

**Constitution of**  
**The Chemistry Undergraduate Student Society**

**Title I**  
**The Society**

Article 1: Name

1.The Society shall be known as the Chemistry Undergraduate Student Society (CUSS) of McGill University, hereafter the Society.

Article 2: Aim

1.The aim of the Society shall be:

1.To represent all students enrolled in the McGill Chemistry undergraduate program and promote their welfare and interests.

2.To permit and provide educational, cultural, environmental and social activities and services to its members.

3.The Society shall be recognized by its members and the Science Undergraduate Society (SUS) of McGill University as representative of all its members as identified in Article 2.1a.

Article 3: Membership

1.Regular members of the Society shall be all students currently registered at McGill University in the Chemistry undergraduate program, where the Chemistry undergraduate program consists of all students registered in the BA & Sc. major concentration, BSc. Liberal major, BSc. major, BSc. honours, BSc. minor, or the BSc./MSc. programs.

Article 4: Finances of the Society

1.The financial year of the Society shall be from the first of May to the thirtieth of April of the following year.

2.The Society shall not run a deficit.

3.The accounts of the Chemistry Undergraduate Council shall be maintained according to standard accounting practices and shall remain public documents at all times.

## **Title II**

### **Organization of the Society**

#### **Section I – Council**

##### Article 5: Members of the CUSS council

1.The CUSS council shall consist of:

1.President

2.Vice President, Finance

3.Vice President, External

4.Vice President, Internal

5.Vice President, Communications

6.Vice President, Social

7.Vice President, Academic

8. 2 Appointed U1 Representatives

2.No member of the Society may hold more than one position of the Council other than the President in the event outlined in Article 5.3.

3.If a position on Council is not filled it is the responsibility of the President to fulfill the duties of that Council member, outlined in Article 6, as well as to find a permanent replacement.

#### Article 6: Powers and duties of the Executive

##### 6.1 The President Shall:

- preside over all meetings, in addition to prepare the agendas
- be the general coordinator of council
- be responsible for ensuring that all members of council are fulfilling their duties
- serve as liaison to the Chemistry Department
- act as co-signing officer, along with the VP Finance, for the Society

##### 6.2 The Vice President, Finance shall:

- be responsible for budget preparation
- be responsible for all financial matters of the Society
- keep proper accounts and records
- act as co-signing officer, along with the President, for the Society
- replace the President in case of absence

##### 6.3 The Vice President, External shall:

- act as representative to companies external to the University for both business and sponsorship
- serve as liaison to the Science Undergraduate Society Society
- act as a contact to other universities and departments

##### 6.4 The Vice President, Internal shall:

- shall look over all social events, internal to the University, for the Society
- be responsible for the production of course aids (NTCs, flashcards, etc.)

##### 6.5 The Vice President, Communications shall:

- be responsible for maintaining communication amongst the members of the Society
- be responsible for taking minutes of meetings and keeping contact information

- be responsible for publishing all written newsletters
- be responsible for effectively advertising and publicizing all events
- be responsible for maintaining listserv
- publishing the Society's phonebook or handbook

#### 6.6 The Vice President, Social

- be responsible for organizing all social events, external to the University, for the Society

#### 6.7 Vice President, Academic

- be responsible for organizing academic events

#### 6.8 The U1 Representative shall:

- act as a representative for U1 students
- organize additional social and academic events for U1 students
- advertise events in U1 classes

### Article 7: Powers and Duties of Council

#### 7.1 The CUSS council is the governing body of the Society and as such shall:

- be entitled to make all decisions on behalf of the Society
- adopt the Society's annual budget
- establish Committees of Council when it deems necessary

#### 7.2 The terms of office for members of the CUSS Council shall be May 1st to April 30th.

### Article 8: Meetings of Council

#### 8.1 Quorum for a meeting of Council shall be a minimum of 70% of its members.

#### 8.2 All executives must be present at all meeting of Council unless one of the following conditions applies:

- illness preventing such
- the meeting interferes with a religious holiday or ceremony
- the member is out of the Montreal area at the time the meeting is held
- there is the death of a friend or relative
- an exam or test conflicts with the meeting
- in all other cases the member shall contact the President prior to the meeting and shall be expected to accept any decisions made by Council

#### 8.3 The Council shall hold regular meetings at least every two weeks during the academic year with the exception of the final examination periods.

#### 8.4 Notice of all meetings shall be given at the meeting prior to it, and agendas shall be sent out at least one day prior to the meeting.

##### 8.4.1 Submissions to the agenda must be sent to the President

8.5 All meetings shall be open to all current members of the Society.

#### Article 9: Committees of Council

9.1 Council may establish new Committees as it sees fit to carry out the Society's objectives.

9.2 All members of the Society are eligible to become a member of a committee.

9.3 Membership to all committees is by appointment of the Executive.

9.4 The CUSS Executive Council may create appointed positions as it sees fit.

### **Section III**

#### Article 10: General

10.1 All members of the Society shall be eligible to vote in CUSS elections.

10.2 Candidates shall run for general council. The seven candidates with the most votes will form the Executive Council.

10.3 The previous year's council will meet with the newly elected council and elect the president as one body.

1. In the case of a tie for president, the decision will be brought to a vote of all the members of the Society and the election will be won by a simple majority.

