



## **COUNCIL BYLAWS AND REGULATIONS**

The Chemistry Course Council (CCC) represents all graduate students of the Department of Chemistry and is constituted by executives and members. The council strives to promote transparency within the association and would respond to any questions pertaining to the council's affairs (including financial info in some cases) from associated organizations (department, GSA, and any executive or member of the council).

### **1) CONSTITUTIONAL POWERS AND DUTIES OF THE COUNCIL**

- a) To provide for the administration of the activities of graduate students within this Course Council.
- b) To promote the unity and welfare of graduate students within this Course Council
- c) To serve and further the intellectual, cultural, and social activities of graduate students within this Course Council.
- d) To promote and maintain communication with graduate students within the Graduate Students Association of the University of Saskatchewan.
- e) To take part in decision-making in matters concerning the graduate students (including voting on their behalf to the best of their interests) at various platforms.

### **2) MEMBERSHIP & APPOINTMENTS**

- a) All graduate students within the Department of Chemistry are ex-officio members of this Course Council.
- b) Currently, no membership fee is collected. However, some special events/activities may require nominal charges for participation.
- c) The council highly encourages the involvement of all its members in its day-to-day affairs.
- d) The council promotes equity, diversity, and inclusion (EDI) in alignment with the department's and the university's policies.
- e) All members of the council elect the executives amongst themselves at the beginning of each academic year to fill positions that are listed below.

### **3) EXECUTIVE POSITIONS:**

- a) The CCC comprises five elected executive positions, including one President and four Vice Presidents (VPs; External Operations, Internal Operations, Finance, and Communications).

- b) The executive positions demand the availability of the holder on certain days of the week each month. It is the responsibility of the nominees to make themselves aware of these special requirements before filing final nominations.

#### **4) PROCEDURAL BYLAWS:**

##### **a) Elections, appointments & termination**

- i) The CCC General elections are held every year in the first week of August before the Fall Social (& orientation) for three weeks (including nominations, , and declaration of final results).
- ii) During the election period (until the appointment of a successor), all executives will be identified as Interim executives.
- iii) The mode of election (online, in-person, or hybrid) is decided by the VP of Internal Operations and reported in advance to the President (doesn't need approval).
- iv) Any member of the council can self-nominate for any of the positions listed herein.
- v) All executives shall continue in office until the next election, unless a resignation is tendered, or the appointment is terminated. (VP of operations holds the office until all the successors are elected and the President-elect is formally appointed).
- vi) The President can be impeached by a two-thirds majority of the council's executive membership on grounds of inability to carry out the duties pertaining to the office.
- vii) An Executive member may resign by tendering their resignation to the President or may be removed from office based on grounds mentioned in section(s) 4b, c & d by majority vote at a Meeting.
- viii) If an Executive office becomes vacant, there shall within one month be a meeting where a by-election to fill the vacancy is discussed. The responsibility may be shared by any of the other (Interim) executives until the next appointment. Only under extenuating circumstances, this shared responsibility may be extended until annual elections.
- ix) A temporary or permanent executive position may be added through majority votes shall the council deem it necessary.
- x) In case of absences, the executive has to try their best to nominate their representative (another executive or any other member of the council depending on the situation) to the VP of internal operations before meetings/events. Whenever this is not possible, the executive must at least inform the VP of internal operations about the scenario, failing which, they may be liable to necessary action (specified in section 4b (vi, vii) of bylaws).
- xi) The President can nominate an elected executive of the council to be the Acting President during their temporary absence.

##### **b) Internal Meetings & Quorum**

- i) The council shall meet in two cases that classify as "general" and "special" cases.

- ii) General meetings (Frequency: monthly) will be scheduled at the beginning of the appointment of VP internal operations in assistance with the VP, Comms, and department's office coordinator. These predetermined meetings will involve discussions of the day-to-day affairs of the council and any other matter that classifies as being "general" in nature. Any member of the CCC can attend these meetings. In case of cancellations, at least one week's advance notice will be given.
- iii) Special meetings can be convened by the VP external Ops (upon request by any executive/member) at any time (notice period: at least one week) and are reserved for matters that do not fall within the scope of the general meetings, i.e., amendments, events, elections, appointments/removal from office, etc. These meetings are closed and may only be attended by the executives (prior notification (to all attendees) and approval (from Chair) is required in case of exceptions).
- iv) The general meeting proceedings shall follow Robert's Rules of Order Newly Revised (RONR) when possible and the minutes shall be disseminated to all members within a week. The special meetings can adopt an informal style and the preparation of minutes is at the discretion of VP external Operations. If prepared, the final decision to distribute the minutes for the special meetings will be taken by the President.
- v) The quorum for both meetings will be 60% of the voting members present in the meeting. Voting membership only includes all elected executives. Whenever required by the council, non-voting members present in the council's meetings may also be eligible to vote, although only in matters relating to graduate students (and not in internal affairs of the council).
- vi) Two consecutive absences from standing committee meetings and three consecutive absences from council meetings without prior notification or delegation to the VP of internal operations may result in termination of the appointment after the recommendation of the council.
- vii) More than two consecutive absences from standing committee meetings and more than three consecutive absences from council meetings will lead to automatic termination of the appointment even if the VP of operations was notified. Exceptions (as in cases of temporary absence or more-than-a-month leaves) must be authorized by the President and VP of internal Ops.

**c) Collective Responsibilities**

- i) The primary goal of all executives should be to stimulate the involvement of all members and foster a welcoming environment.
- ii) All executives are empowered to act for the Council in matters concerning its routine business, subject to the instruction of the Council.
- iii) All executives serve as the official designate to the standing committees and disseminate/convey necessary opinions/information back and forth.
- iv) All executives are authorized to vote at external standing committee meetings on behalf of all graduate students of the department. Voting at external meetings is aimed at representing the best interests of the whole council (all executives +

members). The executives are encouraged to host online surveys to gauge the council's opinion on matters at hand whenever possible.

- v) The executives are responsible for answering any questions pertaining to the portfolios held.
- vi) All executives may be trusted with sensitive personal or academic information of other graduate students. The Executive will maintain strict confidentiality in dealing with such matters and will be held responsible in case of any mishandling.
- i) Executives must maintain all records (electronic and/or physical) originating within their office and pass the files on to their successors following fresh elections or at the end of their term.

**d) Special Provisions**

- i) Further role-specific details not covered in this document may be requested by anyone from the executives.
- ii) These bylaws may be amended at a meeting by a simple majority of the executive membership.
- iii) All executives will have access to CCC's email to function in their capacity as specified. The council's email is a great source of recordkeeping and saves the executives from extra paperwork that may be required in its absence. Since all executive members will have access to the email to function in their capacity, the first handler of the email should only be the President to avoid overlaps or confusion for external entities.
- iv) VPs should restrict using the council's email for internal communication within the council unless otherwise authorized by the President (as in cases where an executive other than the President is the primary liaison of the council for a third party).
- v) For VP of communication, active members at the USASK-WIC and/or candidates possessing technical skills (prior web or graphic design experience, etc.) shall be preferred whenever possible.
- vi) In case of any conflict of interest, violations/dereliction within the council, the bylaws provide that the final authority lies with the President.