

CONSTITUTION OF THE UNIVERSITY OF SASKATCHEWAN WORKING FOR INCLUSIVITY IN CHEMICAL SCIENCES, ENGINEERING, & TECHNOLOGY

ARTICLE I: Name, Association and General Mission of the Organization

The name of this organization/club/group will be the University of Saskatchewan Working for Inclusivity in Chemical Sciences, Engineering, and Technology, which will also be known as USask-WIC.

USask-WIC is a chapter of *Canadians Working for Inclusivity in Chemical Sciences, Engineering, and Technology (CWIC) Network*. Together, our mission is to promote inclusivity, equity, and diversity in the chemical sciences.

ARTICLE II: Statement of Purpose

USask-WIC strives to promote gender diversity within the chemical sciences community through awareness, engagement and advocacy. Our goals include:

1. Initiating open discussion concerning the gender disparity in STEM (science, technology, engineering, mathematics) fields;
2. Showcasing strong role models in our lectureship series and panel discussions;
3. Providing career building and networking opportunities through professional development workshops, discussion groups, and social events;
4. Promoting STEM fields to young people, especially women and girls, through outreach events;
5. Increasing the pool of resources, encourage support and promote advocacy for women and gender minorities in the chemical sciences;
6. Fostering a collaborative environment, involving undergraduate students, graduate students, postdoctoral fellows, staff and faculty with the common goal of supporting women and gender minorities;
7. To advance public understanding and appreciation of and support growth in the chemical sciences, technology, engineering; and
8. Planning and hosting events that will facilitate achieving the goals of the organization and provide a positive experience for all the members.

ARTICLE III: Organization Agency

This organization is not an agent of the University of Saskatchewan Graduate Students' Association (GSA) or the University of Saskatchewan Students' Union (USSU). The organization's views and actions do not represent those of the GSA or USSU.

ARTICLE IV: Amendments to the Constitution

In the event that an amendment to this Constitution is necessary, a member of the organization must propose such amendment to the members at least one week prior to the meeting at which it will be voted upon. The amendment will be approved by a majority (at least two-thirds (2/3)) vote.

ARTICLE V: Membership

All past and current undergraduate students, graduate students, and postdoctoral fellows affiliated with a university in Saskatoon are eligible for USask-WIC membership regardless of gender, disability, race, creed, and/or sexual preference. Voting upon issues will be limited to members that have attended at least five (5) meetings over the course of the academic year. All events organized by USask-WIC are open to the general public.

ARTICLE VI: Executive Committee Section

❖ Part A – Titles and Responsibilities

CHAIR

To be inaugurated as the Chair, the elected candidate must have been a USask-WIC member for at least one (1) academic year. At most two (2) people can be elected as Chair, in which they will serve as Co-Chairs. The Chair/Co-Chairs will:

1. Act as a liaison between USask-WIC and other organizations
 - a. They will communicate with Departmental or University Executive Figures on behalf of the club;
2. Set the agenda for meetings and lead them;
3. Manage the USask Email and Gmail accounts for USask-WIC;
4. Assist other Executive Members in the event that they cannot fulfill their responsibilities;
5. Assist the Treasurer in securing funding for the next academic year;
6. Act as co-signing authorities, alongside the Treasurer, for the approval and issuing of bank cheques;
7. Adjust the specific roles of other Executive Members as need be;
8. Develop a summary of financial expenses and income at the end of the fiscal period with the Treasurer;
9. Update the CWIC Network on events held by our chapter; and
10. Participate in the Annual General CWIC Network Meeting by reporting on the yearly outcomes.

VICE PRESIDENT: GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS

To be inaugurated as the Vice President representing Graduate Students and Postdoctoral Fellows, the elected candidate must have been a USask-WIC member for at least one (1) academic year. The *Vice President Grad and Postdoc*:

1. Must be either a student enrolled in graduate studies at the University of Saskatchewan (USask), or a postdoctoral fellow with an official contract with USask, and a member of the GSA;
2. Will assist the President in his/her/their duties;
3. Will be responsible for recruitment and retention activities concerning graduate students and postdoctoral fellows;
4. Will act as the representative voice for graduate and postdoctoral members;
5. Will be responsible for maintaining the USask Email and Gmail accounts for USask-WIC;
6. Will be responsible for maintaining a line of communication with graduate students and postdoctoral fellow; and
7. Will lead USask-WIC alongside the *Vice President Undergrad* in absence of the Chair/Co-Chairs.

