



Queen's Graduate Chemistry Society

Constitution

This constitution was ratified by the graduate students of the Queen's University Department of Chemistry at Kingston, Ontario on May 8, 2009 in order to establish a collective voice, representation and a sense of community.

AMMENDED:

May 14th, 2020 at the QGCS Annual General Meeting

May 12th, 2022 at the Transition Meeting Following
Annual General Meeting

May 17th, 2024 at the QGCS Annual General Meeting

May 30th, 2024 at the Transitional Meeting Following
2024 AGM

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Definitions

Administrative Year – the period beginning June 1 until May 31 of the forthcoming year.

Annual General Meeting – General Meeting held annually where election of Executive and Secretary for upcoming Administrative Year will be held.

Department – Queen’s University Department of Chemistry at Kingston, Ontario.

Executive and/or Society Executive – the officers of the Queen’s University Graduate Chemistry Society who shall consist of the President, the Vice President (Internal Affairs), the Vice President (External Affairs), the Vice President (Finance), the (Third, Fourth and Fifth) Floor Representatives, Union Representative/Steward, Outreach Coordinator and International Student Representative who are voting members at Meetings of the Executive.

General Meeting – meeting of the Society membership that may consider any business that would ordinarily be considered by the Executive and has the authority to reverse the decisions of the Executive, where all members of the Society are eligible to vote.

Meeting of Executive – monthly meeting where the Executive and Secretary are required to attend and are open to the membership of the Society. President – the president of the Society. Quorum – 20% of Society membership.

Representative – a member of the Society representing the graduate chemistry students to the Department or University.

Secretary – the secretary of the Society who is a non-voting member at Meeting of the Executive.

SGPS Council – refers to the representative council of the Society of Graduate & Professional Students.

SGPS Executive – refers to the Executive of the Society of Graduate & Professional Students. Simple majority – receiving at least one more than any other choice.

Society – Queen's Graduate Chemistry Society (QGCS).

Term – refers to the length of time an elected office is held by a successful candidate and lasts for one Administrative Year.

Third, Fourth and Fifth Floor Representatives – the representatives of students who perform primary research on the respective floors of Chernoff Hall, Queen's University.

Union Representative/Steward – A member of the Society who represents Chemistry Graduate Students to the Union representing Graduate Student Employees at Queen's.

Outreach Coordinator – A member of the Society who represents the Society's community presence as defined in Article 8.8 of this Constitution.

Communications Coordinator – A member of the Society who represents the Society's digital presence as defined in Article 8.9 of this Constitution.

University – refers to Queen's University at Kingston, Ontario.

Vice President (Internal Affairs), (External Affairs), (International Student Representation), and (Finance) – the Vice Presidents (Internal Affairs), (External Affairs), (International Student Representation) and (Finance) of the Society.

ARTICLE I: NAME

1. The organization shall be known as the Queen's Graduate Chemistry Society (QGCS), hereafter referred to as the Society.

ARTICLE II: PURPOSE OF THE SOCIETY

1. The Purpose of the Society shall be:
 - (a) to act as the representative organization of all graduate students of the Department.
 - (b) to promote and organize social, recreational, and educational activities for its members.

- (c) to foster a relationship between the graduate students and the faculty of the Department.
- (d) to improve the quality of student life and education for the graduate students of the Department.
- (e) to promote the recruitment of new students to the Department.

ARTICLE III: MEMBERSHIP

- 1) Every registered graduate student in the Department of Chemistry shall be a member of the Society.
- 2) The rights of each individual member of the Society shall be:
 - a) to seek the position of any Executive office within the Society.
 - i. Exception: Vice President of International Student Representation can only be held by an international student
 - b) to receive discounts on all events that the Society hosts,
 - c) to vote and propose motions at any General Meeting,
 - d) to attend any Meeting of the Executive,
 - e) to request a General Meeting at the discretion of the Executive.

ARTICLE IV: EXECUTIVE APPOINTMENTS

1. All members of the Society shall be able to accept a nomination for an Executive position as permitted by the articles of this constitution.
2. The Executive shall be appointed in accordance with the procedures set down in this Article that shall be:
 - (a) that no person shall simultaneously accept a nomination for more than one elected office of the Society and/or the SGPS Executive,
 - (b) that no person shall simultaneously hold more than one elected office of the Society and/or the SGPS Executive.
 - (c) that no person shall accept a nomination for an elected office of the Society if he/she does not reasonably believe they will be able to attend at least 75% of all meetings of the Society.
 - (d) that each candidate for an elected office of the Society must be a member of the Society at the time of his/her nomination and appointment to position and remain

such throughout his/her term. An appointed member of the Society Executive shall cease to be eligible to remain in such a position:

- i. if he/she ceases to be a member of the Society.
- ii. if he/she ceases to fulfill their responsibilities and an 80% majority of the Executive is for impeachment.
- iii. upon the submission of his/her written resignation from such a position, iv.
- if death shall occur.

