



THE CANADIAN  
GEOTECHNICAL SOCIETY  
LA SOCIÉTÉ CANADIENNE  
DE GÉOTECHNIQUE

## Candidature pour créer un Chapitre étudiant de la SCG

Une proposition visant la création de **Chapitres étudiants de la SCG** a été présentée au Comité exécutif (CE) et au Conseil de direction de la SCG. Le CE a convenu de mettre à l'essai ce projet en créant d'abord un petit nombre (2 ou 3) de Chapitres étudiants de la SCG pendant l'année académique 2019-2020 (à partir de septembre 2019). La SCG invite donc les propositions de nouveaux Chapitres étudiants, qui peuvent être soumises jusqu'au **vendredi 5 avril 2019**. Ce document décrit le processus de mise en candidature et comprend la proposition présentée au EC.

Cette proposition visant la création de Chapitres étudiants de la SCG est un document de travail qui sera ajusté en fonction des recommandations et des suggestions issues de ce projet pilote. Nous solliciterons plus tard vos commentaires pour nous aider à peaufiner cette initiative, en tant que Section locale qui appuie l'initiative. Nous vous remercions à l'avance de votre soutien.

### Le processus de demande

Vous devez envoyer votre proposition de création d'un Chapitre étudiant à [maraika.degroot@queensu.ca](mailto:maraika.degroot@queensu.ca) d'ici le vendredi 5 avril 2019. Les demandes seront évaluées et les Chapitres étudiants à l'essai seront choisis au printemps 2019. Le Comité exécutif de chacun des Chapitres étudiants sélectionnés pourront amorcer leur planification à l'été 2019 en vue d'un lancement en septembre 2019.

La demande doit comprendre :

- **Une lettre d'accompagnement de la part du Comité exécutif du Chapitre étudiant** : La lettre d'accompagnement doit inclure le nom de votre Chapitre étudiant (Chapitre étudiant de « nom de l'université » ou de la « Section locale »), un paragraphe sur vos motivations à former un Chapitre étudiant et un autre sur votre vision du Chapitre étudiant et de ses activités (p. ex., conférences, concours pour les étudiants, ateliers).

Cette lettre doit également indiquer que le Comité exécutif du Chapitre étudiant comprend et accepte « la gouvernance inhérente des Chapitres étudiants », comme présentée dans la proposition des Chapitres étudiants de la SCG (voir ci-dessous).

- **Une proposition d'un Comité exécutif pour le Chapitre étudiant** : Le Comité exécutif doit compter au moins trois postes (directeur, directeur adjoint/trésorier et secrétaire).

Veillez inclure les noms des membres du Comité exécutif, leur adresse de courriel, leur numéro de téléphone et une courte biographie de chacun (de deux à cinq phrases). Veillez indiquer quel membre du Comité exécutif sera responsable de la liaison avec la Section locale de la SCG. Le directeur du Chapitre sera responsable d'interagir avec le représentant des jeunes professionnels de la SCG.

- **Une lettre d'appui de la Section locale** : Le Chapitre étudiant sera indépendant, tant sur le plan financier qu'opérationnel, de la Section locale; il sera toutefois relié à la Section locale à des fins de soutien et de réseautage.

Une lettre du Comité exécutif de la Section locale indiquant son appui à la création d'un Chapitre étudiant de la SCG et une proposition sur la façon dont la Section locale appuiera la mise sur pied et les activités du Chapitre étudiant (p. ex., représentant du Chapitre étudiant invité à assister aux réunions du Comité exécutif de la Section locale, identifier un membre de la Section locale responsable des relations avec le Chapitre étudiant). Il est recommandé que la Section locale passe en revue la proposition des Chapitres étudiants de la SCG.

- **Une proposition d'un conseiller académique** : Un conseiller académique de l'université devrait offrir des conseils et du soutien au Chapitre étudiant. Le Conseiller académique, qui doit être membre de la SCG, devrait aussi veiller à ce que toutes les activités et tous les événements se déroulent de façon professionnelle et en harmonie avec la SCG et la communauté géotechnique.

Indiquez le nom du conseiller académique et ses coordonnées dans votre lettre d'accompagnement ou dans un document distinct.

Il est important de lire le document sur la création des Chapitres étudiants de la SCG (ci-dessous) avant de rédiger votre demande. Si vous avez des questions au sujet de cette proposition ou de la mise en candidatures pour un Chapitre étudiant de la SCG, veuillez écrire à Maraika De Groot, représentante des jeunes professionnels, à [maraika.degroot@queensu.ca](mailto:maraika.degroot@queensu.ca). Nous sommes impatients de recevoir vos questions et commentaires ainsi que de lire votre demande!

