



University of Calgary Chemical and Oil & Gas Engineering Students' Society Club Charter & Constitution

Revised: March 10, 2010

1. Name and Abbreviation

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

2. Vision Statement

2.1 Fundamental Purpose

CESS represents the undergraduate 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 Chemical and Petroleum Engineering 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. A valid annual membership shall be recognized from the term of September to April (inclusive), for a fee decided upon by the current council. CESS will maintain a minimum membership of 20 students at all times, two-thirds of whom are active members of the University of Calgary Students' Union.

4. Students' Union

CESS acknowledges and will abide by the Students' Union (SU) By-laws and Policies unless otherwise approved by the Clubs Committee. CESS is aware that it will no longer remain a Students' Union sanctioned club if a Policy or By-law is contravened without Clubs Committee ratification.

5. Management Structure

The following section provides descriptions of the roles of each of the members on CESS council. Council members must be students enrolled in either Chemical or Oil & Gas engineering.



5.1 Executive Roles & Duties

The following duties apply to all positions:

1. All council members must provide a final report (refer to Section 6)
2. Encourage student participation in CESS activities
3. Attend and support CESS events as much as possible
4. Assist with Frosh Week and ENGG Week activities
5. Contribute office hours as required

5.1.1 President

The CESS President presides over the activities of the council, chairs meetings, ensures that meetings are on-topic and on-time, delegates tasks, ensures that all issues are addressed from students, industry, and professors, and submits annual SU reports. The President also has financial signing authority. It is the duty of the President to hold CESS council members accountable to the council itself and to CESS members and students. The President will ensure that an appropriate day and time are selected for weekly meetings to accommodate the schedules of the students, and will also ensure that a meeting room is booked for both semesters. The President must also attend Engineering Students' Society (ESS) meetings on behalf of CESS, and if he/she cannot do so, must send a replacement. The President is the link between ESS, other department councils and clubs.

5.1.2 VP Academic

The VP Academic is responsible for academic issues, including course materials, industry tours, student-professor mixers and industry-mixers. This role may include applying for Schulich Student Activities (SSAF) and SU funding for eligible events. He/she is also responsible for organizing the annual technical elective information night.

5.1.3 VP Communications

The VP Communications is responsible for maintaining the CESS e-mail account and ensuring that all e-mails are appropriately replied to, updating the CESS website regularly, and documenting meeting minutes and e-mailing them to council immediately after the meeting. This role includes compilation of all council reports for future reference, maintenance of the documents on the CESS computer and public notification of CESS events via posters, e-mail, or other suitable means.

5.1.4 VP Events

The VP Events organizes and implements social activities. Activities may include, but are not limited to, barbecues, the CESS pool, cabarets, members appreciation nights, sporting events (i.e. curling bonspiel, squash ladder). He/she will provide help or input to other CESS events as required.



5.1.5 VP External

The main responsibility of the VP External is to handle the logistics and organization of sending a University of Calgary student delegation to the annual Canadian Society of Chemical Engineering (CSCChE) Conference. One goal is to send as many students as possible. This role includes applying for Schulich Student Activities Funding (SSAF), Shell Experiential Energy Learning Funding (SEEL) and SU funding; booking accommodation and transportation; collecting student fees; notifying students of important events, information and deadlines; ordering t-shirts; and ensuring all proper legal documents from the SU are completed appropriately. This position also deals with any external affairs; therefore, this executive can choose to organize community volunteer opportunities or relevant campus or community initiatives for students with the consensus of the council.

5.1.6 VP Finance

The VP Finance maintains the CESS bank account, provides monthly finance reports, prepares and maintains the annual budget, allocates club funds appropriately, keeps a detailed record and documentation of revenue and expenditures, and oversees the acquisition of corporate sponsorship. The VP Finance has signing authority. Signatures from both the VP Finance and the President are required for all CESS issued cheques. The VP Finance will provide direction to and help the Sponsorship Commissioner create the CESS Sponsorship Package, target potential sponsors and contact and follow-up with companies for sponsorship.

5.1.6.1 Sponsorship Commissioner

The Sponsorship Commissioner is responsible for acquiring corporate sponsorship along with the VP Finance, and will be under the supervision of the VP Finance. He/she will update the Sponsorship Package as required and will contact and follow-up with potential sponsors throughout the year. Potential sponsors are contacted and communicated with primarily over the summer months. Other duties include establishing levels and terms of sponsorship and maintaining communication with all sponsors.

5.1.7 VP Internal

This position focuses on the internal affairs of the club and 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 acting as a link between CESS and its members. One key responsibility is representing the Department of Chemical and Petroleum Engineering on the University of Calgary Engineering Endowment Board of Directors. Other duties may include ordering sweatshirts as well as graduation gifts for members.



