

# The Constitution, Bylaws, and Policies of the Chemistry Graduate Student Association

Fourth Edition Reviewed By:

President

and

Vice President Policy and Records

2023-2024 Term



The Chemistry Graduate Student Association  
The University of Western Ontario  
London, ON, Canada  
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## Abbreviations

CGSA: Chemistry Graduate Student Association

VP: Vice President

SOGS: Society of Graduate Students

TA: Teaching Assistant(s)

DOL: Decision and Operation Log

## Definitions

General Members: Full-time and part-time students who have been enrolled in a graduate program offered by the Chemistry Department at the University of Western Ontario. They do not have a position on the Executive Council but can be nominated and elected for one.

Executive Members: General Members who were nominated and elected to an Executive CGSA position. They include the President and the Vice Presidents, and they have voting power during every Executive meeting. Along with the Executive Officers, they make up the Executive Council.

Executive Officers: General Members who were nominated and elected to be a SOGS Student Representative and/or a PSAC Local 610 Departmental TA Steward. They have voting power during the Executive meetings they attend. Along with the Executive Members, they make up the Executive Council.

Executive Council: The collective name for the Executive Members and Officers who work to fulfill the mission statement of the CGSA and represent the General Members.

President: The lead Executive Member of the Executive Council, with their duties outlined in Section 1.4.1 and 1.4.9. They are the face of the CGSA for the term they are elected for and oversee all CGSA operations.

Vice President of Academics: One of the five (5) Vice Presidents of the CGSA, with their duties outlined in Section 1.4.2 and 1.4.9.

Vice President of Finance: One of the five (5) Vice Presidents of the CGSA, with their duties outlined in Section 1.4.3 and 1.4.9.

Vice President of Communications: One of the five (5) Vice Presidents of the CGSA, with their duties outlined in Section 1.4.4 and 1.4.9.

Vice President of Social: One of the five (5) Vice Presidents of the CGSA, with their duties outlined in Section 1.4.5 and 1.4.9.

Vice President of Policy and Records: One of the five (5) Vice Presidents of the CGSA, with their duties outlined in Section 1.4.6 and 1.4.9. During the Transition Period, they act as the Transition Officer.

Transition Officer: The Vice President of Policy and Records during the Transition Period. They are tasked with ensuring that the incoming Executive Council has the required information from the outgoing Executive Council.

Transition Period: The period where the incoming and outgoing Executive Council term overlap, as outlined in Section 2.1.1. The Transition Period is different for Executive Members and Executive Officers.

SOGS Student Representative: The representative of the General Members to SOGS and at SOGS Council meetings. The number of representatives that serve each year is determined by SOGS. Their duties are outlined in Section 1.4.7.

PSAC Local 610 Department TA Stewards: The representative of the Chemistry Department's TAs to PSAC Local 610 and at PSAC Local 610 meetings. The number of representatives that serve each year is determined by PSAC Local 610. Their duties are outlined in Section 1.4.8.

Election Season: The months/time where elections for the Executive Council positions are held. This season includes everything from when nominations are submitted to when the results of the elections are announced.

Voting Officer: The Vice President of Policy and Records or General Member who calls votes in place of the President should the President be unable due to a conflict of interest as outlined in Section 2.1.7.

Conflict of Interest: When an individual's personal interests could/has effected/compromised their judgment, decisions, and/or actions.

DOL: The Decision and Operation Log is created by each position in the Executive Council to inform the incoming Executive Council of what has happened during the outgoing Executive Council's term, as outlined in Section 2.2.

## **Document Edition and Notes**

### **First Edition:**

First published edition of the official policy of the CGSA. Initially written by the 2017-2019 Vice President of Policy and Records, the policy was updated and edited by the 2019-2020 Vice President of Policy and Records. Published July 2020.

### **Second Edition:**

This edition added Section 2.1.8 Voting Officer as a means of dealing with possible conflicts of interest during the election period. It also added an Appendix with the past Executive Members. Published October 2020.

