

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

Last updated on September 29<sup>th</sup>, 2016

# 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) General Member
- (ii) Executive Member

### 2.1 Qualification for Membership

2.1.1 General members must be registered with the Department of Chemical Engineering and Applied Chemistry and enrolled in:

- (i) full or part 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 or part time undergraduate studies (cannot be enrolled in the PEY program with the exception of the PEY Class Representative)

2.1.3 Executive members are the Club Officers and Class Representatives elected and/or appointed into the designated positions.

2.1.4 Executive members can only hold one (1) executive position (inclusive of Club Officer and Class Representative positions) during the academic year.

2.1.5 Club Officers are:

- (i) Chair
- (ii) Vice Chair
- (iii) Treasurer
- (iv) Social Director
- (v) Athletics Director
- (vi) Fundraising Director
- (vii) Advertising Director
- (viii) Secretary
- (ix) Webmaster
- (x) Common Room Manager
- (xi) Academic Director

2.1.6 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 General and Executive Members
- 3.0.2 Chair shall call a General Meeting within one week of receipt of 50 signatures from General Members
- 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 semester

### 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 There must be a 2/3 majority in order to pass a motion
- 3.1.5 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
- 3.1.6 There shall be at least one Council meeting a month.

### 3.2 Open Meetings

- 3.2.1 At least one week's notice of any Open Meeting of the Club shall be given to all General 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 There must be a 2/3 majority in order to pass a motion
- 3.2.5 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
- 3.2.6 Full members may participate in the meeting by submitting items or motions for the agenda and speaking on the item or motion
- 3.2.7 There shall be at least one open meeting per semester.

### **3.3 Agenda**

- 3.3.1 The Chair shall make the agenda available to Executive Members earlier than twenty four (24) hours before the designated meeting. The agenda must be posted in the official Electronic Dropbox or emailed out in advance of the meeting
- 3.3.2 The agenda for Open and General Meetings shall be made available to General 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 to be added to the agenda

## 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 Bylaw 3 of the Engineering Society.
- 4.0.3 Chem club has the right to appoint any of its members with the exception of the chair and the class representatives.
- 4.0.4 Executive members start office on when the pertinent election results are ratified and are suggested to remain active throughout the summer. Many of the year's events require planning that begins in the summer.

### 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 should have a minimum of one year experience with Chem Club in an elected position prior to running for office
- 4.1.3 The Chair must not be on PEY
- 4.1.4 The Chair shall provide a vision for the direction of the Chem Club and set the goals of the club for the school year
- 4.1.5 The Chair shall ensure that the Club runs in a well organized manner and oversee all meetings
- 4.1.6 The Chair shall ensure each elected member has a hand in organizing at least one Chem Club event during the year
- 4.1.7 The Chair shall identify council member(s) who will spearhead the First Year Orientation Activities in September
- 4.1.8 The Chair shall serve as the liaison between the Chemical Engineering Department and the undergraduate Chemical Engineering student body
- 4.1.9 The Chair is an ex-officio member of the Engineering Society and as such holds voting power and shall attend the Council Meetings of the Engineering Society as an External Director
- 4.1.10 The Chair is responsible for collecting mail from the Undergraduate office
- 4.1.11 The Chair is responsible for preparing agendas before each Council meeting.
- 4.1.12 The Chair shall have signing authority for Chem Club along with the Vice Chair and Treasurer.

### 4.2 Vice Chair

- 4.2.1 The Vice Chair is a General 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 shall authorize and oversee all Chem Club events

- 4.2.3 The Vice Chair shall oversee the development of the Chem Club website
- 4.2.4 The Vice Chair is responsible for all subcommittees of the Club
- 4.2.5 The Vice Chair shall consult the Chair when making decisions about event approvals
- 4.2.6 The Vice Chair will help the Academic Director organize the Book Smokers
- 4.2.7 The Vice Chair shall maintain an inventory of Chem Club belongings
- 4.2.8 The Vice Chair is responsible for the administration of the Annual Dinner Dance in conjunction with the Social Director
- 4.2.9 The Vice Chair shall take over the responsibilities of the Chair in his/her absence
- 4.2.10 The Vice Chair shall have signing authority for Chem Club along with the Chair and Treasurer.
- 4.2.11 The Vice Chair shall oversee the Academic Matters Sub-committee.
- 4.2.12 The Vice Chair shall work in conjunction with the Academic Matters Sub-committee to lead the development of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year Course Packs.
- 4.2.13 The Vice Chair shall work in conjunction with the Academic Director to ensure that academic issues are well communicated to the Department of Chemical Engineering and Applied Chemistry on an ongoing basis.

