.1.5. Oversee the financial and organizational stability of the association with aid of the Director of Operations and Finance.
- 4.3.1.6. Must maintain open communication (i.e. in-person, by email, etc.) with executives, general members, informal partners and sponsors and informing them of important updates.

**4.3.1.7.** Call to order and coordinate executive, general and/or emergency meetings, in accordance with Articles 9, 10 and 11.

**4.3.1.8.** Ensure that other executive members are rightfully fulfilling their assigned duties and responsibilities.

**4.3.2.** *Vice President*

**4.3.2.1.** Act as an official representative of the association in formal business. Serve as an official signing officer of the association.

**4.3.2.2.** Enable the transition and continuity of the association from year to year.

**4.3.2.3.** Fulfill the responsibilities of any vacant executive position or else ensure they are fulfilled by another party.

**4.3.2.4.** Serve as the acting President in the event that the office is vacant or the President or Co-President is otherwise unable to serve.

**4.3.2.5.** Must maintain consistent communication with the Director of External Affairs to lead and assist in running the volunteer program called the Covalent Network.

**4.3.2.6.** Must maintain open communication (i.e. in-person, by email, etc.) with executives, general members, informal partners and sponsors and informing them of important updates.

**4.3.2.7.** Must manage the Covalent Network and maintain open communication between the club and the Executive Volunteers.

**4.3.3.** *Director of Marketing (Social Media)*

**4.3.3.1.** Responsible for publicity of CSU for the purposes of recruiting members and advertising events held by the organization through social media mediums, including Facebook, Twitter, and Instagram also through online messaging (i.e. e-mail).

**4.3.3.2.** Manage the marketing team to determine marketing plan for each event (with guidance of events personnel).

**4.3.3.3.** Make class announcements to promote events as well as promoting a marketing template that includes event marketing timeline, schedules and duties to other executives for general marketing purposes.

**4.3.4.** *Director of Marketing (Webmaster)*

**4.3.4.1.** Responsible for publicity of CSU for the purposes of recruiting members and advertising events held by the organization through updating the organization's website.

**4.3.4.2.** Coordinate with the CSU team to get all advertisements and information on the website.

**4.3.5.** *Director of Marketing (Graphic Design)*

**4.3.5.1.** Responsible for publicity of CSU for the purposes of recruiting members and advertising events held by the organization through social media mediums such as Facebook, Twitter, Facebook and Instagram.

**4.3.5.2.** Design marketing material alongside other marketing directors through posters or any sort of visual material.

**4.3.5.3.** Coordinate with the marketing team to promote club events in keeping with the club image.

**4.3.6.** *Director of Events*

**4.3.6.1.** Plan and manage events within and outside the campus and host social events.

**4.3.6.2.** Serve as task manager for every CSU event by delegating tasks to each executive member and ensuring completion.

**4.3.6.3.** Coordinate with President/Co-President and Director of Operations and Finance to establish budgets for events.

**4.3.6.4.** Must manage the Covalent Network alongside the Vice President.

**4.3.6.5.** Coordinate with the marketing team to promote club events.

**4.3.6.6.** Aid in the organization of volunteer and outreach events

**4.3.7.** *Director of Academics*

**4.3.7.1.** Plan and oversee both on-campus and off-campus academic events.

**4.3.7.2.** Collaborate with the Director of Events and the Chem-Aid Director to organize academic events and workshops.

**4.3.7.3.** Work with the President/Co-President and the Director of Finance to establish event budgets.

**4.3.7.4.** Work with the marketing team to promote club events.

**4.3.7.5.** Offer academic support and mentorship to members, aiding in academic planning and resource provision.

**4.3.7.6.** Liaise with faculty members and departments to align club activities with academic objectives and opportunities.

**4.3.7.7.** Gather participant feedback to assess the success of academic events and workshops and make improvements as needed.

**4.3.7.8.** Keep records of all academic events, workshops, and activities, and report outcomes to the club's executive committee.

**4.3.8.** *Director of Finance*

**4.3.8.1.** Budget incoming events.

**4.3.8.2.** Organize executive team events and general member events.

**4.3.8.3.** Be responsible for reimbursing executive team members and members.

**4.3.8.4.** Oversee CSU's bank account alongside the Faculty Advisor(s).

**4.3.8.5.** Apply for funding from external sources alongside the Vice President and Director of External Affairs.

**4.3.8.6.** Ensure that all financial aspects (daily cash box balance, sales, and inventory) of the association is updated and properly coordinated.