### **Third Edition:**

This edition reviewed the duties of each executive role, added definitions, and improved readability. Edits were given by all CGSA executives to ensure the policy best represented the team. The 2020-2021 Vice President of Policy and Records and President compiled all comments. Published Sept 2021.

### **Fourth Edition:**

This edition fixed minor errors found within the third edition, added an EDI-D statement to the CGSA Mission Statement, added a Land Acknowledgement, added an internal deadline for SOGS representative elections, and updated Appendix A with all available information from previous terms. This edition was compiled by the 2023-2024 Vice President of Policy and Records and verified by the President. Published Jan 2024.

# Section 1

## Constitution



## 1.1 Core Information and Mission Statement

### 1.1.1 Name

The official name of this group is the *Chemistry Graduate Student Association*, abbreviated to CGSA.

### 1.1.2 Logo

The official logo of the CGSA is shown below in **Figure 1**. The logo must be used in all official communications the CGSA publishes in any format including (but not limited to) emails, newsletters, event listings, and letters.



**Figure 1:** The official logo of the Chemistry Graduate Student Association designed by 2017-2018 Vice President of Communications.

### 1.1.3 Mission Statement

The CGSA aims to do the following for the General Members:

- Be a recognizable platform where they can express their needs and opinions.
- Be an advocate for the concerns and issues.
- Provide academic and social events and services.
- Represent them within the Chemistry Department and other University organizations.
- Recognize the importance of diversity for our student membership, provide equitable access to support, and promote initiatives that embrace equity, diversity, inclusion, and decolonization (EDI-D).

### 1.1.4 Land Acknowledgement

The CGSA acknowledges that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak, and Chonnonton Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. We respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge both the historical and ongoing injustices that Indigenous Peoples endure in Canada, and we commit to a continued journey of listening, learning, and building meaningful relationships with Indigenous communities through our teaching, research, and community service.



## **1.2 Powers and Jurisdictions**

### **1.2.1 Authority**

The jurisdiction and powers assumed by the CGSA in this constitution and any amendments thereto arise from an autonomous, self-governing authority and does not require the approval of any authority other than that of the CGSA itself.

### **1.2.2 Bylaws and Policies**

The Bylaws and Policies attached to this constitution came from the self-governing authority from within the constitution.

## 1.3 Membership

### 1.3.1 General Members

General Members are full-time and part-time students who have been enrolled in a graduate program offered by the Chemistry Department at the University of Western Ontario.

General Members do not have a position on the Executive Council, nor do they have Executive voting power. They can present their issues and concerns to the Executive Council by emailing the official CGSA email.

General Members can join the Executive Council following the election process in Section 2.1.

### 1.3.2 Executive Members

Executive Members are General Members who were nominated and elected to the position as outlined in Section 2.1. The Executive Members are part of the Executive Council.

No General Member can hold more than one (1) Executive Member position during their term unless a position is unfilled. In such a case, the Executive Members will either split the duties of the unfilled position amongst themselves or choose who will fill the role from amongst themselves, at the discretion of the Executive Council.

An Executive Member holds their position from September of the year they were elected to August of the following year, inclusive.

### 1.3.3 Executive Officers

Executive Officers are General Members who were nominated and elected to represent General Members as the SOGS Student Representatives and the PSAC Local 610 Departmental TA Stewards as outlined in Section 1.4.7 and Section 1.4.8, respectively. Executive Officers are part of the Executive Council.

The numbers of available positions for each Executive Officer position may change on an annual basis.

An Executive Officer holds their position from October of the year they were elected to September of the following year, inclusive.

### 1.3.4 Executive Council

The Executive Council is made up of the Executive Members and Executive Officers. Each position holds one vote at the CGSA official meetings. An Executive Officer must be present at the meeting to have a vote.