VICE PRESIDENT: UNDERGRADUATE STUDENTS

To be inaugurated as the Vice President representing Undergraduate Students, the elected candidate must have been a USask-WIC member for at least one (1) academic year. The *Vice President Undergrad*:

1. Must be a student enrolled in undergraduate studies at USask and a member of the USSU;
2. Will assist the President in his/her/their duties;
3. Will be responsible for recruitment and retention activities concerning undergraduate students;
4. Will act as the representative voice for undergraduate members;
5. Will be responsible for maintaining the USask Email and Gmail accounts for USask-WIC;
6. Will be responsible for maintaining a line of communication with undergraduate students; and
7. Will lead USask-WIC alongside the *Vice President Grad and Postdoc* in absence of the Chair/Co-Chairs.

SECRETARY

The Secretary will:

1. Coordinate meeting times and arrange room bookings for meetings or arrange virtual meetings;
2. Take meeting minutes and distribute them to all members after the meeting has concluded;
3. Maintain a membership list of past and current members through Google Groups/Docs; and
4. Maintain all bookkeeping (books, papers, records) separate from finances and maintain a record of all activities in the group in the form of an activity report.

TREASURER

The Treasurer will:

1. Maintain all financial records and assets of USask-WIC, including ensuring appropriate use of funds;
2. Head all grant applications and fundraising efforts (with assistance from the Chair as needed);
3. Assist with and approve any event or meeting where funds are being expended; and
4. Manage all reimbursements to members that used their own resources for events.

COMMUNICATIONS AND SOCIAL OUTREACH COORDINATOR (CSOR)

Executive members in this role will oversee *Media Relations*. At most two (2) Executive Members can take on this role during the academic year and will be in charge of managing USask-WIC's online presence on all formats (experience in web formatting recommended). Responsibilities include:

1. Regularly updating the USask-WIC webpage (<https://usask-wic.com/>), which includes managing the layout, graphics and general formatting of the website, as well as USask-WIC's social media profiles (including Facebook, Twitter, and Instagram), and ensuring visibility of the group online;
2. Assisting in creating advertisements (on social media and the website) and take photos for all internal and external events; and
3. Brainstorming ways and coordinating outreach events to engage the community at USask, other institutions, organizations, and/or academic partners throughout Saskatoon to help USask-WIC better achieve its goals; and
4. Organizing the Women of Influence Series schedule whenever this event is being planned.

EVENTS COORDINATOR

Any Executive Member can organize their own event and will assume the role of Events Coordinator when planning their event.

These events are often non-seminar events and can be internal or external. Members planning their event will:

1. Develop a detailed schedule, contact and secure any invited guest, arrange room bookings, and procure food, refreshments and any other items needed for the event, with approval from the Chair and Treasurer
 - a. Event Coordinators can also ask for assistance from other members;
2. Create advertisements for the event
 - a. This includes creating and posting promotional flyers around USask, as well as sharing advertisements online via emails and/or social media posts;
3. Take photographs at these events alongside the CSOR; and
4. Assist in coordinating outreach events alongside the CSOR.

ACADEMIC LIAISON

The role of the Academic Liaison is to maintain a line of communication between USask-WIC and its academic affiliates/partners (Departmental or University Executive Figures), and assist in procuring academic-related sponsorship/financial assistance required for any events.

INDUSTRIAL LIAISON

The role of the Industrial Liaison is to maintain a line of communication between USask-WIC and its industry affiliates/partners. The Industrial liaison is responsible for managing an industry-related events, which can include actively recruiting the participation of members from industry for these events and procuring sponsorship/financial assistance for other events from its industry affiliates. The Industrial Liaison in is direct communication and has direct guidance from the Industrial Advisor.