2. A person is eligible to be President if he/she has been a member of the CUSS Executive Council for a minimum of one year and is a member of the incoming Executive Council.

3. Upon formation of the council and election of the President it is the responsibility of the President to decide the positions of other executive members.

4. Execution of the elections/referendums shall be the responsibility of the outgoing council members.

#### Article 11: Eligibility

11.1 Chemistry Majors, Honours and Liberal students shall be eligible to run in an election. Those doing faculty, and minor chemistry programs are not eligible to run.

11.2 Class representatives must be a member of the class they represent.

11.3 All elected individuals must remain members of the Society throughout their mandate otherwise they must resign.

#### Article 12: Procedures

12.1 The general election period, for the purpose of the election of the Executive Committee, shall be held between March 1st and April 30th.

12.2 The polling period will shall be of at least two day's duration.

### **Section IV - Referenda**

#### Article 13: General

13.1 All members of the Society shall be eligible to vote in Society referenda.

13.2 Referendum shall be passed by a simple majority.

13.3 The result of the referendum will be effective immediately and is binding until future modifications.

13.4 All referenda shall be advertised at least one week prior to polling.

#### Article 14: Procedure

14.1 A referendum may be initiated either by a resolution passed by 2/3 vote of the CUSS Council, or by petition signed by at least 50 members of the Society.

14.2 Referenda may not be held in the months of April-August and December.

14.3 In the case of a referendum initiated by Council, the wording of the referendum question must be made available to all members of the Society by the CUSS Council a minimum of 7 days prior to the opening of the polling period.

14.4 In the case of a referendum initiated by a student, all signatures must be submitted to the President at least 14 days prior to the opening of the polling period. The President must then act in accordance with Article 14.3 in making the question available.

### **Section VI - Judicial Board**

15.1 Members of the CUSS may consult the judicial board of the Students' Society of McGill University (SSMU), which shall be the final authority on:

1. The interpretation of the Constitution of the Society
2. The interpretation and legality of any motion passed by Council
3. The interpretation and legality of referenda
4. The legality of any action taken by any member of the Society.

15.2 Upon hearing and appeal, the Judicial Board shall have the power to declare invalid any of the CUSS or the Committees of its Council or decisions of the Executive which derogate from the Constitution and of the Society.

1.All decisions of the Judicial Board shall be binding upon all involved parties.

2.All members of the Society shall have the right to petition the Judicial Board on matters falling within its authority set out herein.

## **Section VII – Removal from Office**

### Article 16: Procedures

1.Any member of the CUSS Council may be removed from office for impropriety, violation of the provisions of this Constitution, delinquency of duties such as frequent absences from meetings or slandering of the CUSS name, or misappropriation of funds.

2.A motion to remove a member of the CUSS Council must be presented in writing to the President (or the VP Finance in case of the question of removal of the President) and signed by at least one half of the members of the Council, or 40 members of the Society and distributed to all members of the CUSS Council at a regular meeting. The motion to impeach will then be inscribed on the agenda of the next regular meeting of the  
CUSS  
Council.

3. Quorum for a motion to remove someone from office shall be the entire executive council.

4. Anyone removed from office shall have the right to appeal to the Judicial Board.

## **Section VIII – Miscellaneous Provisions**

### Article 17: Language of the Society

1. English and French are the Official Languages of the Society.

2. Members of the Society may use either official language at all meetings and in all documentation of the Society.

### Article 18: Freedom of Information

1. All documentation of the CUSS Council shall be public, except those minutes and documents described in 18.3.

2. Requests to see the minutes and documents shall be addressed to the VP Communications.

3. The VP Communications shall not be obliged to release confidential information.

18.31 Two thirds of the executive must agree that information is confidential in order for it to be withheld.

### Article 19: Reports



1. There shall be permanent documents of the Society known as reports in which each executive shall inscribe all activities and policies within their portfolio to aid the following year's executive.

2. These reports shall be public documents.

#### Article 20: Chemistry Curriculum Committee

1. The two positions held by Undergraduate Chemistry students on the Chemistry Curriculum Committee shall be appointed by the Executive.

11. All Majors, Honours and Liberal Chemistry students are eligible to apply for the positions.

2. Appointments are for two full academic years, from U2 to U3.

3. The representatives must consist of one U2 and one U3 student. The appointments are made during the chosen student's U2 year.

### **Title III The Constitution**

#### Article 21: Superseding Clause

1. This constitution annuls and supersedes all previous constitutions governing students from the Chemistry student body.

#### Article 22: Language of the Constitution

1. The English and French (if requested) texts of this Constitution are equally authoritative.

2.The Constitution shall respect the principle of gender-neutrality at all times.

#### Article 23: Amendments to the Constitution

1.The Constitution may only be amended by a referendum conducted in accordance with Title II, Section IV of this Constitution.

2.The existing wording as well as the proposed constitutional amendment shall be provided at every polling station during the referendum.

3.All amendments to this Constitution shall be adopted in both languages.

#### Article 24: Coming into Force

24.1 This Constitution shall come into effect as of the beginning of 2015.