- 4.3.8.7. Ensure with the Senior Representative that the Chemistry Aid Centre are fully operational for the entirety of the year.
- 4.3.8.8. Purchase materials required to run the events and maintain a proper record of purchasing.
- 4.3.8.9. Maintain a collection of executive team materials in the CSU club office that includes printed copies of Meeting Notes, Financial/Budget Notes, Event Notes, Marketing Notes and more.
- 4.3.8.10. Ensure that CSU club office is clean and organized.

**4.3.9. *Outreach Coordinator***

- 4.3.9.1. Work with event coordinator to contact external speakers if required for an event (i.e. industrial experts/external speakers)
- 4.3.9.2. Find external sponsors (along with vice presidents and co-presidents)
- 4.3.9.3. Initiate contact with potential collaborators (i.e. high school outreach etc...)
- 4.3.9.4. Assist Vice President with logistics for external events (i.e. Malvern library lab demonstration, take you kids to work day) and work together to increase our volunteer pool
- 4.3.9.5. Assistance elsewhere when needed in the team (this is an expectation for all executive team members)

**4.3.10. *Chem-Aid Centre Director***

- 4.3.10.1. Oversee the Chem-Aid Centre tutoring services
- 4.3.10.2. Organize chemistry review sessions for students with the help of tutors
- 4.3.10.3. Manage the tutor hiring process
- 4.3.10.4. Assistance elsewhere when needed in the team (this is an expectation for all executive team members)

- 4.4. All executives have the right to seek out roles outside their tasks with approval of the President/Co-President
- 4.5. In periods of emergency, other tasks may be assigned to executives outside their given roles
- 4.6. The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.7. This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.
- 4.8. Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the President/Co-President fourteen days in advance of date of resignation. (Unless in cases of unforeseeable circumstances deemed appropriate by the other executives).
- 4.9. Any vacancy of executives shall be filled by the President/Co-President or designate of the organization until such a time where a permanent appointment occurs, or a hiring process is conducted.
- 4.10. If the President/Co-President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting fourteen days in advance of date of resignation.
- 4.11. Any vacancy of the President/Co-President shall be filled by the Vice President until such a time where a hiring process is held and a permanent appointment occurs.
- 4.12. Executive members must attend their personal office hours slot to maintain member and executive team relationships and to fulfill the membership services agreement. A cancellation of office hours slot must be proposed 24 hours in advance, otherwise will be viewed as invalid. Proposal must be sent to the President/Co-President, Vice President and marketing team.
- 4.13. Executive member must attend all CSU events. A cancellation of attendance must be proposed 24 hours in advance otherwise will be viewed as invalid. Proposal must be sent to the President/Co-President and Vice President.
- 4.14. Faculty Advisors:

- 4.14.1. Chemistry professors from the University of Toronto Scarborough's Department of Physical and Environmental Sciences are able to serve in the role of Faculty Advisors under the following circumstances:
- 4.14.2. A member of faculty may be proposed for this role either through self-nomination or at the suggestion of any member of the executive.
- 4.14.3. This position is non-exclusive and therefore multiple advisors are possible.
- 4.14.4. A faculty advisor shall be considered an honorary executive of the association and will have voting rights.

## **5. Article V: Removal of Members and Executives**

- 5.1. The qualifications for removing a member or executive may be initiated when a committee of no less than two (2) executives (one of which must be the President/Co-President) have investigated a complaint and determine that:
  - 5.1.1. A member or executive has engaged in unlawful actions or activities or;
  - 5.1.2. A member or executive has violated the constitution or;
  - 5.1.3. A member or executive has violated University of Toronto policies, procedures, or guidelines or;
  - 5.1.4. A member or executive has violated the rights of a fellow member or;
  - 5.1.5. A member or executive has not fulfilled their organizational responsibilities or;
  - 5.1.6. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the Executive Team.
- 5.2. The process for removing a member or executive may also be initiated when:
  - 5.2.1. A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
  - 5.2.2. A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

## **6. Article VI: Finances**

- 6.1.** The funds of the organization shall be expended pursuant to the operating budget approved by the President/Co-President and/or Vice President and the Director of Operations and Finance.
- 6.2.** Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the President/Co-President.
- 6.3.** All budgets shall be prepared by the Vice President and Director of Operations and Finance in accordance with the organization's priorities as determined by the executive committee in consultation with the Faculty Advisor(s).
- 6.4.** The Director of Operations and Finance shall present a proposed operating budget for any event to the executive team at a executive team meeting.
- 6.5.** The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6.** The operating budget shall be approved by a majority vote of the executive members present.
- 6.7.** The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more executive team members may designate, direct or authorize from time to time and to the extent thereby provided under the supervision of either the President/Co-President, Vice President and/or Faculty Advisor.
- 6.8.** The President/Co-President, the Vice President and only in special circumstances the faculty advisor shall be the sole signing authorities of banking instruments for the organization.
- 6.9.** The Chemistry Students' Society will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's hiring process.
- 6.10.** The Chemistry Students' Society will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

