

# QUEEN'S CHEMICAL ENGINEERING CHEMISTRY CLUB CONSTITUTION

## **Article I: Name**

1. The official club name shall be “Chemical Engineering Chemistry Club”. The “Chemical Engineering Chemistry Club” may be variously known as “ChemEngChem Club”.
2. Within this document the Queen’s Chemical Engineering Chemistry Club shall be referred to as the “Club”.

## **Article II: Membership**

1. All undergraduate Queen’s University Chemical Engineering Chemistry students shall be regular members.
2. Department staff and post-graduate students may become Honorary members of the Club. The involvement in Club functions of Honorary members shall be at the discretion of the executive, and their attendance at such functions may or may not be under the same regulations that apply to regular members.

## **Article III: Purpose**

1. The purpose of the Club is:
  - a. To promote good communication among undergraduate students, graduate students, and staff of the department,
  - b. to help resolve academic and administrative difficulties within the department via meetings with the faculty at least once per term,
  - c. to ensure that proper evaluation procedures are followed and carried out,
  - d. to maintain good standing with associated professional groups such as the IEEE, CIM, and CHEE,
  - e. to maintain good communication with the Queen’s University Engineering Society through the Engineering Society Representative and through the Director of Internal Affairs,
  - f. to organize Club social events and manage the revenues and expenses of such events.

## **Article IV: Executive - Qualifications and Tenure of Office**

1. The tenure of office for the Club Executive shall be from April 1 with the exception of the 2nd year positions as outlined in Article VII.
2. As soon as elected or acclaimed, the incoming executive shall sit as voting members at the meetings of the executive of the two (2) executives.

3. The outgoing executive shall be responsible for instructing and informing the incoming executive of their duties.

4. The following people shall constitute the Executive of the Club:

- a. CHEE President (x2) – 4<sup>th</sup> year
- b. ENCH President – 4<sup>th</sup> year
- c. Treasurer – 4<sup>th</sup> year
- d. 4<sup>th</sup> year CHEE Representative/BED Fund Representative
- e. 4<sup>th</sup> year ENCH Representative
- f. 3<sup>rd</sup> year CHEE Representative/Engineering Society Representative
- g. 3<sup>rd</sup> year ENCH Representative
- h. 2<sup>nd</sup> Year CHEE Representative
- i. 2<sup>nd</sup> Year ENCH Representative
- j. Senior Events Coordinator
- k. Junior Events Coordinator
- l. Public Relations/Webmaster
- m. Science Formal Representative
- n. Conference Coordinator
- o. Merchandise Coordinator
- p. The Executive of the Club shall be chosen as outlined in Article VI.

6. Additional persons may be appointed from time to time, but shall report to and be responsible to a regular member of the Executive as defined above.

7. Only regular members shall be allowed to hold these executive positions with the exception of a graduate student (Article XII).

## **Article V: Meetings of the Executive**

1. The Executive shall meet at the call of the President, or the appointed person acting in the place of the President.

2. The President(s) shall call a meeting of the executive when requested by 2 other members of the Executive.

3. A majority of the Executive, consisting of at least one representative from each of 2nd, 3rd, and 4th year shall constitute a quorum.

4. The Executive shall meet not less than twice per calendar month from September to April inclusive.

## **Article VI: Elections**

1. The Club shall hold elections not earlier than the day after the Engineering Society elections and not later than the second week of March. All officers of the Club except the 2nd year positions, namely the Junior Events Coordinator and the 2nd year Representatives, shall be elected during this period.

2. The elections shall be run by the President(s) of the Club. He/She shall ensure that fair and proper procedures are carried out. The elections shall be run to give the maximum participation of all its members.
3. At least three (3) days notice shall be given to all members for the positions and duties that are available on the Club Executive either by announcement or by written notice.
4. A list of the new Club Executive (names, phone and student numbers) shall be forwarded immediately to the Vice-President Society Affairs and the Director of Internal Affairs of the Engineering Society.
5. Persons interested in running for an Executive position must make their intentions known to the President of the Club in writing at least three days prior to the election.
6. Nominated persons shall be allowed 60 seconds to speak before the regular members of the voting year on the day of voting with the exception of nominees running for the position of President, whom may speak for 5 minutes.
7. Voting for the members shall be done by the members of the year for which those positions apply. Voting shall be done by show of hands, with the voting members keeping their eyes closed while the current presidents count hands.
8. Any person who feels that there was a discrepancy in the election shall feel free to register their complaint to both the current president and the Director of Internal Affairs of the Engineering Society within one (1) week of the election.