5.1.8 VP Recruitment

The VP Recruitment can be described as the “Go-Getter”. His/her role is to encourage 1st and 2nd year students to participate in CESS activities during the year, especially Frosh Week and ENGG Week. However, the council will not rely solely on this executive for recruitment.

5.1.9 Internship Representatives

The Internship Representatives are responsible for keeping students on internship informed of CESS events, especially the Annual General Meeting, CESS Elections and the CSChE Conference. The Internship Representatives are also responsible for creating and maintaining a current contact list of interns. There will be a maximum of two Internship Representatives.

5.1.10 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 its third year members and students. There will be a maximum of two 3rd Year Representatives.

5.1.11 2nd Year Representatives

The 2nd year representatives are responsible for making public announcements about CESS events, and acting as a link between CESS and second year students. There will be a maximum of two 2nd Year Representatives.

5.1.12 1st Year Representatives

First year representatives will be first year students interested in going into Chemical or Oil & Gas Engineering. They are responsible for making public announcements about CESS events, and acting as a link between CESS and first year students. There will be a maximum of two 1st Year Representatives.

5.2 Annual General Meeting

An Annual General Meeting (AGM) will be held in March of each year, where current council members will present their positions, roles, responsibilities and accomplishments, as well as the activities of the club. Nomination forms for the following year's council will be made available at this meeting.

5.3 Executive Elections

Elections may be held for each of the aforementioned positions. Nominations are submitted via e-mail to cessuc@ucalgary.ca during late March or early April of each year. If two or more candidates run for the same position, an election will be held for that position. If there are no candidates for a position, the new council-elect will appoint a candidate until a by-election can



be held in the fall semester. If a position remains or becomes vacant, a candidate may be appointed by council, or the council members may choose to re-distribute the position's duties amongst themselves. Eligible voters are Chemical and Oil & Gas Engineering students in 2nd year or 3rd year or on internship at the time of the election. A chief returning officer will be appointed, and he/she must not be enrolled in the Department of Chemical and Petroleum Engineering. The method of voting will be paper ballots for 2nd and 3rd year students, and e-mail ballots for internship students. The Internship ballots will be emailed to cessuc@ucalgary.ca. The duration to vote will be a minimum of one day, and a maximum of three days.

5.4 Council Voting and Resolutions

In order for CESS Council to make any official decisions or resolutions at a meeting, quorum must be met. Quorum of a meeting must consist of at least one-half of the members listed in Section 5.1 present at the meeting in person. Each of the members in Section 5.1 is entitled to one vote on any decisions or resolutions of the Council. In the case of a tied vote, the President holds the deciding vote.

5.5 Faculty Advisors

CESS would like to recognize Dr. Sundararaj (Department Head) and Dr. Harding (Department Undergraduate Head) as its faculty advisors. The president and a few selected students (preferably a combination of male and female, chemical, oil & gas, biomedical and energy and the environment, 3rd and 4th year students) will meet with the advisors to discuss any issues that need to be addressed along with future plans.

5.6 Stakeholders

Stakeholders are groups that may be affected by CESS' operations due to similar interests and activities. They include the Engineering Students' Society (ESS), all other department councils and the Petroleum & Energy Society. The goal is to avoid holding events on the same day that have similar purposes, which could create a loss for the clubs, either financially, or through lack of attendance. Effective communication and early notification will avoid this conflict.

5.7 Key Donors

This section outlines the financial support CESS receives from the industry. The key financial sponsors for CESS are the Schulich School of Engineering, Department of Chemical and Petroleum Engineering, and corporations including, but not limited to, ConocoPhillips, Encana, Devon Canada, Canadian Natural Resources Limited, Gibsons Energy Ltd, Suncor Energy Inc, Fekete, Schlumberger, GLJ Petroleum Consultants, Petroleum Society, as well as ESS.

6. Continuity

6.1 Meetings

Meetings will be held weekly beginning in September and ending in April. Summer meetings are at President's discretion. All council members must attend each meeting, or give verbal or written communication if they cannot attend the meeting.



6.2 Documentation

Meeting minutes will be made publicly available on-line through the CESS website. At the end of each academic year, each council member must write a report containing the following information:

1. Roles and Responsibilities
2. What he/she did
3. Logistics and Details
4. Outcome
5. Recommendations

These final reports will be passed along to the next council member at the CESS Council Changeover held in April. The VP Communications will collect a hard copy from each member to be filed in a binder for future reference.

7. Amendments to the Constitution

This constitution may be amended by a two-thirds majority vote of the undergraduate Chemical and Oil & Gas Engineering students represented at the AGM either in person or by written proxy.