

Purpose

The purpose of this Course Council shall be:

1. to provide for the administration of the activities of graduate students within this Course Council
2. to promote the unity and welfare of graduate students within this Course Council
3. to serve and further the intellectual, cultural, and social activities of graduate students within this Course Council
4. to promote and maintain communication with graduate students within the Graduate Students Associate of the University of Saskatchewan

Membership

All graduate students within the Department of Chemistry are included in this Course Council.

Dues

Currently, no annual fee is collected.

Positions

Executive positions are required to be filled in each academic year. The following executive positions exist:

1. President

1. Presides at meetings of the Course Council
2. Is responsible for the actions and for the guidance of the affairs of the Course Council
3. Is co-signer of cheques and co-receiver of monies
4. Two members may fill the position as co-Presidents, should the Council deem necessary

2. Treasurer

1. Receives monies due to the Course Council, keeps all books pertaining to their office, makes all payments, prepares cash and balance sheets, and has audits as appropriate
2. Is co-signer of cheques and co-receiver of monies

3. Secretary

1. Is responsible for the recording and distribution of the minutes of meetings of the Course Council
2. To coordinate and be responsible for facilities and services required by the Council

4. Public Relations Representative

1. To produce and disseminate any posters or promotional material needed by the Course Council for academic or non-academic events
2. To ensure all graduate students are made aware of Course Council events by departmental email Meeting/Department Representative

5. Meeting Representatives

1. Is the designated Course Council representative for Departmental, Graduate Student Association, Union, Graduate Student Safety, and/or Graduate Affairs Committee meetings
2. To report on developments from these meetings to the Course Council as appropriate

The Executive shall be empowered to act for the Council in matters concerning its routine business, subject to the instruction of the Council.

Additional Representatives (Members at Large) or their alternates may be chosen by the Council or appointed by its Executive, from time to time.

Executive members filling the President, Treasurer, Secretary, Public Relations, or Member at Large positions may additionally fill roles as Meeting Representatives for the duration of their position.

Selection of Officers

1. Representatives and Executive members normally shall be chosen each September from members, by election at a meeting, and shall continue in office until their successors are chosen.
2. An Executive member may resign by tendering his/her resignation to the Executive
3. An Executive member may be removed from office by majority vote at a Meeting
4. If an Executive office becomes vacant, there shall within one month be a Meeting where a by-election to fill the vacancy is held

Meetings

1. The Council shall meet when determined by the Executive, at least once every four months
2. All members in good standing may attend and vote at any meeting
3. At least one week's notice must be given of any meeting at which Executives are to be elected or the Constitution amended
4. The Constitution may be amended at a meeting by a two-thirds majority of those voting, or a simple majority of the membership