<b>Position Title</b>	<b>Number of Available Positions</b>
President	1
Vice President of Academics	1
Vice President of Finance	1
Vice President of Communications	1
Vice President of Social	1
Vice President of Policy and Records	1
SOGS Student Representative	As allotted by SOGS
PSAC Local 610 Departmental TA Steward	As allotted by PSAC Local 610

## 1.4 Duties of the Executive Council

### 1.4.1 President

The President shall complete the following duties during their term:

- Act as the liaison between the CGSA and groups, such as the Chemistry Graduate Program administrative staff, Department of Chemistry faculty, the Faculty of Science, and the Undergraduate Chemistry Club.
- Oversee the functioning of the Executive Council.
- Act as the liaison between Vice Presidents when many are responsible for the organization of an event or the completion of a task.
- Organize and lead all Executive Council meetings, with a meeting being held at least once per month during the academic year.
- Maintain and distribute the meeting minutes of Executive Meetings.
- Assist Vice Presidents in activities that relate to their portfolios, including, but not limited to, the organization and promotion of events, maintaining a timeline for events, and contacting outside organizations.
- Hold Presidential, Vice Presidential, and Executive Officer Elections.
- Hold co-signing privileges of financial documents and payments with the Vice President of Finance.
- Ensure the SOGS Student Representatives and the PSAC Local 610 Departmental TA Stewards attend their meetings by sending reminder emails if necessary.
- Act as a SOGS Student Representative if not all positions are filled at the end of the Election Period.
- Be available to advise the incoming President for at least a month after the term is complete.
- Author, maintain, and submit a DOL as outlined in Section 2.2.

### 1.4.2 Vice President of Academics

The Vice President of Academics shall complete the following duties during their term:

- Act as a liaison and work with the Chemistry Graduate Program administrative staff on topics that concern the General Members and their graduate student experience.
- Gather and communicate information about academic-based activities, such as scholarships and grants, major conference deadlines, funding deadlines, and campus visits from journals/publishers.
- Organize and host academically oriented events with assistance from the President and Vice President of Social, when required.
- Respond to academic questions from General Members that may be received via email or in-person.
- Connect General Members with resources (on- or off-campus) that may assist in conflicts, such as between their academic/research requirements and personal commitments.

- Create resource documents that streamline information for General Members that relate to academics, such as resources for mental health, conflict resolution, scholarship information.
- Author, maintain, and submit a DOL as outlined in Section 2.2.

### **1.4.3 Vice President of Finance**

The Vice President of Finance shall complete the following duties during their term:

- Hold co-signing privileges of financial documents and payments with the President.
- Maintain the funds of CGSA and ensure sound fiscal responsibility.
- Find and propose new ways to earn money for CGSA.
- Ensure money is available and accessible for future events.
- Provide budgetary reports to the Executive Council during their meetings with a report being given at least once a month.
- Maintain the receipts, monthly reports, and other financial paperwork in a physical/online drive.
- Author, maintain, and submit a DOL as outlined in Section 2.2.

### **1.4.4 Vice President of Communications**

The Vice President of Communications shall complete the following duties during their term:

- Routinely engage with General Members using social media posts and stories.
- Work with Vice President of Social and Vice President of Academic to advertise upcoming events via email, social media, and physical posters.
- Be the primary voice between the Executive Council and the General Members by updating Members via email and social media and responding to emails and direct messages.
- Create a newsletter that highlights the CGSA activities from the previous semester (i.e. Fall Newsletter, Winter Newsletter, Summer Newsletter), to be released at the beginning of January, April, and September. Each Executive Member should be consulted to ensure the CGSA is being represented.
- Author, maintain, and submit a DOL as outlined in Section 2.2.

### **1.4.5 Vice President of Social**

The Vice President of Social shall complete the following duties during their term:

- Plan social events that engage the members with a minimum of three (3) CGSA hosted events per year (i.e. once per semester), not including the academically orientated events.
- Work with the Vice President of Finance to create a budget for each event.
- Gather feedback about events and make plans on how to improve for further events.
- Work with the Chemistry Department's Social Committee, the Undergraduate Chemistry Club, and/or other third parties including but not limited to SOGS and PSAC Local 610 when planning events, where appropriate.
- Allocate tasks to other Executive Members when needed to ensure events are successful.

