



Constitution of the University of Waterloo

Chemical Engineering Society 'A'

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Table of Contents:

ARTICLE I:	4
NAME	4
ARTICLE II:	5
OBJECTIVES	5
ARTICLE III:	6
STRUCTURE	6
ARTICLE IV:	7
FINANCES	7
ARTICLE V:	8
MEMBERSHIP	8
<i>Section A: Undergraduate Members</i>	8
<i>Section B: Life Members</i>	8
<i>Section C: Honourary Members</i>	8
ARTICLE VI:	9
ELECTED EXECUTIVE OFFICERS	9
<i>Section A: List of Officers</i>	9
<i>Section B: Term of Office</i>	9
<i>Section C: Qualifications</i>	9
<i>Section D: President</i>	9
<i>Section E: Vice President, External</i>	10
<i>Section F: Vice President, Internal</i>	10
<i>Section G: Vice President, Finance</i>	10
<i>Section H: General Elections</i>	11
<i>Section I: By-Elections</i>	11
<i>Section J: Impeachment</i>	12
ARTICLE VII:	13
DIRECTORS	13
<i>Section A: Appointment</i>	13
<i>Section B: Speaker</i>	13
ARTICLE VIII:	14
CLASS REPRESENTATIVES	14
<i>Section A: Qualifications</i>	14
<i>Section B: Elections</i>	14
<i>Section C: By-Elections</i>	14
<i>Section D: Impeachment</i>	14
ARTICLE IX:	15
THE CHEMICAL ENGINEERING SOCIETY COUNCIL	15
<i>Section A: Privileges</i>	15
<i>Section B: Calling of Meetings</i>	15
<i>Section C: Conduct of Meetings</i>	16
<i>Section D: Duties & Powers</i>	16

ARTICLE X:	17
THE CHEMICAL ENGINEERING SOCIETY JOINT COUNCIL	17
ARTICLE XI:	18
THE CONSTITUTION & THE BYLAWS	18
<i>Section A: Amending the Constitution</i>	18
<i>Section B: Bylaws</i>	18
<i>Section C: Interpretation</i>	18
<i>Section D: Maintenance</i>	18
ARTICLE XII:.....	19
PROCEDURES & POLICIES	19
ARTICLE XIII:	20
REFERENDA.....	20

Article I:

Name

The name of this organization is and shall be “The University of Waterloo Chemical Engineering Student Society ‘A’”, referred to herein as “the Society.”

Article II:

Objectives

The objective of the Society shall be:

- a) To serve as the official undergraduate organization of the Department of Chemical Engineering of the University of Waterloo;
- b) To represent the interests of its members in relations with the Department of Chemical Engineering Administration, the Federation of Students, and student organizations of other faculties and universities;
- c) To cultivate a spirit of mutual assistance and cooperation among its members;
- d) To promote and coordinate the cultural, academic, athletic and social activities of the members of the Society; and,
- e) To provide extra services as desired by the members of the Society.

Article III:

Structure

1. In recognizing that the undergraduate engineering class is split into two groups on the Co-operative Education program, Society 'A' shall represent those students having a Spring term in an odd-numbered year, and Society 'B' shall represent those students having a Spring term in an even-numbered year.
2. Society 'A' and Society 'B' shall each have their own distinct membership, Council, and body of elected and appointed executives, and Constitutions.
3. The administration of finances of Society 'A' and 'B' shall be separate.

Article IV:

Finances

The Chemical Engineering Society Council shall be the sole body empowered to administer the funds of the Society, to receive and to pay to accounts. The officers' signatures required shall be those of the Treasurer and either the President or the Vice President. The funds shall be kept in an account outside the business office of the University of Waterloo.

Article V:

Membership

Section A: Undergraduate Members

1. All undergraduate of the Department of Chemical Engineering in 'A' Stream of the University of Waterloo, including Environmental Chemical, shall be undergraduate members of the Society.
2. Undergraduate members of the Society shall be entitled to the following privileges:
 - a) To vote in general and by-elections for Elected Executive positions;
 - b) To participate in the selection of the Class Representation for their classes;
 - c) To nominate, or second the nomination of, candidates for Elected Executive positions;
 - d) To hold any office with the Society for which they are qualified according to this Constitution;
 - e) To propose or second amendments to the Constitution;
 - f) To attend meetings of the Chemical Engineering Society Council, and to participate in such meeting according to the Rules of Order of the Society;
 - g) To demand to see any or all business transactions and books of the Society in the presence of the officer in charge of such books;
 - h) To join organizations and to take part in activities under control of the Society; and,
 - i) To use facilities provided by the Society

Section B: Life Members

1. All persons receiving undergraduate degrees from the Department of Chemical Engineering at the University of Waterloo shall be life members.
2. Life members shall retain the privileges of undergraduate members, save that they shall not vote or hold office.

