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CONSTITUTION OF THE CHEMICAL ENGINEERING STUDENTS' SOCIETY

2020/2021 Executive Committee, Modified January 30, 2021.

In force on February 27, 2021

UNIVERSITY OF OTTAWA 199 Louis-Pasteur Drive, Ottawa, Ontario

25/10/2019



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Definitions

In the present constitution, the term *Executives* shall be defined as:

- a. President
- b. Vice-President of Academic Affairs
- c. Vice-President of Financial Affairs
- d. Vice-President of Internal Affairs
- e. Vice-President of Social Affairs
- f. Vice-President of Communications
- g. Vice-President of Equity and Transparency

In the present constitution, the term *Members* shall be defined as:

All students pursuing an undergraduate degree offered by the Department of Chemical and Biological Engineering at the University of Ottawa.

In the present constitution, the term *Society* shall be defined as the collective group of *Executives* and *Members*.

Preamble

The Chemical Engineering Students' Society's initiatives, as governed by the following document, are:

- To serve as a bilingual liaison between the society members, and the University of Ottawa Department of Chemical and Biological Engineering and the Engineering Students' Society;
- To provide resources regarding chemical engineering to society members in an academic and professional context;
- To promote spirit and involvement of the student body and the Society;
- To regulate the Society by the practices described in the Society's constitution;
- To be accountable to members of the society;



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Article I – Constitutional Provisions

1. The collective body of Executives and Members shall be called uOttawa Chemical Engineering Students' Society, or ChESS.
2. The following document is the Constitution which governs the Society.

Article II – Revisions and Amendments

1. The Constitution shall be reviewed by the Executives at the start and end of their term.
 - a. Revisions or amendments must pass by 2/3 majority vote by the Executives.
 - b. Suspension of the Constitution must pass a unanimous vote by the Executives.
 - c. Quorum +1 (including directors) must be reached in order to revise the constitution.

Article III – The Executive Committee

1. The Executive Committee shall be elected by the Society in accordance to Article VI of the Constitution. The Executive Committee Shall consist of the following persons:
 - a. President
 - b. Vice-President of Academic Affairs
 - c. Vice-President of Financial Affairs
 - d. Vice-President of Internal Affairs
 - e. Vice-President of Social Affairs
 - f. Vice-President of Communications
 - g. Vice-President of Equity and Transparency

Article IV – Executive Mandates

All executive terms are from May 1 until April 30.

1. The President shall be committed to:
 - a. The oversight and supervision of the Executive
 - b. Ensure the Chemical Engineering Students' Society constitution is reviewed and approved at the start of the school year
 - c. Scheduling of meetings no less than once per month of the regular school year



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- d. Maintain relationships with the Faculty and the Engineering Students' Society
 - e. Maintain a relationship with the Canadian Society for Chemical Engineers, though the local Chemical Institute of Canada chapter
 - f. Have signing authority on the Society's bank account
 - g. Call elections in March of each year per rules in Article VI
2. The Vice-President of Academic Affairs shall be committed to:
 - a. Acquiring funding to aid in sending a student delegation to the Canadian Conference for Chemical Engineering
 - b. Forming a delegation of students to attend the Canadian Conference for Chemical Engineering based on the merit of the applicants
 - c. Procuring relevant literature for distribution to the Society regarding chemical engineering in an academic or professional context
 - d. Hosting one (1) academic or professional themed event per fall and winter semester
 3. The Vice-President of Financial Affairs shall be committed to:
 - a. Planning a balanced budget based on the allotted levy from the Engineering Students' Society, and any other sources of income
 - b. Aiding the Executive with Engineering Endowment Fund applications
 - c. Preparing an audit for review by the Engineering Students' Society including bank statements and proof of purchases
 - d. Have signing authority on the Society's bank account
 4. The Vice-President of Internal Affairs shall be committed to:
 - a. Designing and ordering merchandise for sale to the Society
 - b. Arrange the completion of the graduate mural in the pilot plant
 5. The Vice-President of Social Affairs shall be committed to:
 - a. Hosting two (2) events per fall and winter semester intended for the promotion of comradery, spirit and morale of the Society
 6. The Vice-President of Communications shall be committed to:
 - a. Providing updates to the student body on the activities of the Society through regular emails and other social media platforms
 - b. Oversight of the content on the Chemical Engineering Students' Society website



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7. The Vice-President of Transparency and Equity shall be committed to:
 - a. Advising the executive committee on keeping ChESS and its activities accessible to all members
 - b. Ensuring that ChESS is a transparent organization and information is readily available to members
 - c. Attending all ChESS executive meetings and recording their minutes

Article V – Executive Eligibility

1. For all Executive positions, candidates must be:
 - a. A Member of the Society
 - b. An Undergraduate Student in the Department of Chemical and Biological Engineering.
 - c. Not an Election Officer for the current elections.
 - d. Not involved with or convicted of major integrity breaches (ie not previously involved in cheating academically or election fraud for previous student societies).
2. To be eligible for Presidency and VP Finance, candidates must be present in the National Capital Region at least twice per each month of their term during the fall and winter semesters.
3. To be president, the applicant must have been a previous executive of the student society or a director for at least 4 months.
 - a. In the situation no applicants have been previously in ChESS.
 - i. This article is exempt if there are 2+ applicants, one a previous ChESS member and a non member, the former will be the winner by default or will have to face election against another former-member candidate.
4. Should an Executive leave their position or fail to meet the eligibility requirements during their term, the Executives can appoint another member of the Society to fill the vacant position.