- Author, maintain, and submit a DOL as outlined in Section 2.2.

#### **1.4.6 Vice President of Policy and Records**

The Vice President of Policy and Records shall complete the following duties during their term:

- Ensure all CGSA actives adhere to the rules and regulations of the University of Western Ontario, Chemistry Department, and/or the venue where an event is held.
- Store CGSA documents in an orderly and searchable manner using a physical or online drive.
- Collect and ensure the completion of the DOLs by the Executive Council according to Section 2.2.
- Work with the President to ensure the meeting minutes are completed, detailed, and accessible to the Executive Council.
- Ensure CGSA elections are held according to Section 2.1 and oversee the election results.
- During the Transition Period (Section 2.1.1), act as the Transition Officer by completing the following duties:
  - Ensure the incoming Executive Council gains access to CGSA resources and documents.
  - Ensure the incoming Executive Council reads the DOLs of the outgoing Executive Council and have their questions answered.
- Author, maintain, and submit a DOL as outlined in Section 2.2.

#### **1.4.7 SOGS Student Representatives**

The SOGS Student Representative shall complete the following duties during their term:

- Serve as Councillors at the SOGS Council Sessions (11 /year).
- Complete the roles and responsibilities as stated by the SOGS's bylaws.
- Attend at least six (6) Council Sessions personally and ensure all (11) are attended personally or by an alternate.
  - If absent from five (5) or more SOGS Council Sessions without notice or proxy, the Executive Officer may be subject to termination, as outlined in Section 1.4.10, at the discretion of the Executive Council.
- Work with the Executive Members to understand the concerns of the General Members.
- Voice the issues of and concerns of the chemistry graduate students at the Council Sessions, when appropriate.
- Summarize the SOGS Council Sessions for the Executive Members and highlight decisions that affect the General Members.
- Author, maintain, and submit a DOL as outlined in Section 2.2. Only one (1) DOL is required regardless of number of SOGS Representatives.

#### **1.4.8 PSAC Local 610 Departmental TA Stewards**

The PSAC Local 610 Departmental TA Stewards shall complete the following duties during their term:

- Serve as the liaison between the TAs of the Chemistry Department and the PSAC Local 610 Executive Officers.
- Complete the roles and responsibilities as stated by the PSAC Local 610 bylaws.
- Attend three (3) of the five (5) PSAC Local 610 meetings personally or by an alternate.
  - If absent from two (2) or more PSAC Local 610 meetings without notice or proxy, the Executive Officer may be subject to termination, as outlined in Section 1.4.10, at the discretion of the Executive Council.
- Work with the Executive Members to understand the concerns of the General Member TAs.
- Connect General Member TAs with the appropriate resource for any grievance processes when needed.
- Work with the Vice President of Communications, if needed, to communicate any changes to and/or with PSAC Local 610 that could affect the TAs of the Chemistry Department.
- Summarize the PSAC Local 610 meetings for the Executive Members and highlight decisions that affect the General Members.
- Author, maintain, and submit a DOL as outlined in Section 2.2. Only one (1) DOL is required, regardless of number of Stewards.

#### **1.4.9 Responsibilities of the Executive Members**

All Executive Members have the following responsibilities while they serve their term:

- Attend all Executive Meetings and be active during the meetings. A proxy can be chosen from the other Executive Members if attendance is not possible, only three (3) times during the term.
  - If absent for two (2) meetings in a row without notice or proxy, the Executive Member may be subject to termination, as outlined in Section 1.4.10, at the discretion of the Executive Council.
  - If more than three (3) meetings cannot be attended personally, the Executive Member may be subject to termination, as outlined in Section 1.4.10, at the discretion of the Executive Council.
- Keep all other members of the Executive Council informed of current tasks that they are overlooking.
- Fulfill their duties in a proper and timely manner.
- Fairly split the roles/duties amongst themselves or fairly select an Executive Member to take over the role if unfulfilled.
- If deemed appropriate, a Vice President can create a sub-committee from the General Members and delegate some responsibilities to this sub-committee for the completion of a specific task. The sub-committee members cannot attend Executive Meetings and have no voting power on the Executive Council.

