

## ECPSS: Society Constitution

### **Article 1.0: Name**

Erindale Chemical and Physical Sciences Society (ECPSS)

### **Article 2.0: Purpose**

The ECPSS provides services to all students whose field of study is covered by the department of Chemical and Physical Sciences. The ECPSS provides events and services to assist students in their academic achievements. In addition, ECPSS also facilitates interaction and enhances positive relationships between the students and the faculty as well as between undergraduate students and graduate students. Moreover, our goal is to increase awareness of chemical and physical sciences into the general public.

### **Article 3.0: Membership**

Membership consists of all full-time and part-time students enrolled in the academic programs (Major, Minor, Specialist subject POST) to which the society caters. This includes all students under the Chemical and Physical Sciences department of UTM. Voting rights are for all full-time and part-time students enrolled in the academic programs (Major, Minor, Specialist subject POST) to which the society caters. Our events are open to students of all subject POST's and we do not deny membership to students based on race, religion, gender, academic inclination, age, and sexual orientation. There are no membership fees associated with the ECPSS.

### **Article 4.0: ECPS Executives**

*General responsibilities and duties:*

- Attending 1 office hour/week
- Attending executive meetings
- Check ECPSS email at least twice per week
- Holding personal integrity to the society and members

*President(s): (Up to 2 Co-Presidents may be on the committee)*

- Must complete security clearance and authorization on all matters of finance
- Allocates tasks to each member of the executive committee
- Makes decisions pertaining to the benefits of the executive committee and ECPSS members
- Coordinates and chairs all executive committee meetings

*Vice President:*

- Exercise the rights of the president in their absence
- Must oversee the activities of events manager
- Actively enforces the decision(s) of the President upon the rest of the executive committee

- Oversees all aspects of the society to ensure that each department is functioning effectively

*Finance Minister/Treasurer:*

- Main responsibilities include: determine pricing for events, memberships, test packages and products, checking the cash box entries during office hours
- Monitor ECPSS budget and receipt reimbursement
- Audit ECPSS account monthly and report to the society at the President's request
- Must address the President for financial approval of all major transactions
- Submit the biannual audit to the advisers and UTMSU for inspection periodically
- Maintain the society bank account in good standing in accordance with the rules and regulations
- Purchase necessary items for ECPSS events

*Secretary/ Club Room Manager:*

- Main responsibilities include: monitor and organize test packages, organize office hours schedule and office supplies, assist vice president in monitoring ECPSS email and members enquiries
- Keeps an accurate record of society's activities and maintain the membership list
- Conducts any correspondence as necessary for the society
- Provide administrative documentation support to executives
- Perform clerical support to the executive members
- Record minutes for meetings

*Advertising Director:*

- Create advertising campaigns for events, clubs and member recruitments including but not limited to posters, videos, Facebook groups, class speeches
- Photo documentation for events
- Provide graphic and audio-video support to the committee
- In charge of large scale advertising including but not limited to Orientation and Welcome Back Weeks, Fall Campus day, March Open House, etc.
- Monitor ECPSS email and Facebook group

*Events Coordinator: (Up to 3 general positions may be filled)*

- Organize events for members and make sure that the events are coordinated at a time that is most convenient for students and other committee members.
- Designates tasks to other committee members as agreed by the president or vice president
- Responsible for developing a budget in conjunction with the Finance Director for each event
- Assist vice president in ECPSS newsletter
- Assist in advertising for ECPSS events
- Photo documentation for events

*Member-at-large: (Up to 4 general positions may be filled, one for each CPS discipline)*

- Perform classroom speeches for ECPSS advertisement

- Assist advertising director for promoting ECPSS
- Assist event coordinator for the execution of events
- Assist Vice President in monitoring Mentorship Program and Newsletter
- Disciplines include Chemistry, Physics, Earth Science, and Astronomy.

*Associate Director*

- Assign duties and responsibilities to Associates
- Manage the applications and acceptances for the Associates program
- Perform classroom speeches for ECPSS advertisement
- Assist advertising director for promoting ECPSS

**Article 5.0: Meetings**

- I.) Executive Meetings must be attended by all executives per meeting date.
- II.) Each of the executives must attend at least 90% of the Executive meeting for the fall and winter session. A mandatory executive meeting will be held before the fall and winter term for discussion regarding the new term and the following year.
- III.) Executive meeting will be held weekly throughout the school year
- IV.) Reasons for absence will be assessed by president or vice president.
- V.) Taking meeting notes is the *secretary's* responsibility unless there is an urgency elsewhere, in which case, the job may be requested\* to be given to someone else at that time.  
\*Person will be given the right to accept or decline request
- VI.) General meetings will be conducted before all events hosted or co-hosted by ECPSS and will include all participating members and executives for said events. General meetings will also be conducted on a monthly basis with optional attendance from ECPSS members in order to gauge society quality and satisfaction from those within it.

**Article 6.0a: Elections**

- I.) The president may contact senior executives regarding participation status of a junior executive and their likelihood of returning to serve on the executive committee.
- II.) Any member of the society is eligible to apply for an executive position.
- III.) Election is to be done during the Winter Semester. Every ECPSS member has voting rights.
- IV.) ECPSS gives membership to all students in the field of Chemical and Physical sciences.
- V.) ECPSS elections must be organized, planned and conducted by a Chief Returning Officer, who is an unbiased individual trained by the University and the UTMSU
- VI.) ECPSS election will follow UTMSU timeline which includes the advertising period, followed by nomination period, campaign period and lastly the voting period.
- VII.) Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

### **Article 6.0b: By-Elections**

- I.) In the event that not all positions are filled up during elections, a By-Election must be held before the following Fall semester begins.
- II.) Any member of the society is eligible to apply for an executive position during By-Elections.
- III.) If there are no participants running during the By-Elections or if there are any mishaps during the election process leading to delays and dismissal of election results for a legitimate reason, the president and vice president can appoint executives for the vacant position(s) through an interview process.

### **Article 7.0: Removal from Office**

- I.) The strike policy is placed to ensure that all executives participate fully in events and duties. Strikes will be given to any executives who fail to abide by the rules and regulations of ECPSS.
- II.) Strikes are applicable to all executives including junior and senior executives, the President and the Vice President.
- III.) *The accumulation of three strikes will result in the removal from ECPSS*
- IV.) Likewise, removal from office can occur after a member of the ASAC Committee (example an UTMSU representative) has issued two (2) written warnings to an executive. After such a warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Office of University Affairs. The results of the vote should be two-thirds of the executives in favour of removal.

### **Article 8.0: Amendments to the Constitution**

- I.) In the event that it should be needed,  $\frac{2}{3}$  majority-vote at a General Meeting with the Executive Committee has the power to amend the constitution, and a vote must occur during a General Meeting to present amendments to members and make it official.
- II.) The constitution shall be amended prior to the re-recognition season.
- III.) All amendments must also be approved by the UTMSU