Section C: Honourary Members

1. Distinguished persons eminent in Chemical Engineering or related fields may be nominated for honorary membership by any member of the Society.
2. Candidates for honorary membership shall be approved by a majority vote of the Council.
3. Honourary members shall receive the same privileges as life members.

Article VI:

Elected Executive Officers

Section A: List of Officers

There shall be four elected executive officers of the Society: the President, the Vice President, External, the Vice President, Internal and the Vice President, Finance of Society 'A' and Society 'B' shall each have a separate set of elected executive officers.

Section B: Term of Office

The term of office for all elected executive officers shall be from the final regular meeting of Council of the term in which general elections are held until the final regular meeting of Council of the term in which the next general elections are held.

Section C: Qualifications

1. An elected executive officer must be an undergraduate member of the on-term Society.
2. If, following an academic term, an elected executive officer is "Required to Withdraw from Engineering" or "Required to Repeat Term" according to the academic regulations of the Faculty of Engineering, that officer shall resign his or her position.

Section D: President

1. The President must, during their first full on-term of office, be in their 2B or later term.
2. The President of the Society shall:
 - a) Be the official representative of his or her Society;
 - b) Be responsible for the administration and actions of his or her Society; and,
 - c) Act with the other executive officers in matters which cannot, in his or her opinion, await the decision of Council, provided that any such action shall be presented as soon as possible to a meeting of Council for an expression of approval or disapproval.
3. If the office of President is left vacant, the Vice President External shall take on the duties of the President.

Section E: Vice President, External

1. The Vice President, External must, during their first full on-term of office, be in their 2A or later term.
2. The Vice President, External of the Society shall:
 - a) In the President's absence, be charged with the responsibilities and powers of that office; and,
 - b) Be responsible for, and co-ordinate, the activities of those directors reporting to the Vice President, External.
3. If the office of Vice President, External is left vacant, the President and the Vice President, Internal shall take on the duties of the Vice President, External until the office is filled according to the provisions of Article VI Section I, dividing and delegating those duties at their discretion.

Section F: Vice President, Internal

1. The Vice President, Internal must, during their first full on-term of office, be in their 1B or later term.
2. The Vice President Internal of the Society shall:
 - a) Be responsible for and co-ordinate the activities of those directors reporting to the Vice President, Internal;
 - b) Keep a copy of the Constitution as amended, and be responsible for the publications of constitutional revisions.
3. If the office of Vice President, Internal is left vacant, the President and the Vice President, External shall take on the duties of the Vice President, Internal until the office is filled according to the provisions of Article VI Section I, dividing and delegating those duties at their discretion.

Section G: Vice President, Finance

1. The Vice President, Finance must, during their first full on-term of office, be in their 1B or later term.
2. The Vice President, Finance of the Society shall:
 - a) Receive all moneys of the Society;
 - b) Pay all accounts, under the direction of the Engineering Society Council;
 - c) Be responsible for keeping accurate and complete records of all financial transactions of his or her Society;
 - d) Prepare and submit a budget by the second council meeting of each academic term, which shall be approved by Council;
 - e) Receive financial records from all members of the Council whose responsibilities include the handling of moneys;
 - f) Present the books of the Society for audit by a recognized auditor at the end of his or her term

of office if required;

- g) Present a financial report at every regular meeting of the Council;
 - h) Be responsible, on approval of the President or the Vice President, External, for authorizing all disbursements of the Society's funds;
 - i) Present within two weeks, on demand of any member of the Society, the books of the Society;
 - j) Be responsible for, and co-ordinate, the activities of those directors reporting to the Vice President, Finance; and,
 - k) With the approval of the President or Vice President, External, delegate portions of the duties detailed in sub-sections (a), (b) and (c) to other executive officers.
3. If the office of Vice President, Finance is left vacant, the President shall, as soon as possible, appoint an undergraduate member of the Society to take on the duties of the Vice President, Finance until the office is filled according to the provisions of Article VI Section I.