#### **1.4.10 Suspension and Termination of an Executive Member/Officer**

Should a member of the Executive Council not be performing their duties as outlined above, they are subject to either suspension or termination, the process for which is explained herein.

The member in question must be informed that they are subject to suspension and termination. While suspended, the member is not considered to be on the Executive Council.

The Executive Council calls for a non-confidence vote. With a two-thirds (2/3) majority vote, the Executive Council Member in question will be suspended and an investigation will be held as to whether they have upheld their responsibilities. The investigation will be carried out by Vice President of Policy and Records, the President, or a suitable proxy as determined by the Executive Council. Following the investigation, the results will be presented to the Executive Council in a follow-up meeting, at which another two-thirds (2/3) majority vote will determine whether the Executive Member remains in their position or is to be terminated.

The remaining Executive Members will choose the best means of replacement.

## 1.5 Amendments to the Constitution, Bylaws, and Policies

### 1.5.1 Amendments to the Constitution

For an amendment to be made, it must be written first as a proposal document. The proposal document must be separated into two parts: motivation for the amendment and the amendment. This document must also include the information of the author, the date the amendment was written, and page numbers.

The motivation must include an overview of what the amendment will affect, why it is important to make this amendment, and how it will benefit General Members and/or the Executive Council. The amendment must cite the original section of the Constitution, with the affected area highlighted, and the amendment written underneath. An example of this is as followed:

Section 1.4.5, page 11

“

#### 1.4.5 Vice President of Social and Events

The **Vice President of Social and Events** shall complete the following duties during their term:

”

Amendment:

#### 1.4.5 Vice President of Social

The **Vice President of Social** shall complete the following duties during their term:

The proposal document must be sent to all members of the Executive Council at least one (1) week before the following Executive meeting for review. At the meeting, the Executive Council will vote on the amendment(s).

Amendments cannot change the intent of the Constitution, the core purpose of the CGSA, or go against any regulation currently in place by the Chemistry Department, the University of Western Ontario, or the city of London. The writer of the amendment may ask the Vice President of Policy and Records for help with regulation checking.

If approved, the General Members must be informed of the amendment, and its effects.

### 1.5.2 Amendments to the Bylaws and Policies

The Bylaws and Policies are complementary to this Constitution. Amendments to them will be dealt with in the same way as Constitution amendments, outlined in Section 1.5.1.

### 1.5.3 Record of Amendments

All amendments, accepted or rejected, must be submitted to the CGSA Official Records by the Vice President of Policy and Records. A note on why the amendment was accepted/rejected must be added along with the date that the amendment was addressed and the vote tally of the amendment. A summary of amendment(s) should be noted annually in the “Document Edition and Notes” section of this document.



## **Section 2**

# **Bylaws and Policies**



## 2.1 Election of Executive Members for Executive Council

### 2.1.1 Election Seasons

The Presidential election will occur in June. The Vice-Presidential elections will occur in July. The elections for Executive Officers (i.e. SOGS Representatives and PSAC Local Stewards) will occur in September. The elections for the Executive Officers must be complete before their first meeting. The timeline for the elections is as follows:

Position Title	Month of Election	Date of Taking Office	Transition Period
President	June	September 1	August 1 – 31
Vice President of Academics	July	September 1	August 1 – 31
Vice President of Finance	July	September 1	August 1 – 31
Vice President of Communications	July	September 1	August 1 – 31
Vice President of Social	July	September 1	August 1 – 31
Vice President of Policy and Records	July	September 1	August 1 – 31
SOGS Student Representatives	Mid-Late September	Mid October	Mid October
PSAC Local 610 Departmental TA Steward	Mid-Late September	Mid October	Mid October

### 2.1.2 Eligibility for Nomination

All General Members are eligible for nomination for any of the Executive Council positions. Incoming students are also eligible if they have proof of acceptance to the department and can attend the Transition Meetings and any other CGSA events during the Transition Period.