## CGS Student Chapter Application

A proposal for **CGS Student Chapters** has been brought forward to the CGS Executive Committee (EC) and CGS Board of Directors. The EC has elected to pilot a few (2 or 3) CGS Student Chapters during the 2019-2020 school year (start date of September 2019). CGS is collecting applications for Student Chapters with a due date of **Friday April 5<sup>th</sup>, 2019**. This document outlines the application process and includes the CGS Student Chapter Proposal.

The CGS Student Chapter Proposal is a working document which will be refined based on the recommendations and suggestions from the pilot tests. As a pilot CGS Student Chapter and Local Section supporter, your guidance will be sought to help refine this initiative. Thank you in advance for your support!

### Application Process

Your application for Student Chapters should be submitted to [maraika.degroot@queensu.ca](mailto:maraika.degroot@queensu.ca) by Friday April 5<sup>th</sup>, 2019. Applications will be reviewed, and pilot tests will be identified in the spring 2019. The Student Chapter executive committee will begin planning in summer 2019 in order to launch September 2019.

The application shall include:

- **Cover Letter from the Student Chapter Executive Committee:** The cover letter should include the name of your Student Chapter (“University Name” or “Local Section” Student Chapter), one paragraph on your motivation to form a Student Chapter, and one paragraph on your vision for the Student Chapter and its activities (e.g. guest lectures, student competitions, workshops).

The letter should also indicate that the Student Chapter Executive Committee understands and agrees with “the foundation governance of student chapters”, as presented in the CGS Student Chapter Proposal (see below).

- **A proposed Student Chapter Executive Committee:** The Executive Committee shall include at minimum 3 positions (President, VP/Treasurer, and Secretary).

Please include the names of the executive committee members, email address, phone number, and a short biography (2-5 sentences). Please indicate which Executive Committee member is responsible for liaising with the Local Section. The President shall be responsible for liaising with the CGS Young Professional Representative.

- **A written letter of support from the Local Section:** The Student Chapter will be independent, both financially and operationally, from the Local Section; however, the Student Chapter will be connected to the Local Section for support and networking opportunities.

A letter from the Local Section organizing committee indicating their support for the formation of CGS Student Chapter and a proposal of how the Local Section will support the formation and activities of the Student Chapter (e.g. Student Chapter representative invited to attend local organizing committee meetings, name of Local Section member responsible for connecting with the Student Chapter). It is recommended the Local Section review the CGS Student Chapter Proposal.

- **Proposed Faculty Advisor:** The Faculty Advisor will provide guidance and support to the student chapter. They are responsible for ensuring that all activities and events are conducted in a professional manner and in a manner that aligns with the CGS and geotechnical community. The Faculty Advisor is a member of CGS National.

Indicate the name of the Faculty Advisor and Contact Information in either your cover letter or a separate document.

It is important to read the CGS Student Chapter Proposal (below) before writing your application. If you have any questions about the CGS Student Chapters proposal and application, please contact Maraika De Groot, CGS Young Professionals Representative, at [maraika.degroot@queensu.ca](mailto:maraika.degroot@queensu.ca). Looking forward to receiving your questions and comments and reading your application!

## Student Chapter Proposal

The CGS can improve awareness regarding opportunities and careers in the geotechnical and geosciences fields to undergraduate and graduate students by providing opportunities for involvement in geotechnical student activities and becoming involved in the Local Sections. This also provides ancillary benefits to the Local Sections to have a stronger connection to students interested in the geotechnical and geoscience field.

The objects of CGS student chapters is to:

1. Improve awareness of geotechnical engineering and geoscience, and attract students early in their studies (e.g. undergraduate studies).
2. Provide an opportunity for extracurricular student experience activities.
3. Help students obtain meeting space and activity funding.
4. Provide opportunities to network with professionals and university students.
5. Provide exposure to the CGS and its Local Section.

Student Chapters would be independent, both financially and operationally, from CGS and the Local Section while fulfilling the CGS objectives listed above. Student Chapters could be founded by one university or multiple universities in a given Local Section.

### Foundational Governance for Student Chapters

The key connection of the Student Chapters would be to their CGS Local Section. The Student Chapters would be established through application by founding student executive committee to CGS National and acceptance of a Founding Constitution including a set of boilerplate By-Laws. The key requirements for formal acknowledgement by CGS National of Student Chapter status would be:

1. An Executive Committee with a minimum of 3 positions with the President or delegated student responsible for liaison with the Local Section. The President will be responsible for liaison with the CGS EC Young Professional Representative.
2. Membership open to both graduate and undergraduate students.
3. Written letter of support from the Local Section to CGS National.
4. Student Chapters are financially and operationally independent from Local Sections and CGS National. Student Chapters would be responsible of all their own events and may seek sponsorship or set activity/membership fees as necessary.
5. Bi-annual reporting to the Local Section which will be included in the Local Section's reporting to CGS National.