### **4.3 The Treasurer**

- 4.3.1 The Treasurer is a General 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
- 4.3.2 The Treasurer should have a minimum of one year experience with Chem Club in an elected position prior to running for office
- 4.3.3 The Treasurer shall maintain an updated account of all transactions made and received by Chem Club
- 4.3.4 The Treasurer shall be financially accountable for Chem Club finances
- 4.3.5 The Treasurer shall maintain an updated budget for the year
- 4.3.6 The Treasurer shall keep accurate records of all expenditures
- 4.3.7 The Treasurer shall order and sell Chem Club paraphernalia and merchandize, including T-shirts
- 4.3.8 The Treasurer shall update the members of Chem Club's financial situation at every meeting
- 4.3.9 The Treasurer shall ensure that all expenses are first approved by the Vice Chair and the Chair
- 4.3.10 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.
- 4.3.11 The Treasurer shall have signing authority for Chem Club along with the Chair and Vice Chair.

#### **4.4 The Social Director**

- 4.4.1 The Social Director is a General 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
- 4.4.2 The Social Director shall chair the Annual Dinner and Dance Events Committee and oversee the event organization in conjunction with the Vice Chair
- 4.4.3 The Social Director shall organize at least one other social event during the year apart from the Annual Dinner and Dance
- 4.4.4 The Social Director shall become a certified manager, the summer prior to term, under the University of Toronto Server Training Program

#### **4.5 The Athletics Director**

- 4.5.1 The Athletics Director is a General 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 Athletics Director shall organize Chem Club's sporting events and tournaments throughout the year
- 4.5.3 The Athletics Director shall organize the Godiva Week chariot race in January
- 4.5.4 The Athletics Director shall organize other recreational activities such as a Ski Trip, charity run etc.

#### **4.6 The Fundraising Director**

- 4.6.1 The Fundraising Director is a General 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 Fundraising Director shall be responsible for soliciting sponsorship funds and updating the Sponsorship package
- 4.6.3 The Fundraising Director shall organize the Annual Talent Show in March/April or at least one similar charity event
- 4.6.4 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
- 4.6.5 The Fundraising Director may choose to form a committee to assist in obtaining sponsorship funds
- 4.6.6 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

#### **4.7 The Advertising Director**

- 4.7.1 The Advertising Director is a General 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 Advertising Director shall effectively inform the undergraduate student body about all Chem Club events through email announcements, posters, Facebook events, and so on



- 4.7.3 The Advertising Director is responsible for maintaining Chem Club's official Facebook page (ChemClub Utoronto)
- 4.7.4 The Advertising Director shall start advertising at least a week before the event takes place
- 4.7.5 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
- 4.7.6 The Advertising Director shall keep the bulletin board (Chem Wall) in the Undergraduate Common Room updated with member information, pictures from past events and posters for upcoming events
- 4.7.7 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)
- 4.7.8 The Advertising Director is responsible for organizing the first Fall BBQ in September in conjunction with the Common Room Manager.

#### **4.8 The Secretary**

- 4.8.1 The Secretary is a General member of first year or second year 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 Secretary shall take minutes of all Council meetings
- 4.8.3 The Secretary shall inform all members of meeting dates and times
- 4.8.4 The Secretary is responsible for maintaining and updating the official Chem Club Google Drive
- 4.8.5 The Secretary shall keep a copy of all paper work, forms and documents
- 4.8.6 The Secretary is responsible for keeping and updating Chem Club archives

#### **4.9 Webmaster**

- 4.9.1. The Webmaster a General 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 Webmaster shall keep the website located at updated and informative
- 4.9.3. The Webmaster shall obtain the necessary passwords and information from the outgoing webmaster
- 4.9.4. The Webmaster shall post the Constitution, forms, agendas, minutes, previous year budgets, Frequently Asked Questions and social and academic event information
- 4.9.5. The Webmaster shall ask for the pictures of each executive member and post them on the website
- 4.9.6. The Webmaster shall organize at least organize one Chem Club event during the year (to be determined by the Chair)

#### **4.10 Common Room Manager**

- 4.10.1. The Common Room Manager is a General 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.

- 4.10.2. The Common Room Manager shall be in charge of the Chemical Engineering Common Room located in room 238 of the Wallberg Building.
- 4.10.3. The Common Room Manager shall be in charge of stocking, retrieving money from, and keeping accurate records of the Chem Club Vending Machines.
- 4.10.4. The Common Room Manager shall be in charge of common room bookings.
- 4.10.5. The Common Room Manager shall be in charge of reporting any instances of vandalism and misuse of the common room, as well as any complaints fielded by the undergraduates who use the common room.
- 4.10.6. 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
- 4.10.7. The Common Room Manager is responsible for organizing the first Fall BBQ in September in conjunction with the Advertising Director.

