

# **CONSTITUTION OF THE CANADIAN SOCIETY FOR CHEMICAL ENGINEERING LAKEHEAD UNIVERSITY STUDENT BRANCH**

## **Article I Name:**

The name of the organization shall be The Canadian Society for Chemical Engineering - Lakehead Student Branch, hereafter referred to as the LU CSChE.

## **Article II Purpose:**

- Section 1      The CSChE is a national professional association that unites chemical engineering students and professionals working in industry, academia, or government. Our mission is to advance the chemical engineering profession and the careers of its practitioners by facilitating the exchange of knowledge, enabling lifelong learning, promoting STEM education, and advocating ethical and responsible practices.
- Section 2      The LU CSChE aims to achieve the above goals through social and academic networking events, services like access to the club lounge and course resources, community outreach, industry tours, interclub collaboration, representation at faculty-led events and initiatives, and advocacy through the Engineering Equipment Endowment Fund and the Engineering Student Society's Board of Directors.

## **Article III Membership:**

- Section 1      Membership is open to all Lakehead University students enrolled in a chemical engineering program, whether undergraduate or graduate. Prospective members must subscribe to or be interested in the purpose of this organization.
- Section 2      Members shall be granted 24/7 access to the club lounge (or as permitted by the university), access to club resources (eg. the computers, printer, microwave, etc. in the lounge), and discounted rates on events. Regular membership shall also grant members the right to attend and provide input at meetings.
- Section 3      Should a member's behaviour be considered contradictory with Lakehead's Code of Conduct or the club's mission and purpose, membership privileges or membership may be revoked at the discretion of the club leadership and faculty advisor.
- Section 4      While members may register as a member under the LUSU club website, which will grant them voting rights and the right to attend meetings, the membership fee must be paid to benefit from club resources (i.e., discounted rates on events, 24/7 access to the lounge and free printing, etc.). The regular membership fee, as of the 2024/2025 academic year, is \$20. The affiliate membership fee is \$25.
- Section 5      Lakehead University faculty and staff may join the LU CSChE as affiliate members. Affiliate members shall be accorded the same discounts on events.

**Article IV Officers and Elections:**

**Section 1      Officers**

- a. There shall be a **President** who shall:
  - i. organize and preside at all club meetings
  - ii. provide oversight to all events/activities of the organization, delegating as needed
  - iii. serve as representative for the club at Board of Director and Engineering Equipment Endowment Fund Steering Committee meetings or designate another officer to serve in this role.
  - iv. maintain regular communication with LUSU, the club advisor, officers, and membership
- b. There shall be a **Vice President - Finance** who shall
  - i. attend and participate in club meetings as scheduled by the President
  - ii. assume the duties of the President if the President is unable to meet their club responsibilities
  - iii. create the annual club budget and manage said budget throughout the year
  - iv. act as the liaison with the club's bank
  - v. keep a record of all club expenditures
  - vi. handle membership dues, event fees, invoices, and payments in a timely manner
- c. There shall be a **Vice President - External** who shall
  - i. attend and participate in club meetings as scheduled by the President
  - ii. organize industry tours and maintain and encourage connection with external businesses and organizations
  - iii. inform the club membership about national CSChE events and services
  - iv. hold community outreach events to promote the field of chemical engineering
  - v. Handle any external correspondence through the club's social media
- d. There shall be a **Vice President - Internal** who shall
  - i. attend and participate in club meetings as scheduled by the President
  - ii. promote the club to prospective members, ensure members remain informed of club activities and services, and maintain an up-to-date membership roster
  - iii. maintain the club lounge and handle any internal services offered to members
  - iv. communicate and organize events with other on-campus clubs and organizations
- e. There shall be a **Faculty Advisor** who shall
  - i. monitor club purchases
  - ii. provide input and advice on events, services, and outreach
  - iii. advocate for the club as a member of the Lakehead Faculty of Engineering

**Section 2      Election of Officers**

Elections will be held in March/April at the club's Annual General Meeting (AGM) after a minimum two-week nomination period. All present Lakehead chemical engineering students must be notified by email of the AGM and election when the nomination period begins. An officer will be elected by receiving a majority vote from the present class of Lakehead chemical engineering students. Elections may be held through Google Forms or LUSU's voting platform. Candidates must attend a CSChE meeting during the nomination period in order to be eligible to run. The Club Faculty Advisor should approve the results of the election.

**Section 3      Terms of Office**

Term of office for elected officers will be one year (June 1st/May 30th). An officer may choose to run for another term. If an officer is unable to complete their term of office a new election shall be held to fill the vacant position. In the case of the President, the Vice President - Finance will assume the duties of the President and an election for Vice President - Finance will be held.

**Section 4      Eligibility to Serve as an Officer**

- a. Officers must be currently enrolled students at the university for the full term of office.
- b. Officers must be in good academic standing as defined by the club's Faculty Advisor.

**Section 5      Removal From Office**

If an officer does not fulfill their duties as outlined in Article IV Section 1., the membership may request that the officer step down from their duties. The club's Faculty Advisor should serve as a non-voting mediator for these proceedings.

- a. The officer should be given notice of concerns raised by the membership (verbal and written communication).
- b. The officer should be given the opportunity to resign from their role or to present reasoning to the full membership on why they should be able to continue in their role.
- c. The membership shall upon hearing the officers' reasoning cast a 2/3 vote to determine if that officer should be removed from office.
- d. If an officer resigns or is removed from office a new vote to fill the vacated position should be held at the next official meeting of the club.

**Article V Meetings**

**Section 1      This organization shall hold regular meetings of the club. At least one business**

meeting should be held per semester. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

Club meetings must be held on campus or online, and the club officers should be notified a minimum of 48 business hours in advance of the meeting. Meetings should be open to anyone who wants to attend.

- Section 2      A simple majority, or a minimum of two officers, is required to meet quorum and to conduct business during a meeting.
- Section 3      Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution.
- Section 4      An Annual General Meeting shall be held in March or April. All members shall be notified a minimum of two weeks in advance. The VP - Internal shall take meeting minutes and save them in a publicly accessible LU CSChE Google Drive folder. The VP - Finance shall present a financial report.

#### **Article VI Amendment Procedure**

- Section 1      An amendment to this constitution shall be introduced by any voting member and submitted to the VP - Internal in writing at a regular meeting.
- Section 2      The membership shall be notified about the proposed amendment at least one week prior to a vote on the proposed amendment. A 2/3 vote of the membership is required to pass an amendment. LUSU must approve all amendments.

#### **Article VII Ratification**

- Section 1      Ratification of this constitution shall follow the procedures in Article VI- Section 2 of this document.

#### **Article VIII Regulations**

- Section 1      The CSChE - Lakehead Student Branch agrees to abide by the policies of the Lakehead University as well as all federal, state and local laws. Any changes to this constitution and/or bylaws will follow in word and spirit, all Lakehead University and LUSU policies and all federal, state and local laws.
- Section 2      It is the responsibility of the CSChE - Lakehead Student Branch to keep LUSU and the Faculty Advisor informed of all changes in the constitution, as well as updating officer and membership information each semester.