6. Local Section and/or CGS National have authority to revoke Student Chapter status at their discretion.

An example Student Chapter Constitution has been provided in Appendix A for reference. This example constitution will be developed in more detail during and after the pilot tests. Founding by-law template and bi-annual reporting template will be developed at a future date based on the results and recommendations of the pilot test.

## **Appendix A: Example Student Chapter Constitution**

### **Article 1: Name**

The name of the Student Chapter shall be the “University Name” Canadian Geotechnical Society (CGS) Student Chapter or in the case where multiple universities partner to form one Student Chapter, the “Local Section” CGS Student Chapter.

For simplicity of this document, the Example Student Chapter Constitution is written for the first scenario, i.e. a student chapter involving only one university.

### **Article 2: Purpose of CGS Student Chapter**

Student Chapters are primarily focused on professional development of students and advancing the education of members in the field of geotechnical engineering. Chapters strive to improve communication between the Local Section and the student body and awareness of the geotechnical field through various public service activities. Chapters are involved in three main areas: (1) technical activities (2) community service, and (3) social events.

### **Article 3: Membership**

Membership is open to any undergraduate or graduate student of the “University Name”. Membership for the Student Chapter will be for a full calendar year (from September to September). There is no annual cost for undergraduate and graduate students to join the “University Name” Student Chapter unless an annual fee is enacted through by-law revisions.

### **Article 4: Compliance with CGS Policies and Procedures**

The “University Name” CGS Student Chapter is responsible for abiding by the policies and procedures outlined in the Student Chapter requirements outlined in the CGS Administration Manual and amendments set forth by the representative Local Section.

### **Article 5: Executive Committee**

The “University Name” CGS Student Chapter is led by an Executive Committee comprised of three elected officials; the President, VP/Treasurer, and Secretary. The Executive Committee is responsible for:

- Coordinate all events undertaken by the Student Chapter
- Hold regular Executive Committee meetings
- Hold one Annual General Meeting where the new Executive Committee will be elected
- Maintain financial solvency
- Cooperate with the representative Local Section
- Fulfill reporting requirements to the Local Section and CGS National: Annual report for activities from Jul 1<sup>st</sup> to Jun 30<sup>th</sup> and the half-year report for activities from July 1<sup>st</sup> to December 31<sup>st</sup>.

The following outlines specific duties of the Student Chapter Executive Committee members:

#### President

- Plan and chair all Executive Committee meetings and Annual General Meeting
- Prepare agendas for all meetings
- Act or appoint student EC member to act as the liaison with Local Section. The president or delegated student EC member shall be a member of the Local Section.
- Liaise with the CGS EC Young Professional Representative
- Update Student Chapter calendar
- Administer Student Chapter email accounts
- Administer internal documents
- Prepare Student Chapter Annual and Half-Year Reports

#### Vice President/Treasurer

- Assist President with duties
- Compose and distribute sponsorship letters at start of school year
- Maintain ongoing budget
- Order food and drinks for Student Chapter events as necessary
- Composes budgets and applications as required by the University

#### Secretary

- Collect student membership forms
- Administer internal contact list of Student Chapter members
- Administer external contact list of “Friends of the Student Chapter”
- Distribute meeting agendas and prepare and distribute meeting minutes
- Send monthly updates to Student Chapter members indicating upcoming events

The Executive Committee can be comprised of additional positions with some of the responsibilities listed above distributed to the additional positions.

A Faculty Advisor of the “University Name” CGS Student Chapter provides guidance and support to the Student Chapter, as necessary. They are responsible for ensuring that all activities and events are conducted in a professional manner and in manner that aligns with the CGS and geotechnical community. The Faculty Advisor shall be a member of the Canadian Geotechnical Society.

At the Annual General Meeting, the Faculty Advisor is responsible for:

- Overseeing and administering the elections for the “University Name” CGS Student Chapter
- Hearing and deciding on any appeals or complaints related to the elections
- Overseeing and administering the counting of votes or ballots for the elections
- Announcing the results of the elections



## **Article 6: Meetings**

The President may call a meeting at any time, but must give the other Executive Committee members at least 72 hours notice. The following meetings will occur on an annual basis:

1. Officers Planning Meeting (end of September)
2. Officers Meeting: Updates (end of December)
3. Officers Meeting: Annual Transition (beginning of April)

## **Article 7: Amendments to the Constitution / By-Laws**

Any changes (amendments) to this constitution or the Student Chapter By-Laws must be ratified by a formal vote of the Student Chapter membership at a publicized meeting of the group and approved by the Local Section and CGS National. The proposed changes must be made available to all members of the Student Chapter at least one week before the meeting and require the support of at least two-thirds of the members present and voting at the meeting.