

# Constitution of UAlberta Working for Inclusivity in Chemistry (WIC)

## Mission Statement

The purpose of this group is to enhance the exposure of Chemistry Department members to diverse or minority chemists in various fields to serve as role models for future careers.

## Article I: Name and Purpose

### I.i Name

The name of this group shall be the University of Alberta Working for Inclusivity in Chemistry, or UAlberta WIC.

### I.ii Compliance

The student group operates at the University of Alberta, subject to University of Alberta Graduate Students' Associate policies and procedures. This group will also comply with all local, provincial, and federal laws and procedures.

### I.iii Objectives and Goals

The goals of UAlberta WIC shall be as follows:

1. To foster a camaraderie amongst members of the Chemistry Department, regardless of their status as student, postdoctoral fellow, staff, faculty, or otherwise.
2. To provide a chance for young investigators to interact with diverse or minority role models through smaller, more intimate interactions over coffee meetings.

3. To recruit chemists from various fields, such as industry, government, or education, to visit our campus and discuss their career path.
4. To organize workshops aimed at career development, particularly for young scholars looking to enhance their resumes.
5. To consciously increase gender diversity through representation in groups and selection of invited speakers.

## Article II: Membership and Eligibility

### II.i Membership

Membership in the group is open to students, faculty, and staff at the University of Alberta, subject to membership requirements outlined in the University of Alberta's student group procedures. The group will be registered with the University of Alberta Graduate Students' Association and membership will be open to all members of the University of Alberta Department of Chemistry. The group membership will be composed of at least 2/3 graduate students, to comply with the registration requirements of the Graduate Students' Association. There will be three classes of membership, all of which have voting rights:

1. General Members will be any student, faculty, or staff member of the Chemistry Department interested in participating in WIC events.
2. Executive Members will be student members who are elected or appointed to an executive position and will serve on the Organizing Committee, where 3/4 must be graduate students.
3. Advisory Members will be faculty members who will also sit on the Organizing Committee but do not fit the status of student. They will mentor and provide guidance, particularly at the beginning of new terms when a new Organizing Committee is determined.

### II.ii Membership Dues

Members will not be charged dues in order to attend events or sit on the Organizing Committee.

## Article III: Elections

### III.i Eligibility

Any student in the Department of Chemistry may sit on the Organizing Committee, where  $\frac{2}{3}$  must be classified as a graduate student.

### III.ii Election Supervision

Election proceedings will be monitored by the Advisory Member(s).

### III.iii Election Proceedings

1. Elections will be held at the annual general meeting in April.
2. Members will declare their candidacy by nominating themselves verbally or in writing to the VVP Membership one month before the election date. The VVP Membership will announce the deadline for nominations 2 weeks before that date and will notify group members of official candidates within 1 week of the nomination deadline.
3. All eligible members will be given an opportunity to vote by secret ballot. The voting logistics will be determined by the VVP Membership/Elections Committee and will be communicated via email to all members on the nomination deadline. Candidates will be given one month to campaign prior to voting.
4. A candidate must receive a simple majority (50% or 50% with one additional vote) to be elected. If an unopposed candidate does not receive a simple majority, that position is considered vacant.

5. Executive terms of office begin on the 1st of May and are active for one year.

### III.IV Appeals and By-Elections

1. A candidate or General Member may appeal election results within one week of the VP Membership/Elections Committee announcing them. b. Should an executive position not be filled or become vacant part way through the year, the President will, with 2/3 executive support, appoint a member to that position.

## Article IV: Organizing Committee

### IV.i Members

The Organizing Committee shall be composed of the following positions: Chair, Secretary, Treasurer, Media Relations Officer (MRO). If agreeable by the Advisory Member(s), these positions may be shared - in which case the designation of "Co-" will be added as a prefix. In addition to these four positions, General Officers and Advisory Members will also sit on the Organizing Committee.

### IV.ii Position Duties

1. The Co-chairs (2 Positions) shall be responsible for the general governance of the group. They shall be the main point of contact for external organizations and visitors, they shall oversee group expenses, and will be the primary media contact. Their role may evolve to fit the needs of the group as the Working for Inclusivity in Chemistry Group initiative expands. These roles are reserved for graduate students.
2. The Secretary shall be responsible for the group administrative duties. This will include, but is not limited to, registering the group with the Graduate Students' Association

annually, maintaining meeting minutes, and communicating these proceedings with general members. This role is reserved for graduate students.

3. The Treasurer shall be responsible for the group finances. In partnership with the Advisory Member and Department of Chemistry staff, they shall coordinate the expenses and reimbursement process for group events, keep a record of group spending, and create a yearly budget. This role is reserved for graduate students.
4. The Media Relations Officer shall be responsible for the group's advertisement. This includes updating and maintaining the WIC social media accounts (Twitter, Facebook, etc.) and creating event announcements (email, posters, etc.) to promote club activities.
5. General Officers shall be responsible for several duties, particularly in the organizing and execution of group events. Their roles will vary but they may help out in any of the above mentioned positions to ease the workload of Executive Officers.
6. Advisory Members shall be responsible for the future, long-term projections of the group. They may serve on the Organizing Committee indefinitely and will play a key role in the initial stages of the group as well as the transition periods between Executive Officers.

#### **IV.iii Impeachment**

The Organizing Committee may adjust the specific roles of Executive Officers depending on need. However, if any member fails to fulfill the duties of their position, any General Executive Member may petition their impeachment. The Advisory Member shall be responsible in calling a meeting and presenting evidence for the impeachment, which will pass with a  $\frac{2}{3}$  vote from all Organizing Committee Members.

## **Article V: Amendments to the Constitution**

#### **V.i Amendments**

Any member may propose amendments to the constitution during a regular meeting. Once proposed, the amendments will be discussed and the topic will be added to the following

meeting's agenda. The Secretary and Media Relations Officer will be responsible for announcing the proposed amendments and the proposed voting day to all group members. At least  $\frac{3}{4}$  of the members present must vote in favour for the amendment to be passed. Once amended, the new constitution will be shared with the Graduate Students' Society.

## Article VI: Dissolution of UAlberta Working for Inclusivity in Chemistry

### V.i Dissolution

The group may be dissolved by a  $\frac{2}{3}$  majority vote including all General and Executive members, given that the motion to dissolve was adequately advertised for a minimum of 1 month or 30 days prior. Upon counting of the votes, the Advisory Member may step in and veto such a decision.

## Article VII: Finances

### VII.I Fiscal Timelines

- a. The Working for Inclusivity in Chemistry Group's fiscal year runs from April 1 to March 30.
- b. The Treasurer will be responsible to make deposits every two weeks, or when an amount greater than \$200 has accumulated in the cash box, whichever is sooner.
- c. Bank statements and other financial documents are to be kept in a secure location for 2 years before being shredded.

### VII.II Budgets

The Treasurer is responsible for creating and presenting the upcoming fiscal year's budget at the AGM. The budget will require a  $\frac{2}{3}$  vote to pass. Treasurer will report on our finances every

meeting.

### **VII.III Expenses and Reimbursement**

- a. The Treasurer and Co-chair must approve all expenses under Working for Inclusivity in Chemistry Group's name prior to any funds changing hands.
- b. Members may be reimbursed for approved expenses by cheque or cash as long as their reimbursement requests are made, with original receipts.