Constitution of the Queen's University (Department/Unit) Graduate Student Association

(Updated: Month DD, YYYY)

Throughout this document, the Chemical Engineering Graduate Student Association will be used as an example. This Constitution is just an example of how Graduate Student Association can operate and should be altered to best fit individual departments/units.

Any department/unit can start and maintain a Graduate Student Association. If you are trying to create a Graduate Student Association, contact your Department Head for assistance on the first election (see Section 6 on more information about elections). Once the first elected executive take office, please reach out the both SGPS and PSAC 901 for communications on monthly Council.

1 Definitions

In this section, insert definitions that are used throughout. Add and remove definitions that best suit your unit's Consistution.

CEGSA will henceforth refer to the Chemical Engineering Graduate Student Association, the constitution of which this document seeks to record.

SGPS will henceforth refer to the Society of Graduate and Professional Students, the primary graduate student body at the university level.

Department will henceforth refer specifically to the Department of Chemical Engineering at Queen's University.

Members will henceforth refer to graduate students of all levels within the department.

2 Mission

This section outlines what you are promising to represent and accomplish as a Student Association.

- To act as a representative body at the faculty and university level for all graduate students in the department.
- To build relations with contacts both internal and external to the university that can provide information and services useful to members in furthering their academic, professional or personal development.
- To maintain and develop resources useful to members in their common activities.

- To facilitate a sense of community within the department through the organization of social and athletic activities.
- To develop contact with graduate student societies within Queen's and at other institutions.
- To maintain communication between the department, CEGSA, and members of the department.

3 Membership

All graduate students (MASc, MEng, PhD) currently enrolled in the department are automatically members-at-large of CEGSA.

4 Core Executive

Here, the executive committee members of the Student Association are listed with their responsibilities. Positions can be created and removed to best suit each department/unit. It is recommended that at a minimum, a President, Vice-President, Treasurer, and Additional Executive (see Section 5) with members serving as SGPS and PSAC 901 Representatives.

The executive will consist of:

- **President**:
  - May be any member not in their first semester of enrolment at the time of election.
  - Responsible for setting the meeting agendas, approving all financial expenditures, and ensuring all actions of CEGSA are consistent with Section 2.
  - Maintains precedence for sitting on any committees external to CEGSA, particularly at the faculty or university level.
- **Vice President Doctorate**:
  - A member enrolled as a Ph.D student at the time of election.
  - Responsible for representing their nominal graduate programs in all CEGSA endeavours.
  - Responsible for assuming membership roles in committees where increased graduate student representation is desired, or when the president has delegated their membership.
  - Responsible for professional development activities relating to their nominal graduate program including, but not limited to, academic and industrial speakers both external and internal to the university.
- **Vice President Masters**:
  - A member enrolled as an M.Sc.E or M.Sc candidate at the time of election.
  - Responsible for representing their nominal graduate programs in all CEGSA endeavours.
  - Responsible for assuming membership roles in committees where increased graduate student representation is desired, or when the president has delegated their membership.

- Responsible for professional development activities relating to their nominal graduate program including, but not limited to, academic and industrial speakers both external and internal to the university.

- **Treasurer**:
  - Any member is eligible.
  - Responsible for authorizing all financial expenditures, as well as maintaining accurate and current budgetary records which can be viewed at meetings by any member upon prior request.
  - Required to provide accurate end-of-year financial statements to the Department.
  - Responsible for preparing any additional funding or sponsorship requests that may be required.

- **Social Coordinators**:
  - Any member is eligible.
  - Responsible for organizing social or charitable events or athletic activities, as decided on by the executive as a whole, which are open to all members of the department.
  - To be assisted in this by all other executive members, particularly the additional executive as outlined in Section 5, as well as any volunteer members-at-large.

- **External Affairs Coordinator**:
  - Any member is eligible.
  - Responsible for CEGSA social media accounts, blogs, the CEGSA portion of the departmental website, event announcements and coordination with other organizations during cooperative events.

- **Departmental SGPS Representative**:
  - Elected member of the CEGSA executive that is designated as departmental representative at SGPS council, as determined by SGPS records.

- **Departmental PSAC 901 Representative**:
  - Elected member of the CEGSA executive that is designated as departmental representative at PSAC 901 council, as determined by PSAC 901 records.

Note: Meng students cannot hold an executive position due to the program length of 1 year.

The Departmental SGPS Representative will be determined by a vote of confidence in the entire CEGSA executive or self-nomination to fulfill the duties of the Departmental SGPS Representative. Following an affirmative vote of confidence, the Departmental SGPS Representative shall be selected from any member of the elected CEGSA executive. In the event of a vote of no confidence in the entire CEGSA executive to fulfill the duties of the Departmental SGPS Represetative, a second election. as outlined in Section 6 of this constitution, shall be held to elect a specific member of CEGSA as the Departmental SGPS Representative. This procedure is also followed for the PSAC 901 Representative.

In the event of a promotion of the VPM from M.Sc.E or M.Sc program to Ph.D program during their executive term, the VPM will be allowed to continue in their previous capacity.

In the event that any of the core executive is unable to continue in their position(s), it is expected that said executive will resign voluntarily. If dismissal or transfer from the department invalidates their status as a member, it will be considered a de facto resignation. The remaining executive shall appoint a member-at large to fill the vacant position(s) for the remainder of the term.

Committees external to CEGSA to which the President and Vice Presidents could maintain membership include, but are not limited to, SGS Executive Committee and Subcommittees, Faculty Board Committee and Subcommittees, Curriculum Committees, Grievance Committees, External and Internal Review Committees, Faculty Search Committees and Policy Review Committees.

All core executive members must be knowledgeable regarding the CEGSA constitution and conduct their duties in accordance with all policies therein.

5 Additional Executive

If your Department/Unit is in multiple buildings, or contains subunits, Additional Executive members should be elected to ensure all subunits are represented within the Executive.

In the interest of facilitating communication between all branches of an increasingly delocalized department, additional positions can be appointed to ensure at least one executive member maintains office or lab space in:

1. Dupuis Hall
2. Biosciences Complex/Queen's-KGH Human Mobility Research Center

In the situation that one of these departmental centres is unrepresented in the membership of the core executive, an additional position with the title of Departmental Representative shall be appointed by the CEGSA executive, where the Biosciences Complex/Queen's-KGH Human Mobility Research Center representative be recommended by the Canadian Biomaterials Society-Kingston Student Chapter (CBS –KSC).

It shall be the responsibility of the Departmental Representative to ensure that any actions with respect to the goals outlined in Section 2 are communicated throughout their respective centre(s) in a timely fashion.

In addition, it is expected that at least one international student will be a member of the executive, to be appointed as additional executive if necessary.

6 Elections

Elections for the executive should be help once per year for all positions. Special elections can be held if positions go unfilled or a member has stepped down.

Responsibility for all aspects of the electoral process shall be shared by the Vice President Doctorate and the Vice President Masters. Nominations for executive positions must be made by the penultimate Friday of March of each election year. Nominees for executive positions are to submit prepared statements no longer than 300 words by 12:00 pm on the 31st of March of each election year. The prepared statement requirement is optional for candidates running unopposed.

Members of the current executive are free to run for re-election, and are allowed to vote for all positions, including their own candidacy.

All prepared statements shall be circulated to all members, preferably electronically, no later than April 1st of the same year. A ballot listing all candidates for all positions is to be attached to any electronically distributed statements.

Elections will be held the first week of April, by anonymous electronic ballot.

Positions with more than one candidate shall be awarded to the candidate with the largest number of preferred ballots, relative to the total number of ballots collected. Uncontested positions shall be subject to a vote of confidence, and awarded to the candidate provided a majority of approving ballots. Co-ordinator positions are to be awarded to the two candidates with the most affirmative votes.

Voting will close at the time of 11:59 PM on the Friday of the first week in April. Ballots shall be counted by the current executive and the new executive-elect shall be announced no later than April 14th.

In the event of a vote of no confidence in the entire CEGSA executive to fulfill the duties of the Departmental SGPS Representative, nominations for the Departmental SGPS Representative shall be accepted during the second week of April. Following nominations, an election for the Departmental SGPS Representative shall be held by April 15th. Aforementioned ballot counting policies shall apply, and the Departmental SGPS Representative-elect shall be announced no later than April 18th.

The official transition date for the executive will be May 1st. It is expected that during April, the current executive will co-operate with the executive-elect to ensure a congruous transition.

7 Meetings

Meetings shall be held at least once per month, scheduled at the discretion of the President. Responsibility for the meeting agenda, either written or verbal, shall also lie with the President.

All members of the executive, including Departmental Representatives, are afforded equal speaking and voting rights.

Meeting times should be well circulated throughout the department, as members-at-large are encouraged to attend and participate in meetings.

In the event of large meetings, the executive has the power to appoint a speaker, either from the executive or the members-at-large, who then assumes full control over granting speaking rights.

8 Finances

Money to fund events and buy food (alcohol purchases are not permitted) can be granted by your department/unit. There is also funding available through SGPS, SGSPA, and Student Affairs depending on the nature of the event (social/academic). A budget should be created by the Treasurer and approved by your Department Head each year.

Finances granted by the department for use by CEGSA shall only be used with the written permission of both the President and the Treasurer.

9 Faculty Contact

CEGSA shall maintain contact with the faculty primarily through the Department Head or a faculty delegate thereof, who may be changed at any time at the discretion of the Department Head.

10 CEGSA Records and Correspondence

All CEGSA documents deemed important by the executive are to be dated and kept in the CEGSA Dropbox folder.

All mail addressed to CEGSA shall be delivered to the designated CEGSA folder in the Dupuis Hall mail room, and shall be the exclusive responsibility of the President. Additionally, all electronic mail shall be delivered to the designated CEGSA email address, and shall be the responsibility of the President, Vice Presidents and External Affairs Coordinator.

All social media correspondence, including but not limited to Facebook, Twitter, Instagram and Snapchat, will be the exclusive responsibility of and must be approved by the External Affairs Coordinator.

11 Constitutional Amendments

Constitutional amendments may be made by unanimous consent of the executive, and approval of the Department Head or the Head's Designate.

An up to date copy of the CEGSA constitution shall be maintained in the CEGSA Dropbox folder and on the CEGSA blog, which can be freely viewed by all members.