Section H: General Elections

1. Elections for all of the elected executive positions must be held by each Society during its every second on-term.
2. These elections shall be administered by a Chief Returning Officer, who shall be appointed by Council.
3. In the event that any of the four positions are won by acclamation, the winner must be ratified by a 2/3 vote of council before they can take office.

Section I: By-Elections

1. In the event of a vacancy in any elected executive position before the tenth week preceding the last Council Meeting of the first on-term following general elections, a by-election shall be held to fill the position. This by-election shall be administered by a Chief Returning Officer, who shall be appointed by Council. In the event that there is no scheduled council meeting before the opening of nominations, the remaining Executive have the option of calling a special meeting of council, or to appoint a Chief Returning Officer without consulting council in accordance with Article VI Section D.2.d.
2. In the event of a vacancy in the position of President during or following the tenth week preceding the last Council Meeting of the on-term following general elections, the Vice President, External shall assume that office.
3. In the event of a vacancy in the position of Vice President, External, Vice President, Internal, or Treasurer Vice President, Finance during or following the tenth week preceding the final Council meeting of the on-term following general elections, the following procedure shall be used to fill the vacancy.
 - a) At the Council meeting immediately following the occurrence of the vacancy, any member of the Society shall be entitled to bring forth candidates who meet all of the qualifications for the vacant position.

- b) When all candidates have been brought forth, Council shall determine, by plurality vote, which of them will fill the vacancy.

Section J: Impeachment

An elected executive officer of the on-term Society shall be required to resign upon:

- a) The 3/4 unanimous vote of all voting members of Council, except for the officer under consideration, without abstentions or absences, on a motion calling for the impeachment of that officer. For the purpose of this section, any voting member of Council not present shall be considered to have voted against the motion; or,
- b) The decision in the affirmative of a referendum calling for the impeachment of that officer.

Article VII:

Directors

Section A: Appointment

1. The President shall have the discretion to appoint undergraduate members of the Society to take on administrative or other duties of the Society. These appointees shall be called Directors of the Society.
2. The appointment of Directors shall take place following prior to the final regular Council meeting of each term.
3. The term of office of a Director shall be from his or her appointment until the end of the next on-term of his or her Society, or at the discretion of the President.
4. The number and duties of Directors shall be at the discretion of the President, save that a Speaker must be appointed.

Section B: Speaker

1. The Speaker of the on-term Society shall:
 - a) Call meetings of Council as requested by the President;
 - b) Prepare and distribute the agenda for meetings of Council;
 - c) Chair all meetings of Council; and,
 - d) Cast the deciding vote in the case of a tie vote during a regular Council Meeting. Rule on all disputes involving interpretation of the Constitution, Bylaws and Policies of the Society, subject to appeal to Council; and,
 - e) Rule on all disputes involving interpretation of the Constitution and Bylaws of the Society, subject to appeal to Council.

Article VIII:

Class Representatives

Section A: Qualifications

1. In order to represent a class to Council, a student must:
 - a) Be a member of that class (i.e. be in the same academic program and academic term); and,
 - b) Be an on-term member of the Society, as outlined in Article V, Section A.

Section B: Elections

1. A class in its 4A term which will be combined with another class in their respective 4B terms shall, following the final regular meeting of Council of that term, elect in a manner of its own choosing one class representative, whose term of office shall be from the end of that term until the end of the class' next on-term. This class representative and the class representative appointed by the other class shall together be considered the class representatives of the 4B class.
2. Any other class not in its 4B term shall, following the final regular meeting of Council in each term, elect in a manner of its own choosing two class representatives, whose term of office shall be from the end of that term until the end of class' next on-term.
3. A class in its 1A term shall, before the first regular meeting of Council, elect in a manner of its own choosing two class representatives, whose term of office shall be until the end of that term.

Section C: By-Elections

If a class representative position is left vacant, the class to which the position belongs may fill it in a manner of its own choosing.

Section D: Impeachment

A class representative shall be forced to resign from his or her position on presentation to the President of a petition naming the person to be impeached and bearing the signature of a majority of the Undergraduate members of the Society in the class to which the position belongs.