#### **4.11 Academic Director**

- 4.11.1. The Academic Director is a General member of the 3<sup>rd</sup> or 4<sup>th</sup> year 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 Academic Director shall lead the Academic Matters sub-committee.
- 4.11.3. The Academic Director is responsible for organizing the Fall and Winter Smokers (Text Book Exchanges)
- 4.11.4. The Academic Director is responsible for leading the development of the "Guide to.." booklets for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year, and Electives.
- 4.11.5. The Academic Director shall work in conjunction with the First, Second, Third, Fourth year class reps and Vice Chair to develop the "Guide to.." booklets for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year and Electives.
- 4.11.6. The Academic Director shall work in conjunction with the Vice Chair, First, Second, Third, and Fourth year Class Reps to develop Course Packs for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year.
- 4.11.7. The Academic Director shall lead liaising with the Department of Chemical Engineering and Applied Chemistry to obtain surveys from classes to form the content in the "Guide to.." booklets for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year and Electives.
- 4.11.8. The Academic Director shall communicate to the Department of Chemical Engineering and Applied Chemistry on an ongoing basis about Academic Issues relevant to the student body.
- 4.11.9. The Academic Director shall update all members of Chem Club regarding any academic matters at every General and Council meeting.
- 4.11.10. The Academic Director shall bring any major matters to General and Council meetings for final decisions to be made.
- 4.11.11. The Academic Director shall ensure that Meeting Minutes are documented for all Academic Matters Sub-Committee meetings.

## 5. CLASS REPRESENTATIVES

### 5.0 General

- 5.0.1 All Class Representatives are General 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 The Class Representatives shall be elected as outlined in Bylaw 3 of the Engineering Society.

### 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 shall sell Chem Club merchandise to their respective class
- 5.1.3 Class Representatives shall inform their respective classes of any developments pertaining to Chem Club
- 5.1.4 Class Representatives shall be approachable and helpful so as to communicate any issues from the class to Chem Club
- 5.1.5 Class Representatives shall announce Chem Club events to the class
- 5.1.6 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 informing the students about strategy and future planning

### 5.3 Fourth Year Class Representative

- 5.3.1 Fourth Year Class Representative shall attend all Academic Matters Sub-Committee Meetings.
- 5.3.2 Fourth Year Class Representative shall work with the Academic Director and Vice Chair to develop the "Guide to.." booklets for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year, and Electives as well as Course Packs for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year.
- 5.3.3 Fourth Year Class Representative shall communicate to the Academic Director regarding class-specific academic matters on an ongoing basis.
- 5.3.4 Fourth Year Class Rep shall communicate to their specific years regarding major Academic Developments.

#### **5.4 Third Year Class Representative**

- 5.4.1 Third Year Class Representative shall organize 2<sup>nd</sup> year orientation/BBQ
- 5.4.2 Third Year Class Representative shall organize the Iron Ring party for the fourth year students
- 5.4.3 Third Year Class Representative shall work with the Academic Director and Vice Chair to develop the “Guide to..” booklets for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year, and Electives as well as Course Packs for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year.
- 5.4.4 Third Year Class Representative shall communicate to the Academic Director regarding class-specific academic matters on an ongoing basis.
- 5.4.5 Third Year Class Rep shall communicate to their specific years regarding major Academic Developments.
- 5.4.6 Third Year Class Rep shall distribute “Guide to..” booklets and be responsible for the selling of 3<sup>rd</sup> Year Course Packs.

#### **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 work with the Academic Director and Vice Chair to develop the “Guide to..” booklets for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year, and Electives as well as Course Packs for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year.
- 5.5.3 Second Year Class Representative shall communicate to the Academic Director regarding class-specific academic matters on an ongoing basis.
- 5.5.4 Second Year Class Rep shall communicate to their specific years regarding major Academic Developments.

#### **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 work with the Academic Director and Vice Chair to develop the “Guide to..” booklets for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year, and Electives as well as Course Packs for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year.
- 5.6.3 First Year Class Representative shall communicate to the Academic Director regarding class-specific academic matters on an ongoing basis.
- 5.6.4 First Year Class Rep shall communicate to their specific years regarding major Academic Developments.

## 6. REMOVAL OF EXECUTIVE MEMBERS

- 6.0 A member of the Chem Club Executive (with the exception of the Chair) 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

## **7. AMENDMENTS**

- 7.0 Amendments to this Constitution may be made at any General Meeting called for this purpose by the Membership, 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.