Article VI – Elections and By-Elections

1. Elections for Executive positions shall be held in March of each year.
2. Voting shall be done electronically through a safe platform
3. All members of the Society are allowed to have a confidential vote
4. Candidates must meet the eligibility requirements as outlined in Article V
5. At least one-week notice will be given prior to the campaign period
6. The campaign period shall last a duration of one (1) week, during which candidates



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- a. Must perform at least one class presentations to CHG code classes
- b. May create any desired social media content
7. During the campaign period, candidates are prohibited from:
 - a. Spending any money on campaign materials
 - b. Printing campaign posters
 - c. Distributing any malicious content with reference to any other candidates in the campaign
8. Candidates may not campaign by using resources (i.e. social media accounts, office space) from ChESS or any other club
9. The Executives shall appoint impartial volunteer(s) to monitor the election, these volunteers are referred to as Election Officer(s)
10. The Elections Officer(s) may not be candidates in the election
11. The Election Officer(s), in collaboration with the Executives, shall determine the electronic platform used for the election
12. Election results shall be distributed via email to Society members, and appropriate social media outlets

By-Election

1. This section shall be applicable and used as a guide if any VP position should go unfilled, due to lack of applicants, resignation of a current member or impeachment.
 - a. Firstly an application form must be written and published on ChESS platforms, in order to reach the widest audience. Platforms are up to the discretion of the ChESS committee, but it must be included in a mail out.
 - b. A round of interviews must be set up with the applicants.
 - c. A vote must be held by the ChESS general council in order to choose a VP, the winner must have 50%+1 votes, more than 1 round of voting can be used if necessary.
2. A meeting must be held by the president and the newly appointed VP in order to brief them regarding important issues and their role in the student society. The previous VP may be there to help with the transition.

Article VII – Executive Impeachment

1. With reasonable ground, a motion can be brought forward by a member of the society and a sitting member of the executive to impeach a sitting executive member
 - a. This motion shall receive a simple majority following a secret ballot.



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- b. The executive member being considered for impeachment shall not have a vote in this motion but may present an argument against their impeachment.
- c. If passed, the impeachment motion shall immediately come into effect and a new election or appointment process shall begin.
- d. The new member should ideally be present during the next council meeting.

Article VIII – Executive Transition

1. After a new Executive has been elected, the old Executive must:
 - a. Share their experiences with the new executives and train them to perform their duties
 - b. Provide new Executive with the necessary resources to operate in their position including computer administration rights, necessary records, access to administrative material
 - c. Forfeit, if applicable, signing authority on bank accounts to the incoming Executive
 - d. Invite the new executives to a transitional dinner
 - e. In case a position remains vacant, the new president will be briefed by the former executive, in order to maintain a continuity of knowledge.

Article IX – Directorships

1. To ensure the positive engagement of the Society, the Executive can appoint Directorships to assist the President or Vice-Presidents in carrying out their duties as outlined in Article IV.
2. At the discretion of the sitting executive and directorship positions shall be appointed. Furthermore, for those positions, the sitting Executive shall decide on:
 - a. Eligibility criteria
 - b. Democratic method(s) of appointment
 - c. Number of positions
 - d. Description of roles
3. [REPEALED]
4. To ensure continuity of the society's business, the directorship of returning officer shall be appointed if no current VPs or Directors have served an immediate past term. The returning officer of a given year must have been an executive in a previous year. In the event that directorship of the returning officer could not be filled by an immediate previous executive, any previous executive member may



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be appointed by the sitting executive. The returning officer shall serve as an ex-officio on the ChESS council.

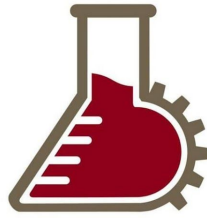
5. [REPEALED]
6. [REPEALED]
7. [REPEALED]
8. Any one executive shall not appoint more than two directors.
9. The only mandatory director position in ChESS shall be the Chair, and it will serve under VP Equity and Transparency. They will be elected by the ChESS executive committee.

Article X - ChESS Council

1. Members of ChESS council includes the President, the Vice-Presidents, and Directors.
2. Only members of ChESS council shall be permitted voting rights. Voting by proxy is not allowed.
3. [REPEALED]
4. A recognition of land shall be said before the start of every meeting.
5. Meetings shall be held at the open door, the agenda as well as the location (virtual or physical) should be posted on platforms at least 1 day in advance.
 - a. Some exceptions to this rule may apply, at the discretion of the ChESS executive Council (to be decided by a simple majority vote).
6. In effect after the 2020-2021 cycle, or soon as in person meetings begin:
 - a. General meetings shall follow Robert's rules and be chaired by a "Chair" director, who will serve under VP Equity and Transparency:
 - i. Executive meetings are exempt of the previous regulation.
7. Quorum shall consist of a majority of members (50% +1) of the ChESS council at the beginning of each meeting, and at the time of voting for any motion during a meeting notwithstanding Article II, section 1 (a).
8. Meetings held entirely electronically are allowed provided quorum is met.

Article XI - Finance

1. Both the President and VP Finance shall sign off on all movements involving ChESS funds, a written statement will be signed by both before expenditures.



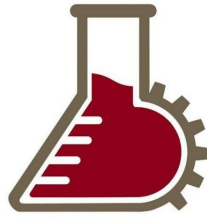
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- a. If an expense involves solely the president and VP Finance, VP equity must sign the aforementioned statement as well.
2. VP Equity and Transparency must be notified before the transaction is done,
 - a. They will also serve as tie breaker if an agreement cannot be reached by the president and the VP finance.

Article XII – Agency Clause

1. The Chemical Engineering Student's Society is not an agent of the University of Ottawa Student Union and its views and actions do not represent those of the UOSU.



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Executive Candidate Nomination Form

First name:

Last Name:

Student Number:

Program:

Year of Study:

Executive Position:

Platform: