

**The University of Toronto
Undergraduate Chemical Engineering Council
Constitution**

Last updated on May 1, 2008

1. INTRODUCTION

1.0 General

- 1.0.1 The Undergraduate Chemical Engineering Council is most commonly known as 'Chem Club'
- 1.0.2 It is an undergraduate discipline club within the Engineering Society portfolio
- 1.0.3 It represents the undergraduate chemical engineering student body of the Department of Chemical Engineering and Applied Chemistry
- 1.0.4 The fiscal year of the Council shall conclude May 31 of every year

2. MEMBERSHIP

2.0 General

- 2.0.1 There are two types of members:
- (i) Full Member
 - (ii) Executive Member

2.1 Qualification for Membership

- 2.1.1 Full members must be registered with the Department of Chemical Engineering and Applied Chemistry and enrolled in:
- (i) full time undergraduate studies;
 - (ii) the Professional Experience Year (PEY) program
- 2.1.2 Executive Members must be registered with the Department of Chemical Engineering and Applied Chemistry and must be enrolled in full time undergraduate studies (cannot be enrolled in the PEY program with the exception of the PEY Class Representative and Vice Chair External)
- 2.1.3 Executive members are Club Officers and Class Representatives elected into designated positions.
- 2.1.4 Club Officers are:
- (i) Chair
 - (ii) Vice Chair Internal
 - (iii) Vice Chair External
 - (iv) Treasurer
 - (v) Social Director
 - (vi) Athletics Director
 - (vii) Fundraising Director
 - (viii) Advertising Director
 - (ix) Secretary
 - (x) Webmaster
 - (xi) Common Room Manager
- 2.1.5 Class Representatives are:
- (i) First Year Class Representative
 - (ii) Second Year Class Representative
 - (iii) Third Year Class Representative
 - (iv) Fourth Year Class Representative
 - (v) PEY Class Representative

3. MEETINGS

3.0 General Meeting

- 3.0.1 At least one week's notice of any General Meeting of the Club shall be given to all Full and Executive Members
- 3.0.2 Chair shall call a General Meeting within one week of receipt of a written request of 4 class reps.
- 3.0.3 All members of the constituency present at the meeting shall have voting rights
- 3.0.4 At any general meeting, the voting members of the Club may pass constitutional changes for the efficient operation of the Club
- 3.0.5 There must be a 2/3 majority in order to pass a motion
- 3.0.6 There shall be at least one general meeting per year

3.1 Council Meetings

- 3.1.1 At least one week's notice of any Council Meeting of the Club shall be given to the Executive Members only
- 3.1.2 Only Executive Members hold voting power at meetings.
- 3.1.3 Two-thirds of voting members shall be present to constitute quorum.
- 3.1.4 At any council meeting, the voting members of the Club may pass and amend by-laws for the efficient operation of the Club and vote on matters to proceed with Club operations
- 3.1.5 There shall be at one Council meeting a month.

3.2 Open Meetings

- 3.2.1 At least one week's notice of any General Meeting of the Club shall be given to all Full and Executive Members
- 3.2.2 Only Executive Members hold voting power at meetings
- 3.2.3 Two-thirds of voting members shall be present to constitute quorum.
- 3.2.4 At any council meeting, the voting members of the Club may pass and amend by-laws for the efficient operation of the Club and vote on matters to proceed with Club operations
- 3.2.5 Full members may participate in the meeting by submitting items or motions for the agenda and speaking on the item or motion
- 3.2.6 There shall be at least one open meeting per semester.

3.3 Agenda

- 3.3.1 The Secretary shall make the agenda available to Executive Members earlier than twenty four (24) hours before the designated meeting
- 3.3.2 The agenda for Open and General Meetings shall be made available to Full members at least two days prior to the meeting

3.3.3 Items or motions must be forwarded to the Secretary earlier than forty-eight (48) hours prior to the meeting

4. OFFICER POSITIONS

4.0 General

- 4.0.1 The Executive members shall comply with the Membership qualifications in Section 2
- 4.0.2 The Executive members shall be elected as outlined in Section 7
- 4.0.3 Executive members start office on June 1st and are suggested to remain active throughout the summer. Many of the year's events require planning that begins in the summer.
- 4.0.4 The Executive members shall be responsible for assisting in the execution of any Chem Club event if needed.

4.1 Chair

- 4.1.1 The Chair is a full time undergraduate member of the fourth year, graduating class in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.1.2 The Chair must be a member who has been on the Club Executive (as Officers or Class Reps) for at least 1 year.
- 4.1.3 The Chair shall provide a vision for the direction of the Chem Club and set the goals of the club for the school year
- 4.1.4 The Chair shall ensure that the Club runs in a well organized manner and oversee all meetings
- 4.1.5 The Chair is the Chief Returning Officer for the election succeeding their term in office
- 4.1.6 The Chair shall serve as the liaison between the Chemical Engineering Department and the undergraduate Chemical Engineering student body. The Chair shall arrange regular meetings with the Department Chair to give updates on Chem Club activities, voice concerns and facilitate communication between the Department and the student body. The meetings shall be held a minimum of once per month and the Chair shall bring an updated budget report for reference.
- 4.1.7 The Chair holds voting power and shall attend the Council Meetings of the Engineering Society as an External Director
- 4.1.8 The Chair is responsible for collecting mail from the Undergraduate office
- 4.1.9 The Chair is responsible for ensuring that the most recent version of the constitution is kept in paper copy form in the undergraduate office, in the Chair's binder, as well as a PDF version on the Chem Club website.
- 4.1.10 The Chair must not be on PEY and be present during summer.

4.2 Vice Chair Internal

- 4.2.1 The Vice Chair Internal is a full time undergraduate member of the fourth year or third year class in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office

- 4.2.2 The Vice Chair Internal shall authorize and oversee all Chem Club events
- 4.2.3 The Vice Chair Internal shall oversee the development of the Chem Club website
- 4.2.4 The Vice Chair Internal is responsible for all subcommittees of the Club
- 4.2.5 The Vice Chair Internal shall consult the Chair when making decisions about event approvals
- 4.2.6 The Vice Chair Internal shall maintain an inventory of Chem Club belongings
- 4.2.7 The Vice Chair Internal is responsible for the administration of the Annual Dinner Dance
- 4.2.8 The Vice Chair Internal shall be a representative of the undergraduate students to the Department of Chemical Engineering concerning academic issues.
- 4.2.9 The Vice Chair must be present 2 out of 4 months in summer.

4.3 The Vice Chair External

- 4.3.1 The Vice Chair External is a member of the fourth year or PEY class in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.3.2 The Vice Chair External is also the Chair of the Canadian Society for Chemical Engineers (CSCChE) University of Toronto Student Chapter
- 4.3.3 The Vice Chair External shall abide by all the regulations and policies outlined in the CSCChE Student Chapter Constitution
- 4.3.4 The Vice Chair External shall provide a vision for the direction of CSCChE Student Chapter
- 4.3.5 The Vice Chair External shall ensure that CSCChE Student Chapter runs in a well organized manner
- 4.3.6 The Vice Chair External shall as a liaison between the UofT CSCChE Student Chapter and Chem Club
- 4.3.7 The Vice Chair External shall oversee the CSCChE Conference organization
- 4.3.8 The Vice Chair External shall update Chem Club on issues pertaining to the CSCChE Student Chapter
- 4.3.9 The Vice Chair External shall inform Chem Club if they require assistance or support in events (vice versa); hold events together
- 4.3.10 The Vice Chair External is the only member allowed to hold a position on both Chem Club and the CSCChE Student Chapter
- 4.3.11 The Vice Chair External is not elected through the Chem Club election

4.4 The Treasurer

- 4.4.1 The Treasurer is a full time undergraduate member of the third or fourth year (not PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.4.2 The Treasurer shall maintain an updated account of all transactions made and received by Chem Club
- 4.4.3 The Treasurer shall be financially accountable for Chem Club finances
- 4.4.4 The Treasurer shall maintain an updated budget for the year and submit an updated budget report to the Chair once per month.

- 4.4.5 The Treasurer shall keep accurate records of all expenditures
- 4.4.6 The Treasurer shall be responsible for ensuring that the Vending Machine records are submitted by the Common Room Manager and that they are balanced.
- 4.4.7 The Treasurer shall order and sell Chem Club paraphernalia
- 4.4.8 The Treasurer shall update the members of Chem Club's financial situation at every meeting
- 4.4.9 The Treasurer shall ensure that all expenses are first approved by the Vice Chair Internal and the Chair
- 4.4.10 The Treasurer shall, at the end of the year, organize all transactions on a month to month basis in order to assist the incoming Chem Club executive with its own budget
- 4.4.11 The Treasurer must be present 1 out of 4 months during summer

4.5 The Social Director

- 4.5.1 The Social Director is a full time undergraduate member of any year (except PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.5.2 The Social Director shall organize and promote social events
- 4.5.3 The Social Director shall organize two book swaps, one at the beginning of each semester
- 4.5.4 The Social Director shall chair the Annual Dinner/Dance Events Committee
- 4.5.5 The Social Director shall organize a F!rosh barbecue at the beginning of the year with the Athletics Director
- 4.5.6 The Social Director shall become a certified manager, the summer prior to term, under the University of Toronto Server Training Program
- 4.5.7 The Social Director must be present 2 out of 4 months during summer.

4.6 The Athletics Director

- 4.6.1 The Athletics Director is a full time undergraduate member of any year (except PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.6.2 The Athletics Director shall organize sporting events
- 4.6.3 The Athletics Director shall organize the chariot race
- 4.6.4 The Athletics Director shall organize a sporting event at the beginning of each semester
- 4.6.5 The Athletics Director shall organize a F!rosh barbecue at the beginning of the year with the Social Director

4.7 The Fundraising Director

- 4.7.1 The Fundraising Director is a full time undergraduate member of any year (except PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.7.2 The Fundraising Director shall be responsible for soliciting sponsorship funds and updating the Sponsorship package
- 4.7.3 The Fundraising Director shall organize at least one charity event

- 4.7.4 The Fundraising Director shall organize fundraising events throughout the year, including the summer prior to the school year for which the director has been elected
- 4.7.5 The Fundraising Director may chose to form a committee to assist in obtaining sponsorship funds
- 4.7.6 The Fundraising Director shall consult the Department of Chemical Engineering and Applied Chemistry External Manager and the Engineering Society's Sponsorship Director before soliciting sponsorship funds from companies

4.8 The Advertising Director

- 4.8.1 The Advertising Director is a full time undergraduate member of any year (except PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.8.2 The Advertising Director shall effectively inform the undergraduate student body about all Chem Club events
- 4.8.3 The Advertising Director shall start advertising at least a week before the event takes place
- 4.8.4 The Advertising Director is the only member with mass emailing privileges
- 4.8.5 The Advertising Director shall advertise in the form of posters and has to get each poster stamped by the Business Manager of the Engineering Society
- 4.8.6 The Advertising Director shall keep the bulletin board in the Undergraduate Common Room updated
- 4.8.7 The Advertising Director is responsible for making a Bristol board presentation to display at various events throughout the year (for example, March Break tours, Open House, Meet the Clubs event, etc)

4.9 The Secretary

- 4.9.1 The Secretary is a full time undergraduate member of any year (except PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.9.2 The Secretary shall organize the date and the agenda of all Chem Club meetings
- 4.9.3 The Secretary shall take minutes of all the meetings
- 4.9.4 The Secretary shall inform all members of meeting dates and times
- 4.9.5 The Secretary shall keep a copy of all paper work, forms and documents
- 4.9.6 The Secretary is responsible for keeping and updating Chem Club archives
- 4.9.7 The Secretary must be present 2 out of 4 months in the summer.

