

UBC Chemistry Graduate Student Society Constitution

Terminology:

- “CEO”: the Chief Electoral Officer.
- “CGSS” or “the society”: the UBC Vancouver Chemistry Graduate Student Society.
- “Council”: the CGSS council composed of all elected CGSS councilors.
- “Council meeting”: a meeting where only councilors participate in voting.
- “Councilor”: an elected member of CGSS council.
- “CRO”: the Chief Referendum Officer.
- “CUPE 2278”: the Canadian Union of Public Employees Local 2278.
- “Executive Councilor”: the roles of President, Vice-President, Treasurer and Social Coordinators.
- “General meeting”: a meeting where all CGSS members participate in voting.
- “General membership”: all currently enrolled graduate students in the Department of Chemistry, unless they have been suspended or opted out (see Section 2).
- “GSS”: the Graduate Student Society of UBC Vancouver.
- “Public vote”: A vote where each voting party must clearly indicate the option for which they are voting.
- “Regular vote”: a vote in which a simple majority of votes cast is necessary, excluding abstentions.
- “Secret ballot”: An anonymous ballot which is cast in secret.
- “Special vote”: a vote in which a two-thirds majority of votes cast is necessary, excluding abstentions.
- “Term”: The length of time a councilor may hold their position before re-election (see Article 3.3).
- “UBC”: the University of British Columbia.
- “UCS”: the Undergraduate Chemistry Society.

Preamble

The mission of the CGSS is to improve the graduate experience of its members by:

- Building a sense of community and inclusiveness within the society membership.
- Working with the Department of Chemistry to improve the graduate programs it offers.
- Providing useful information and services regarding graduate studies at UBC to prospective and current students.
- Providing opportunities and support to members for academic and career skill building.
- Encouraging members to become active and engaged members in the UBC and Vancouver communities, particularly through charitable efforts.
- Liaising to external organizations on behalf of its members and promoting the interests of the general membership.
- Promoting physical and mental wellness within its membership.

1. Name

University of British Columbia (UBC) Vancouver Chemistry Graduate Student Society (CGSS)

2. Membership

2.1. General Membership

2.1.1. All Master's or Doctoral students in the Department of Chemistry at the University of British Columbia Vancouver will automatically be considered members of the CGSS for the duration of their registration, unless they have been suspended or opted out.

2.1.2. A member may opt out of the CGSS by notifying the President in writing. The maximum opt out period is one (1) year, but may be renewed annually. Graduate students who opt out forfeit all the rights and privileges associated with CGSS membership.

2.1.3. Upon approval by regular vote of council, a postdoctoral fellow from the chemistry department may be given the same privileges as a general member regarding event proposals and reimbursements.

2.2. Duties and Rights of Members

2.2.1. Every CGSS member shall have a duty to uphold the spirit and intent of the CGSS constitution.

2.2.2. Every CGSS member shall have the right to vote during general meetings or referenda, participate in CGSS events, and inspect any documents of the society upon request.

2.3. Suspension

2.3.1. Membership within the society may be suspended by special vote of council under any of the following circumstances:

- (a) Members who violate any of the stipulations laid out in this constitution.
- (b) Members who act in a manner that puts the CGSS in disrepute.

2.3.2. Upon suspension, the member will be informed by the President in writing within forty-eight (48) hours of the decision to suspend, including the reason for suspension. At the next CGSS council meeting, the member shall have an opportunity to offer their defense. The suspension may be withdrawn by regular vote of council. The member may designate an agent to accompany them or serve in their place.

2.3.3. Suspension of a member shall be for a minimum of one (1) month to a maximum of one (1) year, the length of which will be determined by the council.

3. Council

3.1. Duties and Powers

3.1.1. All councilors must work to fulfill the mission statement of the society and represent the general interests of chemistry graduate students to both the CGSS council and external bodies.

3.1.2. All councilors must attend CGSS council meetings. Councilors who will be unable to attend a council meeting must notify the Secretary in advance of the meeting. If a councilor misses three or more meetings over their term without valid excuse and/or notice, they may be removed from their position by special vote of council.

3.1.3. All councilors must volunteer for at least one (1) shift during each session of lab manual sales, unless extenuating circumstances are presented. Councilors who do not volunteer for lab manual sales may be removed from their position by special vote of council.

3.1.4. All councilors must volunteer for at least one (1) CGSS social or academic event per semester unless extenuating circumstances are presented. Councilors who do not volunteer for at least one event may be removed from their position by special vote of council.

3.2. Council Positions

3.2.1. Council will consist of the following positions:

President — The President shall oversee the operations of the CGSS and act as the primary liaison between the CGSS, its membership, and external bodies, primarily the Department of Chemistry. The President shall chair the CGSS council and general CGSS meetings. The President shall co-host any virtual CGSS meetings. The president shall act as the primary administrator of all CGSS information technologies, except those managed by the Webmaster. The President has signing authority on the CGSS financial accounts. The President may delegate some of his/her responsibilities to the Vice-President. Upon the end of his/her term, the President will also serve as Advisor for up to a one (1) year term, as long as they remain a graduate student in the UBC department of chemistry.

Advisor — The Advisor shall attend council meetings and oversee the transition of information between current and past councils and provide guidance over the course of their term. The Advisor position is held by the person who served as the CGSS President in the previous council term.

Vice-President — The Vice-President shall assume a leadership role in all initiatives related to charitable efforts. The Vice-President shall assume the role of President if the President is unavailable, including chairing CGSS council, co-hosting virtual CGSS meetings, and chairing general meetings. The Vice-President shall organize the annual holiday skits and has signing authority on the CGSS financial accounts.

Treasurer — The Treasurer shall be responsible for the management of the financial affairs of the society including keeping an accurate and up-to-date record of income and

expenditures. The Treasurer oversees the reimbursement of funds for CGSS activities and acts as the primary liaison with the Financial Management of the Department of Chemistry. The Treasurer shall prepare a financial report for presentation at every CGSS general meeting and shall prepare statements of income and expenditures upon request from the CGSS council. The Treasurer shall organize lab manual sales in collaboration with the Department of Chemistry. The Treasurer shall prepare the annual CGSS budget (see Article 9.1.4). The Treasurer has signing authority on the CGSS financial account.

Social Coordinators (2 positions) — The Social Coordinator shall organize and advertise all CGSS social events and activities. The Social Coordinators shall obtain liquor licenses for CGSS social events and manage the CGSS storage locker.

Secretary — The Secretary shall be responsible for scheduling and recording minutes during CGSS council meetings and general meetings (see Section 5). The Secretary shall co-host any virtual CGSS meetings. The Secretary shall distribute meeting agendas to the council (see Article 4.1.3). The Secretary shall be responsible for creating and distributing the schedule for the weekly departmental coffee time. The Secretary establishes and maintains a phone and email list of all CGSS councilors. The Secretary shall maintain a list of graduate student representatives on departmental committees and maintain contact with these representatives. If the Vice-President position is vacant, the Secretary shall have signing authority on the CGSS financial account.

Wellness Representative — The Wellness Representative shall assume a leadership role in all departmental initiatives related to health and wellbeing of CGSS members. The Wellness Representative shall be responsible for maintaining awareness of resources and other initiatives pertaining to the health and wellbeing of CGSS members. The Wellness Representative shall direct CGSS members with concerns to the appropriate resources and anonymously document the concerns of CGSS members.

Union Representative(s) — The Union Representative(s) shall act as a liaison between the Teaching Assistantship Union (CUPE 2278) and CGSS members. The Union Representative(s) shall attend Teaching Assistantship Union general meetings and inform CGSS members of all actions and decisions of the Teaching Assistantship Union. The number of Union Representatives is determined by the Teaching Assistantship Union.

First Year Representative — The First Year Representative shall act as a liaison between first year chemistry graduate students and the CGSS council. The First Year Representative shall take an active role in organizing activities and social events for first year graduate students and assist with organization of the annual holiday skits.

Sports Representative — The Sports Representative shall organize and promote sporting and athletic activities, including intramural sports, to CGSS members. The Sports Representative shall be responsible for obtaining and maintaining sporting equipment.

International Representative — The International Representative shall act as a liaison between the council and international CGSS members. The International Representative shall plan events focused towards international CGSS members and assist in the organization of the annual holiday skits.

GSS Representative(s) — The GSS Representative(s) shall act as a liaison between the GSS council and the CGSS council. The GSS Representative(s) shall attend all GSS council meetings and GSS general meetings and inform the CGSS council of all relevant actions and decisions of the GSS council. The GSS Representative(s) shall ensure the CGSS membership within the GSS is renewed at the beginning of each academic year. The number of GSS Representatives is determined by the GSS.

Webmaster — The Webmaster shall maintain and update the CGSS website and shall administrate all CGSS social media accounts. The Webmaster shall ensure CGSS council meeting minutes are posted on the CGSS website promptly after approval by council.

Members-at-Large (3 positions) — Members-at-Large shall act as liaisons between council and the general membership. Members-at-Large shall volunteer at CGSS events and assist with the organization of the annual holiday skits.

3.2.2. After the election, the number of councilors serving as Members-at-Large may be increased for one (1) council term by regular vote of the incoming council. The member(s) who fulfill(s) the newly created position(s) must be an unsuccessful nominee from the previous election. The nominee(s) shall be seated by regular vote of council.

3.2.3. Additional responsibilities may be delegated to any councilor at the joint discretion of the executive councilors.

3.3. Membership in Council

3.3.1. The term of office for all positions will be approximately one (1) year, beginning on the first day of the month succeeding the general election, and ending on the last day of the month in which the general election is held in the next calendar year.

3.3.2. All general members will be eligible to run for the following positions: Vice-President, Social Coordinator, Wellness Representative, Secretary, Union Representative, Sports Representative, GSS Representative, Webmaster, and Member-At-Large. It is recommended that the positions of Vice-President, Social Coordinator, and Secretary are held by students who are in their second year or above.

3.3.3. The position of First Year Representative must be held by a first year student. A first year student shall be defined as a student who has been enrolled in a chemistry graduate program at UBC for less than twelve (12) months at the time of election.

3.3.4. The position of International Representative must be held by an international student. An international student is defined as any graduate student designated as an international student by the UBC administration.

3.3.5. In order to be eligible for the position of President or Treasurer, , a member must have previously held a position as a CGSS councilor for a minimum term of one (1) year, unless approved as a candidate by the chief elections officer.

3.3.6. If a member expects to graduate within one year of the election, they are ineligible to run for the following positions: President, Vice-President, Treasurer, or Social Coordinator.

3.3.7. There shall be no limit to the number of terms that an individual may serve on council, so long as they remain members of the CGSS.

3.3.8. A CGSS councilor may only hold more than one (1) position simultaneously by special vote of council. Individual councilors may only have one vote, regardless of the number of positions held.

3.3.9 All CGSS councilors must obtain an active 'BC Special Event Server' license, 'Serving It Right' license, or an equivalent license that allows one to serve alcohol at events in BC. Exceptions to this rule will be made for councilors who wish to abstain from alcohol serving due to legitimate personal beliefs, after notifying the President.

3.3.10 Of the two possible CGSS Social Coordinators, at least one Social Coordinator on council must have at least one (1) year experience on the CGSS council. In the event that two nominees without previous council experience are voted into the position, another councillor with previous council experience will be assigned to advise them, as decided by the President.

3.4. Resignation of Councilors

3.4.1. Councilors who may wish to resign from their position shall notify all members of the CGSS council in writing. If the President, Treasurer, Vice-President or Social Coordinators wish to resign from their position, they must also notify the general membership in writing.

3.5. Removal of Councilors

3.5.1. Any councilor deemed to have acted in a manner that puts the CGSS in disrepute, violated any of the stipulations laid out in this constitution, or acted in a manner that may be harmful to the CGSS council or its membership, may be removed from their position by special vote of council. The President or acting President must inform the general membership if the President, Treasurer, Vice-President, or Social Coordinators are removed.

3.6. Council Position Vacancies

3.6.1. If the President or Treasurer position becomes vacant, the CGSS council must elect an acting President or acting Treasurer from current CGSS councilors by secret ballot. The acting President or Treasurer shall assume the role until the by-election is held to fill the vacant position. The acting President or Treasurer may run for the vacant position in the by-election.

3.6.2. If a council position becomes vacant before the end of the term, a by-election may be held to fill the position, following the CGSS elections procedures (see Section 8). Any ongoing responsibilities of the vacant position will be absorbed by other councilors, as decided by the President, until the vacant position is filled.

4. Council Meetings and Voting

4.1. General

4.1.1. Council meetings will be held at least once per month and will be open to all CGSS members.

4.1.2. Council meetings will be chaired by the President. If the President is unavailable, council meetings will be chaired by one of the executive members. If no executive members are available, the meeting shall be rescheduled.

4.1.3. Meetings will be called to order by the chair followed by the ratification of previous meeting(s) minutes. Committee reports and items on the meeting agenda will be presented and discussed. Decisions will be approved by regular vote or special vote in accordance with the constitution. Meetings will then be adjourned by the chair.

4.1.4. Meetings will follow the meeting agenda. The agenda shall be circulated by the Secretary via email twenty-four (24) hours prior to the scheduled meeting time.

4.1.5. All CGSS members will be permitted to add items to the meeting agenda but must inform the Secretary before the twenty-four (24) hour deadline.

4.1.6. For a council meeting to hold quorum, at least fifty-one (51) percent of the councilors must be present. Quorum shall be determined by the current number of councilors.

4.1.7. When confidential issues are discussed, the meeting may be moved from open to an in camera session, by regular vote. Meetings may not be adjourned during an in camera session.

4.1.8. Any CGSS member can invite a non-member to a council meeting. Twenty-four (24) hour notice must be given to the council when inviting a non-member to a meeting, except UCS Representatives.

4.1.9. If a councilor cannot attend a meeting, then they must notify the Secretary prior to the meeting.

4.1.10. A council meeting may be called at the discretion of any councilor.

4.1.11. Council meeting locations and dates shall be available upon request from the president to all CGSS members. The President shall inform all CGSS members of this right, in writing, at the beginning of their term.

4.2. Voting at CGSS Council Meetings

4.2.1. Votes cannot be held without quorum of council. If quorum is not met, all voting items will be postponed to the next council meeting.

4.2.2. All votes held by the CGSS Council shall follow the following procedural steps:

a) Introduction of item by the Chair.

- b) Open discussion of item by council.
- c) Call to move the item to a vote. If opposed by any councilor, a regular vote of council may be held to continue discussion.
- d) Call for seconder, to initiate vote.
- e) Vote is led by the Chair and counted by the Secretary (Yes/No/Abstentions).

4.2.3. For a vote to pass, the number of “yes” votes must exceed the number of “no” votes, regardless of the number of abstentions. However, abstentions are counted towards quorum.

4.2.4. All councilors may only have one vote per item, regardless of the number of positions held on council.

4.2.5. Vote items are decided by public vote. A vote item may be held by secret ballot at the discretion of the Chair.

4.2.6. All voting results are recorded in meeting minutes, including the number of votes for each option.

4.3. Changeover Meeting

4.3.1. A changeover meeting may be held within two weeks of an election, where both the incoming and outgoing councils are present, at the discretion of the incoming and outgoing Presidents. The purpose of this meeting shall be to facilitate the exchange of information between incoming and outgoing councils, and to discuss the budget for the upcoming financial year.

4.3.2. Voting shall only involve the incoming councilors, and quorum shall be based on the total membership of the incoming council.

4.4 Voting Outside of CGSS Council Meetings

4.4.1. Votes may take place outside of CGSS council meetings, facilitated by any polling software.

4.4.2. Votes held outside of a CGSS council meeting shall adhere to the following procedure:

- a) Introduction of an item by any member of council, in a form available to read by all councillors (e.g. posted to a channel accessible to all councilors in communication software officially used by the council).
- b) Open discussion of the item by council, facilitated by the official communication software used by the council.
- c) Call to move the item to a vote by any executive member of council.
- d) A poll is organized by any executive member of council, with a deadline set.

4.4.3. For a vote to pass outside of a council meeting, the number of “yes” votes must

exceed the number of “no” votes, and quorum must be met. Abstentions are not counted towards quorum for votes outside of a CGSS meeting.

4.4.4. All councilors may only have one vote per item, regardless of the number of positions held on council.

4.4.5. Vote items held outside of meetings are decided by public vote. A vote item may be held by secret ballot at the discretion of the President.

4.4.6. Voting results must be made immediately available to all council members. When a voting result is of concern to the student body, as determined by the President, the results of a vote must be made available to all CGSS members.

5. Minutes

5.1. General

5.1.1. The Secretary shall record the minutes during every general and council meeting, indicating the date, starting/adjournment time and location of the meeting.

5.1.2. With the exception of general meetings, attendance shall be noted in the minutes. A description of those who arrive late or leave early with the time indicated in the order of business shall be noted.

5.1.3. The minutes will be a general summary of the meeting, written in a neutral tone, briefly describing the issues discussed.

5.1.4. Minutes will not include excerpts from emails, written committee reports, financial updates, personal opinions, direct quotations or matters discussed during in-camera sessions.

5.1.5. The minutes will precisely describe the vote item that took place and indicate the outcome of the vote, including the number of councilors voting for, against or abstaining.

5.1.6. Draft minutes will be sent to the council by email no less than seven (7) days before the next scheduled council meeting.

5.1.7. Minutes will be ratified at the subsequent council meeting and uploaded to the society’s website by the Webmaster.

6. Committees

6.1. General

6.1.1. A committee is a body of CGSS members appointed for a specific function.

6.1.2. Committees shall be created by a regular vote of council. The creation of a committee must include a mandate, approximate duration and member composition.

6.1.3. Upon completing the committee mandate to the best of its abilities or after twelve (12) months of its establishment, the committee shall be dissolved or renewed by a

regular vote of council.

6.1.4. All committee meetings are open to CGSS members.

6.2. Committee Structure

6.2.1. Committees shall consist of a minimum of two (2) members, with at least two (2) of the members currently serving as councilors.

6.3. Appointment of Committee Members

6.3.1. Committee members are appointed by the council by a regular vote. Nominations for committee members can be made in person during council meetings or by prior request to the President.

6.3.2. Council may appoint members of the committee immediately upon committee formation. If vacancies in the committee exist, a call for new members shall be circulated to the membership. If additional members wish to join, incoming members shall be appointed at the next council meeting.

6.3.3. Should the number of nominees exceed the number of vacant seats, council can elect to increase the committee size by a regular vote. Alternatively, all council members will cast secret ballots to elect the committee members. Ballots will be totaled immediately by the Secretary.

6.4. Committee Chairs

6.4.1. The committee shall elect a committee Chair from among its members at its first meeting.

6.4.2. If the Chair is unavailable, the Chair shall appoint a committee member to chair the meeting. Alternatively, the Chair may select a willing executive councilor to chair the meeting.

6.4.3. The Chair of each committee shall:

- (a) Liaise with CGSS council and give progress reports at the request of the President.
- (b) Notify all committee members of the time, place and proposed agenda of all meetings of the committee at least forty-eight (48) hours in advance of a meeting.
- (c) Be responsible for the effective operation of the committee including:
 - (i) Encouraging open discussion of items and topics.
 - (ii) Listening to the requests of general committee members.
 - (iii) Delegating tasks fairly.
 - (iv) Striving to have committee meetings at regular times and places.

6.5. Committee Meetings

6.5.1. A committee meeting may be called by the Chair of the committee or any two (2) regular committee members.

6.5.2. All committee meetings shall be called at least forty-eight (48) hours in advance and the agenda set twenty-four (24) hours in advance.

6.6. Disputes

6.6.1. Any general member can appeal any committee decision to council. The committee's decision may be overturned by a regular vote of council.

6.7. Committee Restructuring

6.7.1. Any general member can recommend to council that a committee's membership be reconstituted, given reasonable evidence that the committee has not been functioning according to the constitution or serving the best interests of the general membership.

6.7.2. Council may remove a member of a committee by a regular vote. The member must be given written notice of the vote item three (3) days prior to council meeting, including reasons for which their removal is being considered.

7. General Meetings

7.1. General

7.1.1. General meetings shall serve to inform the general membership of current CGSS affairs, hold elections, pass referenda and/or ratify constitutional amendments.

7.1.2. A general meeting may be called by any CGSS member.

7.1.3. Members must be informed of general meetings, at least seven (7) days in advance of the meeting.

7.1.4. The member who calls the meeting shall circulate an agenda to the general membership, at least seven (7) days in advance of the meeting.

7.1.5. The quorum for general meetings will be fifteen (15) percent of total membership, as determined by the Department of Chemistry.

7.1.6. General meetings shall be chaired by the President. If the President is unavailable, the Vice-President shall chair the meeting. If both the President and Vice-President are unavailable, an alternative Executive Councilor shall chair the meeting. If no Executive Councilors are available, the meeting shall be rescheduled.

7.2. Annual General Meeting

7.2.1. The Annual General Meeting shall take place within eight (8) weeks of the start of Winter Term I (September - December).

7.2.2. The President shall present a year-end report and update members on current

affairs.

7.2.3. The Treasurer shall present a financial report.

8. Elections

8.1. General

8.1.1. Elections for council positions shall be held annually.

8.1.2. When possible, elections shall be held at the CGSS Annual General Meeting.

8.2. Chief Electoral Officer

8.2.1. A Chief Electoral Officer (CEO) will be appointed prior to a call for nominations. If a suitable candidate is not found, the responsibilities shall be fulfilled by the current President.

8.2.2. The CEO must be approved by regular vote of council.

8.2.3. The CEO may not run for any positions in the election and must remain impartial.

8.2.4. The CEO has the following responsibilities:

- (a) Calling for nominations.
- (b) Communicating deadlines to CGSS membership (including election date).
- (c) Collecting nominations.
- (d) Communicating the rules and procedures governing the election to the candidates after the nomination period closes.
- (e) Advertising candidates to the membership.
- (f) Overseeing campaign expenses.
- (g) Ensuring only CGSS members are given ballots.
- (h) Safe keeping of ballots and ballot boxes.
- (i) Counting votes (with one other councilor present who is not running in the election).
- (j) Distributing the results within twenty-four (24) hours of election.

8.3. Date of Elections

8.3.1. Dates for elections shall be announced by the CEO at least two (2) weeks prior to the start of voting.

8.3.2. The nomination period shall be at least one (1) week long. The nomination period for uncontested positions may be extended to conclude twenty-four (24) hours prior to the start of voting, at the discretion of the CEO.

8.3.3. The campaigning period for the election shall be set by the CEO and must be at least one (1) week long. Members nominated after the designated nomination period shall campaign until the beginning of the voting period, even if the campaigning period is less than one (1) week.

8.4. Campaigning

8.4.1. All campaigning activities shall occur within the campaigning period.

8.4.2. Campaigning shall extend until the beginning of the voting period, unless decided otherwise by the CEO.

8.4.3. The cost of campaigning shall not exceed fifty (50) dollars per candidate, and is at the expense of candidates. All expenses must be reported to the CEO.

8.4.4. Campaign material shall be posted in accordance with UBC building policy.

8.4.5. No campaigning is permitted within the room which the election is being held.

8.4.6. Candidates may not use any email distribution lists administered by UBC, its faculties or departments for campaigning purposes.

8.4.7. Candidates must not coerce or dishonestly influence any member into voting in any way. If nominees are found to be in violation, they may be disqualified from the election, at the discretion of the CEO.

8.4.8. All campaigning materials shall be removed by the candidate twenty-four (24) hours after the results are distributed.

8.5. Voting in Elections

8.5.1. Voting shall be conducted by secret ballot.

8.5.2. All CGSS members are eligible to vote.

8.5.3. Quorum for elections is fifteen (15) percent of membership. The CEO shall request the total number of graduate students from the Department of Chemistry one (1) week prior to the election.

8.6. Counting of Votes and Announcement of Results

8.6.1. Only the CEO and one (1) other councilor who is not running in the election shall be present for counting of the votes.

8.6.2. The candidate who receives the most votes in each contest shall be declared the winner.

8.6.3. In the event of a tie for the most number of votes, the vote shall be decided by the flip of a coin.

8.6.4. Results shall be announced to the membership by the CEO within twenty-four (24) hours of the election.

8.6.5. If the results of a particular contest are within five (5) votes, a recount shall be conducted.

8.7. Appeals and Complaints

8.7.1. Any appeals or complaints regarding election results shall be reported to the CEO within five (5) working days of the election.

8.7.2. Any general member may appeal the election results to council. If deemed appropriate, the current council may conduct a special vote to disqualify the elected councilor(s). Any party involved in the dispute may not participate in this vote.

8.8. Council Changeover

8.8.1. The term for all elected positions ends on the last day of the month in which the general election is held.

8.8.2. All councilors shall train the incumbent councilor who will assume their role in the new term.

8.8.3. All councilors shall prepare an exit report, detailing the responsibilities and duties of their role, as well as a summary of all activities completed while acting in that role. Councilors shall submit the exit report to the incoming President and the incoming councilor assuming the role, before the end of their term.

8.9. By-Elections

8.9.1. By-elections can be held at any time to fill a vacant position on council, and should follow the election procedure (see Sections 8.1-8.8).

9. Finances

9.1. Intention and Purpose

9.1.1. The CGSS funds are used primarily for the organization of activities that support the CGSS mission statement and chemistry graduate students at large. These events are created and organized to support the social, cultural or academic interest of CGSS members. These funds are primarily used to provide reimbursements of expenses to CGSS members who have initially paid to facilitate these events.

9.1.2. The funds may be used to directly pay for expenses for purchases within the Chemistry Department *via* speed chart. Only Executive Councilors can authorize such transactions.

9.1.3. The funds of the CGSS are located in a UBC internal agency ('Z' PG) account housed within the Department of Chemistry UBC (the "Internal Account"). The fiscal year of the society shall end on the 30th day of September each year.

(a) The Department of Chemistry has access to the account (viewing balance and transactions) but does not have authorization to make decisions on financial matters concerning how funds are used by the CGSS.

(b) Three (3) signing authorities from the CGSS will be able to view the balance and transaction record in the internal account at any time (President, Vice-President and Treasurer). Funds may only be withdrawn from the internal account upon written authorization of two (2) of the three (3) CGSS signing

authorities in accordance with UBC procedures for the maintenance of such accounts. No other CGSS member has authority to withdraw funds (see Article 9.2 for exceptions).

(c) Funds can be withdrawn from the Internal Account through the following means:

(i) Direct deposit to a third party bank account of a CGSS member.

(ii) Transfer to another internal UBC account.

(iii) Cheque.

Payments to third parties by direct deposit is limited to three thousand five hundred (3500) dollars. Expenses in excess of this amount shall be paid by way of cheque in accordance with UBC policy.

(d) The funds that facilitate the yearly operating expenses of the CGSS are allocated by the Department of Chemistry. A budget, created by the CGSS, is submitted yearly to the Chemistry Department. After approval, the funds are transferred and kept in the internal account.

(e) The CGSS may, in accordance with its governance rules, decide to terminate this arrangement and open an external bank account upon providing the Department of Chemistry with ninety (90) days written notice. In such a case, the Department of Chemistry may choose to request reporting requirements on the CGSS prior to transferring the balance of funds from the internal account and as a condition of any future funding from the Department of Chemistry.

(f) In the event that the CGSS chooses to open an external bank account it shall provide the Department of Chemistry with a written statement confirming that all outstanding financial liabilities, including taxes owing, with respect to operations of the CGSS have been paid prior to any funds being transferred from the internal account. Any obligations associated with the new account will be the sole responsibility of the CGSS.

(g) When the CGSS funds were moved from the external BMO account to the Department of Chemistry internal account (April 2017), the department agreed to jointly absorb all past and future fiscal responsibilities of the CGSS. Any existing financial liabilities, including taxes owed, will be paid from this account.

9.1.4. A budget shall be created annually by the outgoing Treasurer, in collaboration with the incoming Treasurer, based on the financial records from the previous year. The proposed budget shall be approved at the first council meeting at the start of the fiscal year. This budget will contain a list of proposed events and their budgets, which are collectively approved at the first council meeting. These events and associated budgets do not need to be re-approved unless the budget is altered or expenses are expected to exceed the pre-approved budget. The CGSS approved budget must be submitted to the Department for final approval. If the proposed budget is not approved by the Department of Chemistry, the outgoing and incoming Treasurers shall continue to submit proposed

budgets until the budget is approved.

9.1.5. New event proposals can be submitted to the CGSS by any councilor, general member or post-doctoral fellow and reviewed during the next council meeting. The event shall be discussed by the CGSS council and the proposal may be approved or dismissed. If the proposal is approved, a budget shall be set by regular vote of council.

9.1.6. A secured safe under the control of the CGSS Treasurer will have a cash box containing no more than one thousand (1000) dollars, to be used for CGSS events held during non-business hours of the department. These funds can be used for reimbursements of up to fifty (50) dollars with the discretion of the Treasurer. Only the President, Treasurer, and Social Coordinators will have access to this safe. The cash in the secured safe should be kept with the Department of Chemistry Financial Manager when possible.

9.1.7. A CGSS contingency fund of thirty-five thousand (35,000) dollars must be kept in the internal account at all times as a financial reserve in case of emergency. Funds can be accessed or removed in the event of either:

- (a) Previous financial liability, such as taxes owed.
- (b) A special resolution of council.
- (c) All other avenues of funding have been exhausted.

9.1.8. No individual member may sign a contract on behalf of the CGSS without council approval by regular vote.

9.1.9 The password to the CGSS safe shall be changed annually with each new council. The password will only be given to the President, Vice-President, Treasurer, and Social Coordinators.

9.2. Signing Authority

9.2.1. The President, Vice-President and Treasurer shall have overall signing authority for the CGSS.

9.2.2. Council may by special vote authorize other councilors to share signing authority.

9.2.3. Councilors with signing authority may not sign their own claim reimbursements.

9.2.4. When signing authorities change, the outgoing President shall inform the current departmental Director of Administration and Financial Manager of the Department of Chemistry.

9.3. Conditions For Rebate

9.3.1. The individual who incurred the expense must be recognized by the society as a member at the time of the expenditure.

9.3.2. All expenses must be:

(a) For the benefit of chemistry graduate students as outlined in the CGSS mission.

(b) Approved by the CGSS before the expenditure is incurred.

9.3.3. All events held by the CGSS must be non-profit.

9.4. Procedure for Reimbursement

9.4.1. A completed claims form, with original receipts attached, must be submitted to the Treasurer within sixty (60) days of the event or the purchase of the item. If receipts are missing or damaged, an accompanied missing/damaged receipt form must be submitted.

9.4.2. The claims form will be reviewed by the Treasurer. Pending approval, a completed form signed by at least two of the three CGSS signing authorities (President, Vice-President, Treasurer) shall be submitted to the Financial Manager of the Chemistry Department. The reimbursement to the member will be processed through direct deposit (1 week after all receipts submitted to the Financial Manager of the Chemistry Department). If the reimbursement is directed to a third party (not affiliated with UBC), a cheque will be issued by the Financial Manager of the Chemistry Department on behalf of the CGSS. Upon the discretion of the Treasurer, a cash reimbursement under fifty (50) dollars can be completed directly to the CGSS member. The reimbursee and a signing authority must be present during the money transfer.

9.4.3. A copy of the signed claims forms and accompanied receipts will be kept by the Treasurer as financial records. All reimbursements will be processed within twenty (20) working days after the completed forms and receipts have been submitted to the Treasurer.

9.4.4. Where the expenditure is not authorized within this policy, no reimbursement shall be provided.

9.4.5. If the Treasurer denies reimbursement, the member may appeal their decision to Council for final determination by regular vote.

9.5. Limitations and Exemptions

9.5.1. All pre-approved expenditures that are included in the yearly budget do not need to be re-approved at council meetings.

9.5.2. Council shall be notified in advance of any gross expenditure in excess of one-hundred (100) dollars, that are not included in the yearly budget. These expenditures must be approved by both the President and the Treasurer.

9.5.3. Council shall approve by regular vote any gross expenditure of in excess of or equal to five hundred (500) dollars that are not included in the yearly budget.

9.5.4. Any pre-approved item that is included in the yearly budget must be re-approved if changes are proposed to the existing budget.

10. Referenda

10.1. General

10.1.1. Referenda may be held to allow the general membership to introduce or alter existing policies, amend the constitution or remove a councilor for their current position on CGSS council.

10.1.2. The quorum for the special vote is fifteen (15) percent of the total membership at the time of the general meeting, as determined by the Department of Chemistry.

10.2. Initiating Referenda

10.2.1. Referenda may be initiated either by:

- a) Regular vote of council.
- b) A petition with signatures from twenty-five (25) percent of the membership. The petition must state the purpose for the referendum and must be submitted to council at least one month in advance of the general meeting in order to be included in the election ballot.

10.3. Chief Referendum Officer

10.3.1. A Chief Referendum Officer (CRO) shall be appointed prior to approval of the ballot question by council. If a suitable candidate is not available, the responsibilities shall be fulfilled by the current President.

10.3.2. The CRO must be approved by a regular vote of council.

10.3.3. The CRO must remain impartial.

10.3.4. The CRO has the following responsibilities:

- (a) Overseeing approval process of referendum question.
- (b) Communicating deadlines to CGSS membership (including date of voting).
- (c) Communicating the rules and procedures governing the referendum campaign.
- (d) Announcing the referendum to the general membership.
- (e) Overseeing campaign expenses.
- (f) Ensuring only CGSS members are given ballots.
- (g) Safe keeping of ballots and ballot boxes.
- (h) Counting votes (with one other executive councilor present).
- (i) Distributing the results within twenty-four (24) hours of vote.

10.3.5. If a referendum and election coincide, the CEO shall assume the responsibilities of CRO.

10.4. The Ballot

10.4.1. The ballot question must be passed by regular vote of council to ensure that the wording is clear, unambiguous, and capable of being answered by a yes or no response.

10.4.2. If the referendum was initiated by petition, council shall also ensure that the wording of the question accurately conveys the intent of the petition before approving the ballot question.

10.5. Campaigning

10.5.1. The referenda shall be announced at least two (2) weeks prior to the date of the vote. The campaigning period shall begin two (2) weeks prior to the date of the vote.

10.5.2. Any member who wishes to campaign for either option must report their campaign activities to the CRO. The total expense of the campaign must not exceed fifty (50) dollars for either option. Expenses shall not be incurred by the CGSS and are the responsibility of the individuals campaigning.

10.6. Voting

10.6.1. Voting for referenda shall occur at a general meeting.

10.6.2. Referenda shall be passed by special vote of the general membership and shall be conducted by secret ballot.

10.7. Implementation

10.7.1 All CGSS councilors have a responsibility to implement the terms based on the results of the referendum, immediately, to the best of their ability.

11. Communications

11.1 Workspace Communication

11.1.1. All CGSS members will be added to the official CGSS workspace (e.g. Slack, Teams) at the beginning of the term and administrator privileges will be turned over to the incoming president. This workspace will be used for all internal communications between council members.

11.1.2. CGSS members who resign from council or who are not returning to council after an election will be removed from the CGSS workspace.

11.2 Email

11.2.1. Chem email shall be used for internal communication between councilors instead of slack channels for sensitive matters.

11.2.2. Chem email shall be used for external communication to other members of the department to announce relevant events, initiatives, etc.

11.3 Cloud Storage

11.3.1. The CGSS Cloud Storage account shall be used to store all exit reports and CGSS sub-committee materials. The Cloud Storage folders may be shared with relevant parties

while the president and webmaster shall be the only parties to retain control of the Google drive account.