## **Article VII: Source of Nominations**

1. The nominees for CHEE Presidents shall be done by the current Chemical Engineering class. The CHEE presidents shall be elected by the same class.
2. The nominees for ENCH President shall be done by the current Engineering Chemistry class. The ENCH president shall be elected by the same class.
3. The Treasurer shall be elected from the current Chemical Engineering Chemistry class.
4. The 4<sup>th</sup> year CHEE representative/BED fund representative shall be elected from the current Chemical Engineering class.
5. The 4<sup>th</sup> year ENCH representative shall be elected from the current Engineering Chemistry class.
6. The 3<sup>rd</sup> year CHEE representative/EngSoc representative shall be elected from the current Chemical Engineering class.
7. The 3<sup>rd</sup> year ENCH representative shall be elected from the current third year Engineering Chemistry class.
8. The Senior Events Coordinator shall be elected from the current Chemical Engineering Chemistry class.

9. The Public Relations/Webmaster shall be elected from the current Chemical Engineering Chemistry class.
10. The Science Formal Representative shall be elected from the current Chemical Engineering Chemistry class.
11. The Conference Coordinators (x2) shall be elected from the current Chemical Engineering Chemistry class.
12. The Merchandise Coordinator shall be elected from the current Chemical Engineering Chemistry class.
13. "Current" shall be deemed to mean the status of the student at the time of his/her election under the provisions of Article VI.
14. All terms of office shall be from April 1st of the election year until April 1st of the following year.

### **Article VIII: Elections - Special Considerations**

1. In the second or third week of the academic year the Presidents(s) or his/her delegate shall chair an election of the 2nd Year positions, namely the 2nd Year CHEE and ENCH Representatives, and the Junior Social Coordinator.
2. All nominees, nominations, seconds and votes shall come from the 2nd Year Chemical Engineering Chemistry class for the Junior Social Coordinator.
3. All nominees, nominations, seconds and votes shall come from the 2nd Year Chemical Engineering class for the 2<sup>nd</sup> year CHEE Representative.
4. All nominees, nominations, seconds and votes shall come from the 2nd Year Chemical Engineering class for the 2<sup>nd</sup> year ENCH Representative.
5. The term of office for the above positions shall be from the time of the election to the following April 1st.

### **Article IX: General Duties of the Officers**

1. All officers shall attend Club meetings called by the President. The failure to attend three (3) consecutive meetings shall be grounds for discharge of the officer at the discretion of the remaining officers. A subsequent by-election shall be held to fill that position subject to the rules of Article VI.
2. All officers shall act in the best interest of the Club and of the Queen's University Engineering Society.

### **Article X: Duties of the Executive**

1. President. The duties of the President(s) shall include:

- a. he/she shall act as the official spokesperson of the Club or appoint an alternative to do so on his/her behalf.
- b. he/she shall represent the Club in dealings with the Department of Chemical Engineering Chemistry including:
  - i. liaison and communication with the undergraduate advisor,
  - ii. renewal board of the department, and
  - iii. evaluation procedures of the department,
- c. he/she shall chair regular meetings of the Club executive not less than twice per calendar month from September to April inclusive,
- d. he/she shall ensure that all elections are carried out as outlined in Article VI,
- e. he/she shall be responsible for the smooth transition from past executive to present executive including reports for all events and mutually attended meetings until April 1,
- f. he/she shall chair the Head's Council meetings initiated by the Club,
- g. he/she shall inform all members of the executive of their duties and responsibilities and make sure they have a copy of the constitution,
- h. he/she shall conduct an examination of the constitution and make necessary amendments according to Article XI,
- i. he/she shall help to promote a good social, academic and administrative environment among staff and students, and
- j. he/she shall issue funds as necessary in the absence of the treasurer.