4.10 Webmaster

- 4.10.1 The Webmaster is a full time undergraduate member of any year (including PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office
- 4.10.2 The Webmaster shall keep the website located at chemclub.skule.ca updated and informative
- 4.10.3 The Webmaster shall obtain the necessary passwords and information from the outgoing webmaster

- 4.10.4 The Webmaster shall post the Constitution, forms, agendas, minutes, Frequently Asked Questions and social and academic event information
- 4.10.5 The Webmaster shall ask for the pictures of each executive member and post them

4.11 Common Room Manager

- 4.11.1 The Common Room Manager is a full time undergraduate member of any year (except PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office.
- 4.11.2 The Common Room Manager shall be in charge of the Chemical Engineering Common Room located in room 238 of the Wallberg Building.
- 4.11.3 The Common Room Manager shall be in charge of ordering, stocking, retrieving money from, and keeping accurate records of the Chem Club Vending Machines. The pop shall be ordered and the machine must be checked/refilled a minimum of twice monthly. The records must be submitted to the Treasurer after every Vending Machine refill.
- 4.11.4 The Common Room Manager shall be in charge of common room bookings.
- 4.11.5 The Common Room Manager shall be involved in the execution of all Chem Club events that occur in the Common Room.
- 4.11.6 The Common Room Manager shall be in charge of reporting any instances of vandalism and misuse of the common room, as well as any suggestions or complaints fielded by the undergraduates who use the common room.
- 4.11.7 The Common Room Manager shall be responsible for resolving maintenance issues for the Common Room by reporting them to the appropriate authorities.
- 4.11.8 The Common Room Manager must post their contact information in a conspicuous area of the common room so as to be contacted for bookings, reports of vandalism, and other duties.

4.12 External Relations Director

- 4.12.1 The External Relations Director is a full time undergraduate member of any year (except PEY) in the Department of Chemical Engineering and Applied Chemistry who is in good academic standing as described by the Registrar's Office.
- 4.12.2 The External Relations Director shall be in charge of coordinating information between ENGSOC, CSCHE and LOT™
- 4.12.3 The External Relations director may employ student ambassadors who can take charge of each portfolio.
- 4.12.4 The External Relations director will sit in the ENGSOC meetings as a proxy for the Club Chair if the Chair is not present.
- 4.12.5 The External Relations director will update the Club during the Club meetings on things going on at ENGSOC, CSCHE and LOT™
- 4.12.6 The External Relations director must be present at least once a month at the Club meeting.

5. CLASS REPRESENTATIVES

5.0 General

- 5.0.1 All Class Representatives are full time, undergraduate members of their respective year (with the exception of the PEY Class Representative) in the Department of Chemical Engineering and Applied Chemistry who are in good academic standing as described by the Registrar's Office
- 5.0.2 There must be at least one representative per year.
- 5.0.3 Class Representatives are also Engineering Society Class Representatives.

5.1 Responsibilities

- 5.1.1 Class Representatives shall represent their specific year at Chem Club meetings and represent Chem Club to their specific year
- 5.1.2 Class Representatives hold voting power and shall attend the Council Meetings of the Engineering Society.
- 5.1.3 Class Representatives shall sell Chem Club merchandise, tickets and course packages to their respective class
- 5.1.4 Class Representatives shall be responsible for assisting in the execution of any Chem Club event if needed.
- 5.1.5 Class Representatives shall inform their respective classes of any developments pertaining to Chem Club
- 5.1.6 Class Representatives shall be approachable and helpful so as to communicate any issues from the class to Chem Club
- 5.1.7 Class Representatives are responsible for actively seeking out any academic issues or concerns from their classmates and relaying them onto the Vice Chair Internal.
- 5.1.8 Class Representatives shall announce Chem Club events to the class
- 5.1.9 Class Representatives shall organize at least one class event

5.2 PEY Class Representative

- 5.2.1 The PEY Class Representative shall inform all students of the benefits of taking a professional experience year
- 5.2.2 The PEY Class Representative shall hold an event in coordination with LOT™ or CScE informing the students about tips and strategies for PEY application and future planning

5.3 Fourth Year Class Representative

- 5.3.1 Fourth Year Class Representative shall be a member of the Elections Committee
- 5.3.2 Fourth Year Class Representative will be responsible for working with the Third Year Class Representative in the planning of the Iron Ring Party.

5.4 Third Year Class Representative

- 5.4.1 Third Year Class Representative shall be responsible for the planning and execution of the Iron Ring Party, with the assistance of the Fourth Year Class Representative during the planning stage.

5.5 Second Year Class Representative

- 5.5.1 Second Year Class Representative shall organize a frosh event at the beginning of the second semester
- 5.5.2 Second Year Class Representative shall organize the second barbecue of the year with the First Year Class Representative.

5.6 First Year Class Representative

- 5.6.1 First Year Class Representative shall make students aware of Chem Club early on and encourage all to go to at least one big event
- 5.6.2 First Year Class Representative shall organize the second barbecue of the year with the Second Year Class Representative.

6. REMOVAL OF EXECUTIVE MEMBERS

- 6.0 A member of the Chem Club Executive or a class representative may be removed from the Club for the following reasons:
- (i) if his/her duties are not carried out
 - (ii) If the member does not attend a meeting without sending his/her regrets to the Secretary more than three times in a fiscal year
 - (iii) If the member undertakes a duty that has been disapproved by the majority of the Club
 - (iv) For any other act that is judged as inappropriate by the majority of the Club
- 6.1 If any of the aforementioned conditions occur, there are two steps required for the removal:
- (i) The member must have received a verbal warning by the Chair
 - (ii) If the problem persists, the member must have received a written warning
 - (iii) If the problem still persists, the member may be removed with a two-thirds majority vote at an open or council meeting
- 6.2 All members must be present to vote for the removal of an executive member
- 6.3 The member in question cannot vote

ELECTIONS

- 7.0 All full members of the Club are eligible to vote in the elections for Club officers and class representatives.
- 7.1 Elections for officers of the next academic year will be conducted in April after the Engineering Society Elections
 - 7.1.1. The candidates for Club Chair shall be nominated in writing by at least five members of the constituency. Candidates for the other offices need only be nominated in writing by two members of the constituency.
 - 7.1.2 The Chief Returning Officer is the Outgoing Chair to ensure a fair and unbiased election.
 - 7.1.3 The Elections Committee are all the Executive members in the fourth year, graduating class.
 - 7.1.4 The Elections Committee is responsible for deciding on an appropriate election method and election rules as well as counting the ballots.
- 7.2. Elections for class reps will take place a week after the Classes restart in September.
 - 7.2.1 Elections shall be administered in class, under the supervision of at two officers who are not part of the voting class
 - 7.2.2 Any student in the visited class may nominate themselves.
 - 7.2.3 Voting is performed through a show of hands except for the PEY class representative
 - 7.2.4 PEY class representatives are voted through email in September
 - 7.2.6 Each election shall use the preferential voting system whereby candidates in the minority of votes are eliminated and votes are recounted until one candidate emerges as the winner with the most number of votes
- 7.3 Should any of the Chem Club office positions become vacant in case of infirmity, death, resignation, or other form of ineligibility, a by-election must be held, at the discretion of the remaining officers, to select a replacement for the Club.
- 7.4 In the case of a non-Chair vacant position, the Chair shall assume the responsibilities of the vacant position until a by-election may be held.
- 7.5 In the case of a vacant chair position, another member of the executive will take their place and a by-election will be held to replace that executives previous position.

AMMENDMENTS

- 8.0 Amendments to this Constitution may be made at any General Meeting called for this purpose by the Executive Committee, with the approval of two-thirds of present voting members. Notice of proposed amendments shall be given to all members no less than two weeks in advance of the meeting.