Article IX:

The Chemical Engineering Society Council

Section A: Privileges

1. Anyone shall be allowed to attend meetings of Council.
2. The following shall have voting privileges, each receiving exactly one vote:
 - a) Each of the executive elected officers of the on-term Society;
 - b) One and only one of the class representatives from each of the classes currently on-term; and,
3. All voting and non-voting members of the on-term Society shall be allowed to propose and second motions.
4. The following shall have voting privileges, each receiving exactly one vote:
 - a) Each of the executive elected officers of the on-term Society;
 - b) One and only one of the class representatives from each of the classes currently on-stream; and,
 - c) The President of the off-term Society, or an appointed representative thereof, notwithstanding that representative's status as an off-term member.
5. All members of the on-term Society shall be allowed to propose and second motions.
6. If a voting member of Council holds the chair during a vote, that member shall not exercise his or her vote unless it would change the decision on the motion except in the case of a tie vote.
7. If both class representatives from a class are present, and they cannot agree on who shall exercise their class' vote, that vote shall be considered recorded as an abstention.
8. If neither class representative from a class is present at a meeting of Council, a person from the class in question may be designated in writing to by the Speaker prior the meeting to exercise that class' vote.

Section B: Calling of Meetings

1. The Speaker shall call meetings of Council at the request of the President.
2. Prior to the beginning of the on-term, the President shall schedule at least six regular meetings of Council for that term, which shall then be called by the Speaker according to the schedule, which may only be altered by Council. The first regular meeting must be held no later than three weeks after the first day of lectures, and the final regular meeting must be held no sooner than three weeks before the final day of lectures.

Section C: Conduct of Meetings

1. Unless otherwise specified, meetings of Council shall be held according to Robert's Rules of Order, Revised.
2. The Speaker shall, by default, hold the chair. If the Speaker is absent or elects to abandon the chair, the President shall ask a member of the Society to take the chair.

Section D: Duties & Powers

1. The Council shall:
 - a) Co-ordinate the business of the on-term Society;
 - b) Administer the finances of the on-term Society; and,
 - c) Exercise ultimate control over the actions of the on-term Society, subject to the Constitution.
2. The Council shall have the power, subject to the Constitution:
 - a) To take action to promote the objectives of the Society; and,
 - b) To engage in commercial undertakings to meet the needs of the members of the Society.

Article X:

The Chemical Engineering Society Joint Council

The Executive Officers of both Society 'A' and Society 'B' shall meet a minimum of once per term, with any costs associated with the meeting to be assigned to the on-term society.

Article XI:

The Constitution & the Bylaws

Section A: Amending the Constitution

1. The Constitution may be amended in one of the following manners:
 - a) by a two-thirds majority vote of the Society at Council, providing that the full text of the proposed amendment is presented to the Council; or,
 - b) by a Referendum.
2. The Constitution may not be amended in any way that will render it self-contradictory.

Section B: Bylaws

1. From time to time, policies or procedures of the Society may be proposed which require Constitutional authority. These shall be called Bylaws of the Society.
2. Bylaws shall be enacted and amended according to the procedures for amending the Constitution.
3. No Bylaw shall be enacted which contradicts in any way the Constitution.
4. Bylaws shall have the same authority as the Constitution over the Council, the elected executive officers, and the directors.

Section C: Interpretation

1. Any dispute involving interpretation of the Constitution or Bylaws shall be resolved by the Speaker.
2. The decision of the Speaker in such matters may be appealed to Council, which may overturn the Speaker's decision by majority vote.

Section D: Maintenance

The full and current text of the Constitution and all Bylaws shall be kept the Vice President, Internal, who shall make those texts available to all members of the Society.

Article XII:

Procedures & Policies

1. Council may enact and amend Procedures and Policies, which will be binding on the elected executive officers and directors of that individual Society.
2. Joint policies and procedures shall take precedence over and shall render invalid any policy or procedure, in whole or in part, of either Society that contradicts joint policies or procedures.
3. No Policy or Procedure may be enacted that contradicts in any way the Constitution or the Bylaws.
4. The full and current text of all Procedures and Policies shall be kept by the Vice President, Internal, who shall make those texts available to all members of the Society.

Article XIII:

Referenda

1. A referendum shall be held upon:
 - a) A two-thirds (2/3) majority vote of Council specifying the text of the referendum;
 - b) The receipt of a petition bears the specific text of the referendum and the signatures of no less than ten percent (10%) of the undergraduate members of the on-term Society.
2. A referendum shall be administered by a Chief Returning Officer, who shall be appointed by Council.
3. A referendum shall be decided by the majority vote of the undergraduate members of the on-term Society.
4. The results of a referendum shall be binding on the Council, elected executive officers, and directors of the Society which held it.