2. Treasurer. The duties of the Treasurer include: appendix-A Diciplin Clubs Final.doc 6 of 28 8/29/2014

- a. he/she shall maintain adequate financial records of the Club,
- b. he/she shall assume responsibility to issue and/or collect funds approved by the executive,
- c. he/she shall liaise with the Vice President of Finance of the Engineering Society and attend all Engineering Society Finance meetings,
- d. he/she shall prepare a budget for the academic year to the satisfaction of the Vice President of Finance of the Engineering Society for the purposes of obtaining the Engineering Society grant,
- e. he/she shall prepare written financial statements of revenues and expenses of each Club event, and
- f. he/she shall have all books ready at the end of the school year for the Engineering Society audit (no books given to the Vice President of the Engineering Society by the date specified by him/her will have the audit completed at the expense of the Club).

3. 4<sup>th</sup> Year CHEE Representative/BED Fund Representative. The duties of the 4<sup>th</sup> Year CHEE/BED Fund Representative include:

- a. he/she shall help integrate fourth year CHEE students into the club activities.
- b. he/she shall run a stay in BED campaign during the AMS opt-out period.
- c. he/she shall prepare the Chemical Engineering Chemistry BED Fund proposal as per Engineering Society Policy. appendix-A Diciplin Clubs Final.doc 7 of 28 8/29/2014

4. 3<sup>rd</sup> Year CHEE Representative/Engineering Society Representative. The duties of the 3<sup>rd</sup> Year CHEE Representative/Engineering Society Representative:

- a. he/she shall help integrate third year CHEE students into the club activities.
- b. he/she shall attend all Queen's University Engineering Society meetings as a representative of the Club and as a voting member of council,
- c. he/she shall give a report (verbal and written) at alternate Engineering Society meetings as required,
- d. he/she shall voice concerns of the Club at Engineering Society meetings or to the Engineering Society Executive through the Director of Internal Affairs,
- e. he/she shall inform the Engineering Society of important issues and all events that the Club is involved with through the Director of Internal Affairs and the Club mailboxes in the Engineering Society office,
- f. he/she shall participate in the Engineering Society on various committees or task forces as required,
- g. he/she shall attend all "Club" meetings called by the Director of Internal Affairs or other members of the society that must have the Club representation, and
- h. he/she shall inform the rest of the Club of major issues of the Engineering Society.

5. 3<sup>rd</sup> Year ENCH Representative. The duties of the 3<sup>rd</sup> Year ENCH representative

- a. he/she shall help integrate third year ENCH students into the club activities.

6. 2<sup>nd</sup> Year CHEE Representative. The duties of the 2<sup>nd</sup> Year CHEE Representative:

- a. he/she shall help integrate second year CHEE students into the club activities.

7. 2<sup>nd</sup> Year ENCH Representative. The duties of the 2<sup>nd</sup> Year ENCH Representative:

- a. he/she shall help integrate second year ENCH students into the club activities.

8. Events Coordinators. The duties of the Events Coordinators include:

- a. he/she shall book appropriate buildings on behalf of the Club and arrange appropriate deposits, and
- b. he/she shall be responsible for, in charge of or help in the organization of all events (smokers, banquets, etc.)

9. Public Relations/Webmaster. The duties of the Public Relations/Webmaster include:

- a. he/she shall be responsible for the advertising and promotion of all events
- b. he/she shall be responsible for keeping the Club web site up to date.

10. Science Formal Representatives. The duties of the Science Formal Representatives include:

- a. Represent the Club to the Science Formal committee.
- b. Assist with the planning for the CHEE/ENCH Departmental Wine and Cheese.

11. Conference Coordinators. The duties of the Conference Coordinators are:

- a. he/she shall organize the delivery of delegates to the annual CScHE conference,
- b. he/she shall organize the delivery of delegates to the Energy Bowl competition,

- c. he/she shall be responsible for receiving funding from the department.

12. Merchandise Coordinator. The duties of the Merchandise Coordinator include:

- a. he/she shall be responsible for the organization of selling merchandise such as Tshirts, hats, sweaters, etc.

## **Article XI: Constitutional Amendments**

1. The constitution of the Club may be amended by:

- a. A majority of the Executive, consisting of at least one representative from each of 2nd, 3rd, and 4th year
- b. at least 50% of the votes of all regular members at a general meeting where a quorum (at least 2/3 of the regular members) is present.

2. The Director of Internal Affairs shall be kept up to date with all constitutional amendments.

## **Article XII: Graduate Students**

1. At the opinion of the executive, a graduate student in the Queen's University Chemical Engineering Chemistry Program may be elected or appointed to the executive of the Club. His/her duties shall include:

- a. liaison with the graduate students within the department, and
- b. help with various club events as requested.