

Chemical & Biological
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CONSTITUTION OF THE CHEMICAL ENGINEERING STUDENTS' SOCIETY

2019/2020 Executive Committee, Modified October 25, 2019, In force on
October 25, 2019

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.

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
 - d. Maintain relationships with the Faculty and the Engineering Students' Society



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- 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
 7. The Vice-President of Transparency and Equity shall be committed to:



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- 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.
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. 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

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
 - 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)



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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

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
 - b. The executive member being considered for impeachment shall not have a vote in this motion but may present an argument against his/her impeachment
 - c. If passed, the impeachment motion shall immediately come into effect

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

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]



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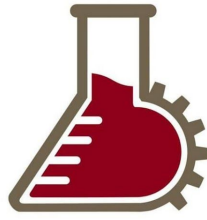
4. To ensure continuity of the society's business, the directorship of returning officer shall be appointed if no current VPs or Directors have served an immediate past term. The returning officer of a given year must have been an executive in a previous year. In the event that directorship of the returning officer could not be filled by an immediate previous executive, any previous executive member may 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.

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. Meetings shall be closed to non-ChESS council.
4. 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).
5. Meetings held entirely electronically are allowed provided quorum is met.

Article XI – 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: