

Carleton Chemistry and Biochemistry Society Constitution

Article I:

The organization shall be known as the Carleton Chemistry and Biochemistry Society and herein shall be referred to as the CCBS.

Article II:

The CCBS shall work towards creating community between the undergraduate and graduate chemistry and biochemistry students on campus and throughout Ottawa, as well as facilitate networking between professors and students. The CCBS desires to create an atmosphere of learning and enjoyment so students and professors can be connected to the science community across Ottawa.

Article III

The Public Membership shall be students involved in chemistry and biochemistry who attend CCBS events and participate in the community.

The Executive shall be the administrative and legislative body and shall be composed of members appointed by previous or current executive members who exhibit leadership and interest in the CCBS.

Article IV

There shall be three levels of Public membership within the CCBS: General, Honorary and Alumni membership. General members are students who come to and/or volunteered at less than 50% of the events, while honorary members are students who have attended and/or volunteered at 50% or more of the CCBS events. Honorary members may be appointed as executive members and are allowed to help plan and run CCBS events. Alumni membership is for students who have completed their studies at Carleton. Alumni are welcome to participate in events, however they can't be a part of the Executive body.

Membership in the CCBS shall be valid from their admission date till their studies are complete at Carleton, at which point they are Alumni members and are all welcome at all events.

In the event that a member of the CCBS violates the CCBS's constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article V

President: Responsible for planning and executing events and maintaining an active status in the community for the CCBS. This includes inviting students and professors to events, networking with other clubs in Ottawa and, if possible, inviting guest speakers in the field of chemistry and/or biochemistry. The President is also responsible for overseeing the other CCBS members, ensuring funds are being spent appropriately and dealing with any conflict that arise within the

Public and Executive Memberships.

Vice President: Responsible for assisting the President in his/her duties, specifically for booking rooms and locations for events, managing refreshments and ensuring events are running smoothly. If the President is away or unable to perform their duties, the Vice President will be responsible for their duties, with the assistance of other executive members.

Treasurer : Responsible of all CCBS finances, including keeping clear records of funds, making a yearly budget for events, collecting money at events and potential donations. They will be required to be a give a monthly report of spending of incoming and outgoing funds.

Secretary: Responsible for taking accurate meeting minutes and giving a copy to each executive member within 48 hours of the meeting date. They will also be responsible for advertising upcoming events and managing social media accounts, including the Facebook and email accounts and any future accounts. Posts and email responses must be approved by the President or Vice President. The Secretary can recruit volunteers to help with events from the Public Membership.

*If two or more executive members would like to be co-presidents (sharing the responsibilities of the President and other executive positions equally), this can be approved if all the executive members unanimously agree. If an agreement cannot be reached, a vote will take place within the executive body to determine which member will be the president.

Article VI

A meeting may be called by any of the executive members, with 10 days notice. A meeting can be called through email to each of the executives and a day and time will be agreed on. Meetings will be only open to executive members, however anyone from the Public membership can be invited by an executive member to present any complaints or ideas at the meeting and the meeting notes from every meeting will be available to all members upon request.

Article VII

Elections will not be held, as the CCBS will apply to the Student Groups Administrator to have an application and interview process to fill executive positions as mentioned in the CUSA ByLaws under the Club Leadership Succession Procedure overseen by the CUSA Clubs Oversight Committee.

Article VIII

If any executive member believes another is in violation of the CCBS Constitution, they can bring forward a request for impeachment which will result in a vote between the executive members on whether the accused member is to be impeached. A majority vote is required for impeachment. Any executive member who steals from the CCBS or is caught purposely mismanaging funds will be immediately impeached. All requests or meetings concerning impeachment require 3 days notice.

Article IX

Amendments can be brought forward by any of the Public Members, but must be approved by the majority of the Executive CCBS members.

Article X

Upon dissolution of the CCBS all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to (CUSA or favourite charity, etc.).

Article XI

In order to maintain and foster a sense of tradition within the department of chemistry, the 'Liquid Dynamics Lab' (LDL) event should continue to be organized by the executive members of the club. It should be held no more than once a month, within Steacie building. The date and time should be voted on by all executive members. The goal of this event is not to make money from pizza and beverage sales, but instead to offer an affordable lunch social event for both undergraduate and graduate students, faculty, and staff.