### 2.1.3 Presidential Nomination Process

Call for nominations for President occur via email by the outgoing President to all General Members. The Vice President of Policy and Records will be copied on the email.

Any General Member can nominate themselves for the role of President. If someone wants to nominate another person for this position, the nominator must include proof that the nominee gives consent for the process to be completed on their behalf.

The Presidential Nomination Period opens at the start of the first week of June (12 am on the first day) and is open for at least one (1) week (11:59 pm on the last day). The Election Period begins following the close of the Nomination Period, as outlined in Section 2.1.6. Anyone who is not elected for President can run for a Vice President position in July.

Nominees must submit a Nominee Highlight: a one-page document containing their Presidential platform. The Nominee Highlight must contain the following information:

- Name.
- Level (MSc/PhD).

- Year (incoming, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>).
  - If incoming, their start date.
- Supervisor’s name.
- Field/Research interest.
- Their Presidential platform.

with the following formatting:

- No smaller than 12pt Times New Roman or an equal font.
- Margins no smaller than 1.89 cm.
- One (1) page limit.
- PDF format.

The Nominee Highlight can contain any additional information.

### **2.1.4 Vice-Presidential Nomination Process**

Call for nominations for Vice Presidents occur via email by the outgoing President to all General Members. The Vice President of Policy and Records will be copied on the email.

Any General Member can nominate themselves for any Vice President role. If someone wants to nominate another person, the nominator must include proof that the nominee gives consent for the process to be completed on their behalf. A General Member can only be nominated for one (1) Vice President position.

The Vice-Presidential Nomination Period opens at the start of the first week of July (12 am on the first day) and is open for at least one (1) week (11:59 pm on the last day). The Election Period begins following the close of the Nomination Period, as outlined in Section 2.1.6.

Nominees must submit a Nominee Highlight: a 250-word document outlining why they are fit for the role. The Nominee Highlight must include the following information:

- Name.
- Level (MSc/PhD).
- Year (incoming, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>).
  - If incoming, their start date.
- Supervisor’s name.
- Field/Research interest.
- What Vice President position they are applying to.
- Why they are fit for the Vice-Presidential position.

with the following formatting:

- No smaller than 12pt Times New Roman or an equal font.
- Margins no smaller than 1.89 cm.
- 250-word limit.
- PDF format.

The Nominee Highlight can contain any additional information.

### **2.1.5 Executive Officer Nomination Process**

Call for nominations for Executive Officers occur via email by the President to all General Members. The Vice President of Policy and Records will be copied on the email.

Any General Member can nominate themselves for any Executive Officer role. If someone wants to nominate another person, the nominator must include proof that the nominee gives consent for the process to be completed on their behalf. A General Member can hold two (2) Executive Officer positions but only one (1) position as a SOGS Representative and one (1) position as a PSAC Local Steward at a time.

Nominees submit their name and the role they are applying for via email. No Nominee Highlight is needed.

The Executive Officer Nomination Period opens Mid-Late September at the discretion of the President. The Nomination Period is at least one (1) week. For Nomination Periods lasting more than one (1) week, an internal deadline of one (1) week following the submission of the first Nomination may be implemented – meaning if after one week there are fewer Nominations than positions, the received Nominations are automatically accepted without Election. The Election Period begins following the close of the Nomination Period, as outlined in Section 2.1.6. The election process must be complete, including the signing of official SOGS/PSAC forms, before the first SOGS Council Meeting on at the end of October.

### **2.1.6 Election Period**

The Election Period is held after the Nomination Period ends, i.e. the second week of June for the Presidential Election, the second week of July for the Vice-Presidential Elections, and late September – early October for Executive Officer Elections. The Election Period will last at least an entire week (7 days).

The names of all nominees along with their Nominee Highlight, where applicable, shall be sent out to the General Members at the start of the Election Period by the outgoing President via the CGSA official email. Each General Member has one (1) vote per position, i.e. one (1) vote in the Presidential Election, five (5) votes in the Vice-Presidential Election, and the number of positions available in the Executive Officer Election. Votes are cast via email to the official CGSA email with the current Vice President of Policy and Records copied on the email. Votes are tallied by the President and the Vice President of Policy and Records and the General Members are informed of the results no longer than two (2) days after the Election Period ends.

If there is an unfilled position after the election period is over, unsuccessful nominees that indicated they would like to be considered for other positions during the Nomination Period will be considered for the role.

In the case where there are still unfilled positions and not enough nominees to fill them, the duties of that Vice President will be taken up or split between the Executive Members as outlined in Section 1.4.9.

### **2.1.7 Voting Officer**

If the President cannot call the vote due to a conflict of interest, the Executive Council will hold a vote to pass the duty either to the Vice President of Policy and Records or a neutral third-party. The vote must pass with a two-thirds (2/3) majority.

If a third-party is selected, the Executive Council can nominate a General Member in good standing with CGSA. If more than one General Member is nominated, the Executive Council will hold a vote that must pass with a two-thirds (2/3) majority. The elected third-party will be referred to as the Voting Officer and will only be an active Executive Officer during the election period. The Voting Officer must have access the CSGA email to count the votes.

Election candidates cannot damage or question another election candidate's reputation during an election. Current Executive Members and Executive Councils will decide what this will constitute. An election candidate found guilty of damaging or questioning another election candidate's reputation can be removed from the current election process.

## **2.2 Decision and Operation Log (DOL)**

### **2.2.1 What is a DOL**

The Decision and Operation Log, abbreviated to DOL, is a document created by each position of the Executive Council that outlines what they did during their term. It must contain the decisions, reasoning, and other such information written out in a clear and concise manner. The DOL is to update the incoming Executive Council on past events and provide advice on how to effectively complete the Executive position.

The final draft must be completed and uploaded to the CGSA drive by the end of the Transition Period. The incoming Executive Council must review the DOL for their position and will be able to ask the outgoing Executive Members questions about the content and what they have done throughout their term during the Transition Period.

### **2.2.2 What is Included in the DOL**

The DOL must include detail about what they did during their term on the Executive Council and their key motivations for completing tasks. It must be assumed that the DOL will be the only way for the incoming Executive Members (and all future Executive Members) to understand what and why events happened during their term. For each event, an overview should be given, including the strengths of the event and how it can be improved. Suggestions of events for the future Executive Member can be included. Major events that affected performing duties can be discussed, given they are not personal in nature, as outlined in Section 2.2.3.

Included in the DOL is a Year End Review, which is a chronological list outlining the events organized by the Executive Member throughout the year.

All DOLs must be written such that any Executive Member (or third party) can understand the content. If receipts, checks, images, etc. are produced during the Executive Member's time, these should be scanned and added into the document as appendices.

### **2.2.3 What Is Not Included In the DOL**

The DOL is a professional document, and as such must not include the following:

- Personal information about the Executive Council or General Members.
- Redundant information.
- Information concerning another Vice-Presidential role, unless directly related.

Questions regarding what should or should not be included can be addressed to the Vice President of Policy and Records.

### **2.2.4 Format of the DOL**

All DOLs must follow the general format below and must be submitted as a PDF document. The exact details can differ based on the position that the Executive Member held. The President can request the DOL be of a certain length or format depending on what has occurred during the term.