## **7. Article VII: Executive Meetings**

- 7.1.** The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 7.2.** Executive meetings will be facilitated by the President/Co-President of the organization. The President/Co-President shall be responsible for:
- 7.3.** Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 7.3.1.** Moderating the discussion at meetings according to the agenda;
- 7.4.** There shall be a minimum of one executive meeting held every month during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two calendar days prior to the meeting.
- 7.5.** Executive meetings may be called to order by the President/Co-President or through a petition signed by three executive members.
- 7.6.** Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 7.7.** Minutes of all executive meetings must be recorded and maintained for reference purposes done by the Director of Operations and Finance and send meeting records to all executives via email for reviewing.
- 7.8.** Meeting outline must be sent minimum 24 hours before executive meeting is held.
- 7.9.** Executives must notify the President/Co-President and Director of Operations and Finance a minimum of six hours before an executive meeting to inform them of addendums to meeting agendas. The President/Co-President will then add the discussion item to the agenda.
- 7.10.** Each executive member of the organization shall be entitled to one vote at a valid executive meeting.
- 7.11.** Any question at an Executive Meeting shall be decided by a show of hands.

- 7.12. Whenever a vote by show of hands occurs, a declaration by the President/Co-President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 7.13. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 7.14. The President/Co-President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.
- 7.15. Executive members must attend all arranged executive meetings. If the case of absence is proposed, proposal must be made 12 hours in advance. Proposal must be sent to the President/Co-President and/or Vice President.

## **8. Article VIII: Emergency Meetings**

- 8.1. Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 8.2. These meetings must abide the respective rules outlined in sections VII depending on the nature of the meeting.
- 8.3. Notice of these meetings must be provided a minimum of 24 hours in advance through email or online messaging through social media mediums (i.e. Facebook).
- 8.4. Less notice for emergency meetings may be provided at the discretion of the President/Co-President in agreement with a minimum of five (5) general members.

## **9. Article IX: Hiring Process**

- 9.1. Executive hiring will be held prior to April 30 each year.
- 9.2. All executive positions in the association become open to all student members of the association enrolled in the University of Toronto Scarborough and they are eligible to run for election to fill these positions in the following academic year.
- 9.3. An announcement of elections/interviews will be made by the President/Co-President regarding the process, date, time and place. This notice must appear on the association's website and must be distributed through a

general mailing list or intranet channel. Additional publicity through posters will also be made.

- 9.4. Current year's Vice President will be given preference to run for the following year's President/Co-President position.
- 9.5. Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 9.6. President/Co-President and Vice President will participate in the hiring process for each position for the executive team in the following year and is entitled to cast one vote for each position.
- 9.7. Hiring shall be overseen by the Faculty Advisor(s).

#### **10. Article XI: Amendments**<sup>[SW2]</sup>

- 10.1. The organization may make, amend or repeal the constitution of certain sections therein.
- 10.2. Notice of a meeting called to consider such a resolution shall be given as follows<sup>[AT3]</sup> :
- 10.3. Notice of the full text of the proposed constitutional amendment shall be given to each member at least seven days prior to the date of the meeting called to consider the change;
- 10.4. A summary of the rationale for the proposed amendment shall be given to each member at least seven days prior to the date of the meeting called to consider the change.
- 10.5. All executives have the right to bring to attention possible amendments to the President/Co-President

#### **11. Article XI: Banking**

- 11.1. The Chemistry Students' Society agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of

all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

## **12. Article XII: Transition**

- 12.1.** All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 12.2.** All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 12.3.** All executives not returning to The Chemistry Students' Society of the following academic year must forfeit their fob key (or otherwise rights to access the club room and their deposit).

## **13. Article XIII: Emergency Powers**

- 13.1.** In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members. After such action, executive must inform the President and/or Vice President of the circumstance and action.
- 13.2.** An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 13.3.** Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

## **14. Article XIV: Food Handling on Campus**

- 14.1.** The Chemistry Students' Society will conform to Provincial and Municipal Health Regulations when events including the sale and/or service of food products are held on the University of Toronto Scarborough campus.

## **15. Article XV: Precedence of University Policies**

**15.1.** The Chemistry Students' Society will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of The Chemistry Students' Society the University's policies, procedures, and guidelines will take precedent.

## **16. Article XVI: Legal Liability**

**16.1.** The University of Toronto Scarborough does not endorse The Chemistry Students' Society's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

This constitution was last revised on *July 2nd, 2024*.