SEMINAR SERIES COORDINATOR

When USask-WIC is planning a full seminar or lecture series, the Seminar Series Coordinator(s) will oversee planning for this event. Any Executive Member or group of members can take on this role in order to successfully execute this event. Responsibilities include:

1. Surveying members for possible speakers and seminar topics;
2. Contacting speakers and making arrangements for their visit, including room reservations, alongside the Secretary;
3. Providing the Chemistry Department with the necessary information (seminar date, time, location and abstract) for advertisement purposes; and
4. Organizing accommodations for invited guests, alongside the Treasurer.

EXECUTIVE MEMBERS AT LARGE

Members who have attended at least five (5) meetings in an academic year are eligible to run for the position of Executive Members at Large. They will be responsible for carrying out various tasks within USask-WIC to help bring about our mission.

ARTICLE VI: Executive Committee Section

❖ Part B – Election and Resignation Processes

Any Executive Member can vote in the elections. Elections will be held for all executive positions at the end of the spring semester, orchestrated by a Chief Returning Officer (CRO). Mid-term elections may be held as needed (see Section C) to fill vacant positions. At least one meeting before an election, the CRO will describe the responsibilities of the available executive position(s) and interested members will then declare if they intend to seek office. These members will prepare a short oral statement to be delivered at the election meeting. The voting members will review the statements over a period of discussion in which the interested member is not present, and then vote by secret ballot. The elected officer will be the member that receives a majority of the votes. If no member receives a majority of the votes, the member receiving the fewest number of votes will be removed from consideration and the voting will be repeated. If a vote is held between only two candidates and the vote results in a tie, a further period of discussion will be held, and the voting will be repeated. In the event that the tie is still not broken, the CRO may vote to break the tie.

❖ Part C – Length of Term

Officers will serve for one (1) academic year (summer semester through elections in the following spring semester). If the availability or willingness of an executive member to serve changes at any time, the executive member may request to be replaced. If an executive member fails to perform his or her duties to the satisfaction of the membership, he or she may be asked to resign the position, contingent upon a majority vote by the membership.

❖ Part D – Changes in Membership Requirements due to Unforeseen Circumstances

Various circumstances, such as a natural disaster, epidemic or pandemic, that shuts down the entire Saskatoon community, can occur and can bring about times of uncertainty for USask-WIC and the USask Community. In these times, student presence on campus may be limited and it becomes harder to organize events and reach our goals. This may be further exacerbated when there may be a shortage of Executive Members, or if communication/participation among members is limited. Therefore, in order to ensure that this organization/club is still relevant and effective in engaging the community in a way to effect positive change within STEM fields, new-coming Executive Members do not have to undergo the formal election process, can choose which position they would like to take on by providing a brief statement on why they would like to have the position, and can vote on any motion brought forward to the group without having to attend at least five (5) meetings.

ARTICLE VII: Advisory Committee Section

Advisory Members are members who will mentor and provide guidance to the Executive Committee of USask-WIC. They can also help resolve conflicts between Executive Members and can also assist in event planning for the group.

Advisory Members cannot be undergraduate students, graduate students, or postdoctoral fellows, but must hold a position as faculty or staff in a university, research facility, organization or business in Saskatoon.

Advisory Members do not have to be previously affiliated with USask-WIC to become an Advisory Member. There is no formal election process for Advisory Members, but Advisory Members can be elected by previous Advisory Members, or through a consensus among the Executive Members about a candidate. Membership for Advisory Members is not contingent on gender, disability, race, creed, and/or sexual preference.

There are (at least) two types of Advisory Members: Faculty Advisors and Industrial Advisors.

❖ Part A – Faculty Advisors

Faculty Advisors are represented by persons in faculty positions at USask, or any university in Saskatoon. At least one Faculty Advisor should work within the Chemistry Department at USask and assist USask-WIC with negotiations with the Chemistry Department for financial assistance and social outreach planning for the department.

❖ Part B – Industrial Advisors

Industrial Advisors are represented by persons holding a position at a research facility or in industry. Industrial Advisors help maintain a line of communication between USask-WIC and the industry, and help in any outreach planning with industry, including providing information on positions and research, and resources.