

Team Charter & Constitution

Date: May 29, 2007

1 Name and Abbreviation

The name of the club shall be the Chemical and Oil & Gas Engineering Students' Society, hereinafter referred to as CESS.

2 Vision Statement

2.1 Fundamental Purpose

CESS represents the chemical and oil & gas engineering students in the Schulich School of Engineering at the University of Calgary to the school, community, and the engineering profession.

2.2 Current Mission

CESS aims to enhance the undergraduate experience and provide professional development for students enrolled in the Schulich School of Engineering, in the Chemical and Petroleum Department, through various academic and social activities.

3 Membership

Memberships are open to all part time and full time students enrolled in the Schulich School of Engineering at the University of Calgary. A valid annual membership shall be recognized from the term of September to April for a fee of \$25. At all times, CESS will maintain a minimum of 20 members, which 2/3 are active members of the Students' Union.

4 Students' Union

CESS acknowledges and will abide by the Students' Union By-laws and Policies unless otherwise approved by the Club Committee. We are aware that CESS will no longer remain a Students' Union club if a Policy or By-law is contravened without Club Committee ratification.

5 Management Structure

The following provides role descriptions of the members on CESS council. Council members must be students enrolled in chemical or oil and gas engineering.

5.1 Executive Roles & Duties

General

The following duties apply to all positions. All council members must provide a final report (see section 6), encourage student participation in CESS activities, attend and support CESS events as much as possible, assist with FROSH and ENGG week activities, and contribute a minimum of one hour a week for office hours.

President

Presides over the activities of the council, submits SU reports, chairs meetings, ensures

meetings are on-topic and on-time, delegates tasks, ensures that all issues are addressed from students, industry, and professors. President also has financial signing authority. The president will ensure that an appropriate time and day is selected for weekly meetings to accommodate the schedules of the students, and also ensure that a meeting room is booked for both semesters. The president must also attend ESS meetings on behalf of CESS, and if cannot do so, to send a replacement. The president is the link between ESS, other department councils and technical clubs.

VP Academic

Responsible for academic issues, including course materials, industry tours, student professor mixers, industry-mixers, and organizing technical elective information night.

VP Communication

Responsible for maintaining the CESS e-mail account and ensuring all e-mails are appropriately replied to, weekly updating the CESS website, documenting meeting minutes and e-mailing them out immediately after the meeting, compilation of all council reports for future reference, maintaining the documents on the CESS computer, public notification of events via posters, e-mail, or however best see fit.

VP Events

Organizes and implements monthly social activities. Activities include, but are not limited to, barbecues, CESS pool, cabarets, member appreciation night, sporting events (curling), squash ladder, homeroom fun boxes, and group NHL and NLL games.

VP External

Responsible for the logistics and organization of the annual CSChE conference, sending as many students as possible. This includes applying for Schulich and SU funding, booking accommodation and transportation, collecting student fees, notifying students of important information and deadlines, ordering t-shirts, and ensuring all proper legal documents from the SU are signed appropriately. Also, this position deals with any external affairs, therefore this executive can choose to organize community volunteer opportunities for the students or anything else he/she wishes with the consensus of the council.

VP Finance

Maintains the CESS bank account, provides monthly finance reports, prepares and maintains the annual budget, allocated funds appropriately, keeps a detailed record of money spent, and acquires corporate funding.

VP Internal

This position focuses on internal affairs. The position is held by a 4th year student. Responsibilities include maintaining the 4th year homeroom (cleaning the microwave and fridge, ensuring the stapler and hole punch are in working order), posting information on the cork and chalk board, and being the link between CESS and the members. Other duties may include ordering graduation gifts for members and sweatshirts.

VP Recruitment

This position is new this year, and can be described as the “Go-Getter”. This role of this

position is to encourage 1st and 2nd year students to participate in activities during the year especially, ENGG WEEK and FROSH WEEK. However, the council will not solely rely on this executive for all recruitment.

Internship Representatives

The internship representatives are responsible to keep intern students informed of CESS events, and to maintain a current contact list.

3rd Year Representatives

The 3rd year representatives are responsible for the maintenance of the 3rd year homeroom (cleaning the microwave and fridge, ensuring the stapler and hole punch are in working order), making verbal announcements in class, posting information on the cork and chalk board and being the link between CESS and the members.

2nd Year Representatives

The 2nd year representatives are responsible for making public announcements about CESS events, and being the link between CESS and the students.

5.2 Executive Elections

Elections are held for each of the above mentioned positions. Nominations are submitted via e-mail to cessuc@ucalgary.ca generally during late March or early April each year. If two or more candidates run for the same position, then an election will be held. Eligible voters are students in 2nd year, 3rd year, and internship students enrolled in chemical or oil and gas engineering at the time of the election. A chief returning officer will be appointed, and must not be enrolled in the above two mentioned departments. The method of voting will be paper ballot for 2nd and 3rd year students, and e-mail for internship students. The duration to vote will be a minimum of one day, and a maximum of three days.

5.3 Key Donors

This section outlines the financial support CESS receives from the industry. The key financial donors for CESS are the Schulich School of Engineering, Department of Chemical and Petroleum Engineering, Encana Corp, Devon Energy Corp, Canadian Natural Resources Limited, Gibsons Energy Ltd, Suncor Energy Inc, Fekete, Schlumberger, GLJ Petroleum Consultants, Petroleum Society, and the Engineering Students' Society.

5.4 Board of Advisors/Directors

CESS would like to recognize Dr. Jeje and Dr. Harding as the advisors. The president and three selected council members (preferably a combination of male and female, chemical and oil and gas, and 3rd and 4th year students) will meet with the advisors to discuss any issues that need to be addressed and future plans.

5.5 Stakeholders

Stakeholders are those who can be affected by CESS's operation due to similar interests and activities. They are: Engineering Students' Society (ESS), Petroleum Club, and all other department councils. The key issue is planning events on the same day that serve similar purposes thus potentially creating a loss for one of the clubs, whether it be financially or through lack of attendance. Effective communication and early notification will avoid this

conflict.

6 Continuity

6.1 Meetings

Meetings will be held weekly beginning in September and ending in April. Summer meetings are at the discretion of the president. All council members must attend all meetings. Excusable reasons for missing a meeting are: writing an exam, death in the family, and hospitalization.

6.2 Documentation

Meeting minutes will be publicly available on-line through the CESS website. Each council member must write a report containing the following information:

- What he/she did
- Logistics and Details
- Outcome
- Recommendations

A half year report is expected from each member by the month of December. The final reports will be passed along to the next council member at changeover held in April. VP Communications will collect a hard copy from each member to be filed in a binder for future reference.

7 Amendments

There are no amendments at this time.