(e) that appointments shall be made by a vote by the membership at the Annual General Meeting where the successful candidate will be the one who receives the simple majority of the votes, or a yes vote of half plus one in any race with only one nominee.

3. A call for nominations for the elected offices and secretary position by the President must be made during the first week of April.
4. All nominations for elected offices must be received before 5:00 pm local time on the last Friday of April, where:
 - (a) Nominations for elected offices must be made by another member of the Society in the form of an email or letter, to be received by the Elections Officer;
 - (b) Nominations for floor representatives must be received from a Member who performs primary research on said floor (at the discretion of the Elections Officer) in the form of an email or letter, to be received by the Elections Officer.
 - (c) Only international students may be nominated and considered for the position Vice President of International Student Representation.
 - (d) Nominations for secretary must be made by another member of the Society in the form of an email or letter, to be received by the President.
5. If an Executive or Secretary position becomes vacant before the end of the Administrative Year, the Executive will appoint a replacement from nominations received from the Society membership. A call for nominations will precede the appointment by at least 14 days. Nominees will be required to attend the next meeting of the Executive to motivate themselves.

ARTICLE V: MEETINGS OF THE EXECUTIVE

1. Meeting of the Executive shall be subjected to the following provisions:
 - (a) that they shall be called by the President:

- i. at least once a month, during the third week.
 - ii. when he/she considers it necessary,
 - iii. when he/she is required to do so by a reasonable request of another Executive or member of the Society.
- (b) that except for where prescribed in the by-laws of the Society, all meetings of the Executive shall be chaired by the President or in his/her absence the Vice President (Internal Affairs);
- (c) that all meetings shall be conducted in accordance with Robert's Rules of Order, conforming to such Society rules, regulations and by-laws in effect at the time of such meetings, provided that any such rules, regulations, or by-laws are consistent with the constitution.
- (d) that any member of the Society may address the Executive upon recognition by the President, which shall not be unreasonably denied; (e) that any member of the Executive may vote on any motion.

ARTICLE VI: GENERAL MEETINGS OF THE SOCIETY

1. General Meetings of the Society shall be subjected to the following provisions: (a) that they shall be called by the President:
 - i. annually on the second Friday of May (Annual General Meeting), ii. when he/she considers it necessary, iii. when he/she is required to do so by a simple majority vote of the Executive.
 - iv. when he/she is required to do so upon a request from the membership at the discretion of the Executive.
- (b) that the membership of the Society be informed of the date, time, location, and agenda no less than one week in advance.
- (c) that, except where prescribed in the by-laws of the Society, all General Meetings shall be chaired by the President or in his/her absence the Vice President (Internal Affairs) of the Society;
- (d) that all meetings shall be conducted in accordance with Robert's Rules of Order, conforming to such Society rules, regulations, and by-laws in effect at the time of such meetings, provided that any such rules, regulations, or by-laws are consistent with the constitution.

- (e) that any member of the Society may have the floor upon recognition by the President, which shall not be unreasonably denied.
- (f) that the agenda may include Executive appointments or impeachments, conforming to such Society rules, regulations, and by-laws in effect at the time of such meetings, provided that any such rules, regulations, or bylaws are consistent with the constitution.
- (g) that all members in attendance have the right to propose motions and amendments to the constitution.
- (h) that all members in attendance have the right to vote on any motion.

ARTICLE VII: AMMENDMENTS TO THE CONSTITUTION

1. The Constitution of the Society may be amended by:
 - (a) a yes vote by 2/3 of the attending membership of the Society during any General Meeting.
 - i. subject to quorum being met at the General Meeting
 - ii. subject to ratification at the following meeting of the Executive.
2. Section "1" of this Article shall be subject to the following provisions:
 - (a) that any member of the Society may present an amendment at a General Meeting provided all other conditions of this Article have been met.
 - (b) that the President shall rule out of order any proposed amendment to a by-law that is inconsistent with this Constitution.

ARTICLE VIII: EXECUTIVE JOB DESCRIPTIONS

1. The President shall be the chief Executive officer of the Society and shall:
 - (a) Be the official representative of the Society.
 - (b) Cause to keep records of the Society's Constitution, rules, regulations, by-laws, meetings and financial status.
 - (c) Keep the Constitution and uphold the same against arbitrary challenge, subject to the will of the Executive.
 - (d) Act as the chairperson for all Meetings of the Executive and General Meetings of the Society.
 - (e) Be one of three signing officers of the Society.

- (f) Maintain Society email address actively.
 - (g) Receive nominations for Secretary as needed as described within the Constitution of the Society.
 - (h) Submit a President's Report to the Membership of the Society at the Annual General Meeting detailing all events, initiatives and financial records that pertain to the previous Administrative Year, as well as suggestions for events and improvements to the Society.
 - (i) Establish procedure for smooth transition of the incoming President.
 - (j) Exercise such prerogatives and duties that are consistent with his/her office.
2. The Vice President (Internal Affairs) shall act as the deputy-chief Executive officer of the Society and shall:
- (a) Assist the President.
 - (b) Maintain job descriptions for all Society positions elected, appointed, and hired.
 - (c) Act on the behalf of the President if he/she is not able to do so.
 - (d) Lead the organization and execution of events of the Society.
 - (e) Act as the chairperson for any meetings that the President cannot attend.
 - (f) Be one of three signing officers of the Society.
 - (g) Establish procedure for smooth transition of the incoming Vice President (Internal Affairs).
 - (h) Submit a report detailing activities and initiatives during each meeting of the Executive.
 - (i) Exercise such prerogatives and duties that are consistent with his/her office.
3. The Vice President (Finance) of the Society shall:
- (a) Assist the President.
 - (b) Recommend such policies to the Executive that he/she considers necessary to facilitate the proper financial order of the Society.
 - (c) Liaise with the President to facilitate the proper financial order of the Society.
 - (d) Maintain control over all Society funds:
 - i. Approve all vouchers and purchase orders paid and to co-sign any cheques in payment of these vouchers,

- ii. Keep up-to-date records of the revenues and the expenditures of the Society, iii. review all deposits and reconcile the bank account monthly.

- (e) Be one of three signing officers of the Society.
- (f) Liaise with the President to submit the annual report to the Society.
- (g) Establish procedure for smooth transition of the incoming Vice President (Finance);
- (h) Submit a financial report during each meeting of the Executive.
- (i) Exercise such prerogatives and duties that are consistent with his/her office.

4. The Vice President (External Affairs) of the Society shall:

- (a) Assist the President.
- (b) Represent the Society, in conjunction with the President, on external issues to the Department, SGPS, University and community.
- (c) Act as the Chemistry Representative to the SGPS Council.
- (d) Liaise with external organizations by reason of actual or proposed affiliation to help finance events, etc.
- (e) Promote the events of the Society.
- (f) Establish procedure for smooth transition of the incoming Vice President (External Affairs).
- (g) Submit a report, by email, monthly, regarding the SGPS Council meetings, to the entire membership of the Society.
- (h) Submit a report detailing activities and initiatives during each meeting of the Executive.
- (i) Exercise such prerogatives and duties that are consistent with his/her office.

5. The Vice President (International Student Representation) shall:

- (a) Assist the President.
- (b) Gain access to the Society's email account for the purpose of communications with International Students and relevant persons or groups.
- (c) Email and ask for a full list of international graduate students, helping create a listserv.

- (d) Meet with the international graduate students in the department and collect their feedback on the issues pertaining to their studies and relationship with the department.
 - (e) Through the Graduate Administration Assistant (gradadm@chem.queensu.ca), contact incoming international students and be a facilitator of their introduction to the Chemistry Department. For incoming students in September, January, and May, this initial contact should include:
 - i. An introduction to the Society and share the link to the website of the Society.
 - ii. Contact information for the Society (including but not limited to email, website, and social media accounts).
 - iii. A brief list of campus resources specific to international students (including but not limited to Queen's University International Centre (QUIC), SGPS International Student Resources);
 - (f) Organize and facilitate welcome initiatives for new and incoming international graduate students, including but not limited to Orientation Sessions and Welcome Week through QUIC, in partnership with outreach coordinator.
 - (g) Advocate for international student issues, both at the departmental level and the university level. This can include attending Department Meetings when issues need to be escalated or discussed with faculty and staff of the Department.
 - (h) Help guide international students to available resources.
 - (i) Add a welcoming activity to the Strategic Plan for international students joining the Department; this event should be held in September and can be tied to other events hosted by the Society but must include an aspect of welcome and inclusion specifically to encourage international student participation.
 - (j) Become a member and participate in the SGPS International Standing Committee and take part in meetings organized by the SGPS's International Commissioner.
 - (k) Exercise such prerogatives and duties that are consistent with his/her office.
6. The (Third, Fourth, Fifth) Floor Representatives of the Society shall:
- (a) Assist the President.
 - (b) Promote the events of the Society to students who do primary research on said floor.

- (c) Submit a report detailing activities and initiatives during each meeting of the Executive.
- (d) Exercise such prerogatives and duties that are consistent with his/her office.

7. The Union Representative/Steward of the Society Shall:

- (a) Assist the President
- (b) Serve as Departmental Steward for the Chemistry Department within the Public Servant's Alliance of Canada (PSAC) Local 901, or as a departmental representative in whichever union represents graduate student teaching assistants and teaching fellows at the time of their appointment, hereafter referred to as "The Union".
- (c) Attend a minimum of 75% of Steward's Council meetings or their equivalent.
- (d) Liaise with the President and the Union on issues relating to Union activities that affect the chemistry department.
- (e) To the extent that their position as Steward allows, report to the Executive current events within the Union and inform the Executive on upcoming Union initiatives.

8. The Outreach Coordinator of the Society shall:

- (a) Assist the President.
- (b) Promote engagement between Society membership and Society initiatives, advertise Society events and initiatives to the members, and promote participation of Society members in Society events and initiatives.
- (c) Assist with formulating the Strategic Plan, including new and reoccurring events.
- (d) Assist with the planning and implementation of new and reoccurring events, including but not limited to suggesting events at meetings of the Society, communicating with venues, businesses, or organizations otherwise involved in the events of the Society, and organizing event logistics for events run by the Society.
- (e) Collaborate with Third, Fourth and Fifth Floor Representatives to promote engagement and participation in the events run by the Society.

9. The Communications Coordinator of the Society shall:

- (a) Assist the President.
- (b) In conjunction with the President and Secretary of the Society, manage the online presence of the Society, including any websites and social media accounts belonging to the Society, to communicate the business of the Society to the public.

- (c) Create media content for the Society, including but not limited to advertising for events of the Society, events happening in the Department, TA/RA/TF Union, or Queen's Campus relevant to the mandate of the Society through physical promotional materials and social media promotions. Content may include but is not limited to:
 - i. graphics and captions for Instagram, graphics, and posts for Facebook, and tweets for Twitter.
 - ii. infographics to be sent via email.
- (d) Assist the President with posting content to all social media accounts belonging to the Society (including but not limited to Instagram, Facebook, Twitter, promotional emails). Content must be posted in a timely manner to facilitate event advertising and participation in accordance with SGPS and University sanctioning rules and regulations:
 - i. Sanctioning often requires registration in advance of events.
 - ii. Content must be available for students (email and social media) at minimum 24 hours before registration is due.
- (e) In collaboration with the President, maintain a record of the administrative passwords for any websites and social media accounts owned by the Society.
- (f) Assist the President and Secretary with updates to the official QGCS Website, including:
 - i. Links to relevant campus resources, including but not limited to SGPS, Student Wellness, Queen's University International Centre.
 - ii. Promotion of and registration for events of the Society, or events run by the Department or University events relevant to the mandate of the Society.
 - iii. Formatting content for compatibility with computers and mobile devices.
- (g) Exercise such prerogatives and duties that are consistent with his/her position.

10.

- (a) Sections "1,2,3,4,5,6,7" and "8" of this Article notwithstanding, all duties individually invested officers should be considered the sole prerogative of the Society's membership to detail, acting through the Executive.

ARTICLE IX: SECRETARY JOB DESCRIPTION

1. The Secretary of the Society shall:

- (a) Assist the Executive.
- (b) In conjunction with the President, set the agenda for all meetings of the Society.
- (c) Record minutes at all meetings of the Society, distribute them to the Executive by email and post to the Society website as soon as possible.
- (d) Act as Elections Officer:
 - i. receive nominations for Elected Offices.
 - ii. distribute list of nominees to the Society within 5 days of nomination deadline.
 - iii. in conjunction any impartial Executive, oversee any vote at a General Meeting that results in the election to an executive office.
- (e) Update Society website as required.
- (f) Exercise such prerogatives and duties that are consistent with his/her position.

ARTICLE X: EXECUTIVE TRANSITION PROCEEDINGS

1. All outgoing members of the Society shall be responsible for:
 - a) Creating a transition document, or updating an existing document, prior to the annual changeover of Society members.
 - b) Reviewing the role description in the Constitution with incoming members.
 - c) Reviewing the transition document with incoming members.
 - d) Identifying to incoming members where to find important information pertinent to the role (for example: Microsoft Teams folders and tasks, account information, saved emails, document organization, website resources);
 - e) Relaying items from the prior Strategic Plan that incoming members should or must consider completing or initiating.
2. Incoming members of the Society must ensure that they understand the information presented in the Constitution and Transition Document. Where information is lacking, it is the responsibility of the incoming member to contact the past member of their role and/or the President for assistance.

ARTICLE XI: EQUITY, DIVERSITY, INCLUSION, AND INDIGENEITY (EDII) LIASON

1. An EDII Liaison will sit in on the reoccurring meetings of the QGCS
2. This Liaison will:
 - (a) Communicate and consult with the executive of the topics of EDII within the department
 - (b) Act as a point of communication between QGCS and the QC-IDEAs (or representative group) within the department.
 - (c) The representative can be part of the QC-IDEAs (or representative group) within the department