- No smaller than 12pt Times New Roman or an equal font.

- Footer with page numbers.
- Title Page, which includes:
  - Group Name and Logo.
  - Name of document, i.e. DOL or Decision and Operation Log.
  - Full name.
  - Executive Role.
  - Term start date – term end date.
- Year End Review:
  - Point-form list of events by date.
  - Includes dates that Executive Member started and ended their term.
- Body of the DOL:
  - Paragraph-based entries for details on events and suggestions for the future.
  - References to Appendix, when necessary.
  - Sign off with name, degree, supervisor's name and expected end date.
- Appendix, if necessary, to include addition information.
  - For example, receipts, cheques, and images.

## Appendix A. History of CGSA Executive Council

### 2023/24 Executive Council

Position Title	Name
President	Kirsty Yuen Ki Ng
Vice President of Academics	Marzieh Kalantarian
Vice President of Finance	Evelyn MacKay-Barr
Vice President of Communications	Emily Verkuil
Vice President of Social	Ghazal Shafiee
Vice President of Policy and Records	Zoltan Richter-Bisson
SOGS Student Representative	Narges Hajighasemi Dina Dilinaer Mohammad Sabeti
PSAC Local 610 Departmental TA Steward	Helen Adebisi

### 2022/23 Executive Council

Position Title	Name
President	Megan Hoffer
Vice President of Academics	Paul Winiarz
Vice President of Finance	Mohammed Attaelmanan
Vice President of Communications	Kirsty Yuen Ki Ng
Vice President of Social	Daria Baskova
Vice President of Policy and Records	Zoltan Richter-Bisson
SOGS Student Representative	Anne Marie Beardall Jessica Bosso Elham Salehi Alaei
PSAC Local 610 Departmental TA Steward	-

### 2021/22 Executive Council

Position Title	Name
President	Brianna Rector
Vice President of Academics	Justin Park
Vice President of Finance	Jacob Walsh
Vice President of Communications	Cameron Littlejohn
Vice President of Social	Megan Hoffer
Vice President of Policy and Records	Jonathan Adsetts
SOGS Student Representative	Maria Raheb Yasmeen Shamiya Saman Nikpour
PSAC Local 610 Departmental TA Steward	Mahammed Attaelmanan



HISTORY OF CGSA'S EXECUTIVE MEMBERS

	Mria Chowdhury
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**2020/21 Executive Council**

<b>Position Title</b>	<b>Name</b>
President	Lindsay Grandy
Vice President of Academics	Brianna Rector
Vice President of Finance	Jacob Walsh
Vice President of Communications	Sina Matin
Vice President of Social	Denis (Alex) Therien
Vice President of Policy and Records	Sarai Guerrero
SOGS Student Representative	Martin Badley Jeanette Adjei
PSAC Local 610 Departmental TA Steward	Mria Chowdhury Francis Buguis

**2019/20 Executive Council**

<b>Position Title</b>	<b>Name</b>
President	Jacob Walsh
Vice President of Academics	Lindsay Grandy
Vice President of Finance	Marina Lazarakos
Vice President of Communications	Masoumeh Naghizadeh
Vice President of Social	Daniela Cappello
Vice President of Policy and Records	Denis (Alex) Therien
SOGS Student Representative	Geran Tu Brianna Rector Jeanette Adjei
PSAC Local 610 Departmental TA Steward	Gyeonsu (David) Park Francis Buguis

**2018/19 Executive Council**

<b>Position Title</b>	<b>Name</b>
President	Jacob Walsh
Vice President of Academics	Lindsay Grandy
Vice President of Finance	Marina Lazarakos
Vice President of Communications	Ali Feizabadi
Vice President of Social	Daniela Cappello
Vice President of Policy and Records	Sarai Guerrero
SOGS Student Representative	Gyeongsu (David) Park Chloe Graham Brianna Rector
PSAC Local 610 Departmental TA Steward	Victor Kwan Gyeongsu (David) Park